

**Tai Po Civic Centre**  
**Scales of Hire Charges**  
**(with effect from 1 Sep 2025)**

**Scale I. Basic Hire Charges**

**(A) Auditorium**

Purpose	Service	Code	Normal Rate	Concessionary Rate (See Scale IV(D))
(1) Performance of music, drama, dance, opera, revue, and other functions considered as entertainment by the Manager during any time of the day, and activity of any kind carried out after 6pm (See Note 1)	(a) Basic charge for each performance/function with the services listed in Schedule A for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm or 7pm-11pm	A001A	\$  8,100* (See Scale IV(A) and (C)(1))	\$  2,835* (See Scale IV(A) and (C)(1))
	(b) Charge for each half-hour or part thereof in excess of 4 hours (See Note 2)	A001B	745 (See Scale IV (C)(1))	265 (See Scale IV (C)(1))
(2) Activities of any kind without audience carried out after 6pm (Such booking will not be accepted more than six weeks in advance)	(a) Basic charge for each function with the services listed in Schedule A for a period not exceeding 4 hours during 7pm-11pm	A003A	4,085	1,430
	(b) Charge for each half-hour or part thereof in excess of 4 hours (See Note 2)	A003B	390	140
(3) For items A(1) and A(2) above	(a) Charge for use/occupation of the unit before 6pm on the day of hiring during hours prior to those of the performance/activity with the services listed in Schedule B:  (i) For a continuous period of 9 hours (including lunch hour)  (ii) 9am-1pm or 2pm-6pm	A003C   A003D	1,395   565	490   200
	(b) Charge for use/occupation of the unit in the morning from 9am to 1pm following the day of hiring with the services listed in Schedule B for a period not exceeding 4 hours	A003E	565	200
	(c) Charge for use of the stage for setting up/dismantling during the hours from 12 mid-night to 9am immediately prior to/after the date of booking with working lights provided only (See Note 2 and 3)	A003F	2,255	-
	(a) Basic charge for a session not exceeding 4 hours with the services listed in Schedule A during 9am-1pm or 2pm-6pm	A004A	2,835	995
	(b) Charge for each half-hour or part thereof in excess of 4 hours	A004B	330	120

Purpose	Service	Code	Normal Rate	Concessionary Rate (See Scale IV(D))
(5) Meetings, lectures, conferences and other functions which are not considered as entertainment by the Manager, and school functions where no admission charges are made, during the hours 9am to 6pm only (See Note 1)	(a) Basic charge for each function not exceeding 4 hours or part thereof with the services listed in Schedule A during 9am-1pm or 2pm-6pm	A005A	\$ 2,835*	\$ 995*
	(b) Charge for each half-hour or part thereof in excess of 4 hours	A005B	330	120
(6) For items A(4) and A(5) above	Charge for use/occupation of the unit on the day of hiring with the services listed in Schedule B during 9am-1pm or 2pm-6pm	A005C	565	200

(B) Black Box Theatre

Purpose	Service	Code	Normal Rate	Concessionary Rate (See Scale IV (D))
(1) Performance, meetings, conferences or any functions considered as entertainment by the Manager during any time of the day, and activity of any kind carried out after 6pm (See Note 1)	(a) Basic charge for each performance/function with the services listed in Schedule A for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm or 7pm-11pm	C003B	\$ 1,750	\$ 615
	(b) Charge for each half-hour or part thereof in excess of 4 hours (See Note 2)	C003D	240	85
	(c) Charge for use/occupation of the unit before 6pm either prior to or after a performance/function with the services listed in Schedule B			
	(i) 9am-1pm or 2pm-6pm (ii) Charge for each hour or part thereof in excess of 4 hours	C005A C005B	435 110	155 40

(C) Foyer Exhibition Area

Purpose	Service	Code	Normal Rate	Concessionary Rate (See Scale IV (D))
(1) Exhibition (See Note 1)	Basic charge for a full day from 9am to 10pm (for mounting, dismantling or display of the exhibition) with the services listed in Schedule C	D003A	\$ 695	\$ 245 (See Scale V(C)(3))

(D) Function Rooms

Purpose	Service	Code	Normal Rate (See Scale IV(C)(2))		Concessionary Rate (See Scale IV(C)(2) and (D))	
			Function Room 1	Function Room 2	Function Room 1	Function Room 2
(1) Rehearsals, practices, meetings, lectures, conferences, etc	Basic charge per hour with the services listed in Schedule C (Minimum 2 consecutive hours)	B001A	\$ 210	\$ 300	\$ 105	\$ 150
	Basic charge for 'half-hour interval' with the services listed in Schedule C (See Note 4)	B001D	105	150	53	75
(2) Exhibitions	Basic charge for a full day from 9am to 8pm (for mounting, dismantling or display of the exhibition) with the services listed in Schedule C	B003A	-	2,180	-	1,090 (See Scale V(C)(3))
	Charge for each additional hour after 8pm (for dismantling or extension of opening hours) with the services listed in Schedule C (See Note 2)	B003B	-	200	-	-
	Charge for each additional half hour after 8pm (for dismantling or extension of opening hours) with the services listed in Schedule C (See Note 2)	B003D	-	100	-	-

Note 1 : Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire, with the exception for applications by government departments, District Councils or registered schools.

Note 2 : Concessionary rates are not applicable to bookings outside normal booking hours.

Note 3 : Provision of overnight service is subject to availability of staff resources and at the SOLE discretion of the Manager.

Note 4 : Applicable to the six 'half-hour intervals' i.e. 9am – 9:30am, 11:30am-12nn, 2pm-2:30pm, 4:30pm-5pm, 7pm-7:30pm and 9:30pm-10pm of the Minor Facilities.

(E) 1/F Reception Area (Available for use by hirers of the Auditorium only)

Purpose	Service	Code	Charge per hour
Reception and gathering at Reception Area at indoor on 1/F	Charge per hour with the services listed in Schedule C	D002A	(\$) 140
Reception and gathering at Podium Garden on 1/F	Charge per hour with the services listed in Schedule C (without air-conditioning)		1,415

<u>Service Schedules</u>
<u>Schedule A</u> Air-conditioning, electricity (for Civic Centre fixtures and equipment only), water, the use of furniture as provided, stage, sound and electrical equipment as installed (except those equipment and services as listed in miscellaneous charges at Scale II), basic ushering service (except for rehearsals), service from electrical technicians and sound controllers as necessary, and the use of dressing rooms.
<u>Schedule B</u> Working light, water, the use of furniture and stage equipment as provided (except those equipment and services as listed in miscellaneous charges at Scale II), service from electrical technician (one only) as necessary, and the use of dressing rooms.
<u>Schedule C</u> Air-conditioning, electricity (for Civic Centre fixtures and equipment only) and the use of furniture as provided.

**Scale II. Miscellaneous Charges**

(A) Musical Instruments (See Note 5)		
	Code	Charge
Charge for use of timpani per set (4 pieces) per function per day (available at Auditorium (on stage) only)	E002G1	340

(B) Technical Services		
	Code	Charge
(1) Charge for use of projection equipment		\$
(a) LED surtitle system at Auditorium	E001F1	(a) 515 (per function per day)
	E001F3	260 (not exceeding 2 hours)
	E001F2	130 (for each additional hour)
(b) Each multimedia projector	E001C1	(b) 410 (per function per day)
	E001C3	205 (not exceeding 2 hours)
	E001C2	105 (for each additional hour)
	E001C4	53 (for each half-hour interval in Note 4)
(c) LED wall at Auditorium	E001F4	(c) 4,510 (per function per day)

(B) Technical Services		
	Code	Charge
(2) Charge for use of sound system		\$
(a) Sound system & services at Auditorium (applicable to Scale I (A)(3)(a) and (A)(6) only) and Black Box Theatre (applicable to Scale I (B)(1)(c) only)	E004M1 E004M2	(a) 1,260 (not exceeding 4 hours) 315 (for each additional hour)
(b) Each set of sound system (with 1 sound technician stand-by and a maximum of 3 microphones provided) (available at Function Rooms only)	E004K3 E004K2 E004K4	(b) 630 (not exceeding 2 hours) 315 (for each additional hour) 160 (for each half-hour interval in Note 4)
(c) Each set of self-operated sound system (a maximum of 2 wireless microphones provided) (available at Function Rooms, Foyer Exhibition Area and Reception Area (indoor) only)	E004E3 E004E2 E004E4	(c) 205 (not exceeding 2 hours) 105 (for each additional hour) 53 (for each half-hour interval in Note 4)
(d) Immersive sound system for Auditorium and Black Box Theatre	E004K5	(d) 4,160 (per function per day)
(3) Charge of recording services for archival/educational purpose per function (not exceeding 4 hours) (See Note 5)		
(a) Audio recording (recording media to be provided by the hirer)	E004A1 E004A2 E004A3	(a) 390 98 (for each additional hour) 49 (for each half-hour interval in Note 4)
(b) Video recording with fixed position camera (recording media to be provided by the hirer) (available at Auditorium & Black Box Theatre only)	E004I1 E004I2	(b) 720 180 (for each additional hour)
(4) Charge for provision of each sound feed for self-video/audio recording per function (not exceeding 4 hours) with hirer's own equipment and technician	E004G1 E004G2 E004G3	350 88 (for each additional hour) 44 (for each half-hour interval in Note 4)

(B) Technical Services		
	Code	Charge
(5) Right fee for		\$
(a) Telecasting/video recording of each function other than archival/educational purpose or location filming (including commercial photography) at indoor hiring units (not exceeding 4 hours) with hirer's own equipment and technician	E004D1 E004D2 E004D3	(a) 4,430 1,110 (for each additional hour) 555 (for each half-hour interval in Note 4)
(b) Broadcasting/audio recording of each function other than archival/educational purpose at indoor hiring units (not exceeding 4 hours) with hirer's own equipment and technician	E004D1 E004D2 E004D3	(b) 4,430 1,110 (for each additional hour) 555 (for each half-hour interval in Note 4)
(6) Location filming (including commercial photography) at outdoor areas and indoor non-hiring units	E006A1 E006A2	Prevailing rates as set by the Government
(7) Charge for use of each wireless microphone (not exceeding 4 hours; available at Auditorium and Black Box Theatre only, use at Function Rooms is subject to availability)	E004J1 E004J2	52 15 (for each additional hour)

Note 6 : Written application has to be submitted to the Manager with proven justifications that the recordings/filming/photography will be used for archival purpose or education research with no commercial use.

### Scale III. Others

Purpose	Code	Charge
(1) Sales counter space per designated sales point per session (for sale of souvenir items & house programmes associated with the function)	E003C1	\$ 155 (for Auditorium and Black Box Theatre)
(2) Charge for use of storage facilities (available for hirers of Function Rooms only)	F002B	55 for each locker per calendar month
	F002C	340 for each storage space per calendar month

### Scale IV. General Notes

(A) <u>Charges Based on Gross Ticket Proceeds</u>	
(1)	'Charges Based on Gross Ticket Proceeds' shall mean the difference, if any, between the actual hire charges payable and the basic charge at normal rate. The rates marked with an asterisk (*) in Scale I for functions at the Auditorium are the basic charges only. The actual hire charges payable for the session (excluding any charges for miscellaneous services as listed in Scale II) will be the basic charge at normal rate or 10% of the gross ticket proceeds, whichever is the greater.
(2)	For the purpose of calculating the gross ticket proceeds, complimentary tickets not exceeding 5% of the total number of seats per function will not be taken into account. Any quantities in excess will be regarded as tickets sold at the top ticket price as shown on the approved ticket price scale.

(B) Surcharge

A surcharge (either at 100% or 300% of the basic charge) is payable for bookings of any Civic Centre facility for the period of hire in accordance with the following provisions:

- (1) 100% of the basic charge is payable if the facility is used at any time during the period of hire for:
  - (a) an exhibition which involves the participation by a commercial organisation; or
  - (b) a function which involves any business or commercial activity, including but not limited to sale, loan and promotion of commodities or services.
- (2) 300% of the basic charge is payable if the facility is used at any time during the period of hire for an exhibition or a function specified in (1)(a) or (1)(b) above but either:
  - (a) the facility is sublet to any other person or organisation; or
  - (b) the event involves the participation of more than one commercial organisation.

(C) Incentive Booking Scheme

- (1) The hiring rate for use of the Auditorium on weekday evenings (Monday to Thursday, except public holidays) for setting-up, rehearsal or occupation have been reduced from the performance rate to the rehearsal rate. For bookings made from Friday to Sunday and on public holidays, the evening session will be charged at rehearsal rate provided that the evening session is not used for performance and a daytime session is booked for performance by the same hirer on the same day.
- (2) Non-prime time rates: 50% discount is available for bookings during 9am-6pm from Monday to Friday for Function Rooms.
- (3) There will be no surcharge for exhibition events at exhibition facilities with sale of exhibits and/or subletting/involvement of more than one commercial organisation if such bookings are eligible for concessionary rates.

(D) Concessionary rates for Non-profit Organisations Scheme

Concessionary rates are applicable to applicant who fulfills all criteria below:

- (1) The applicant should either be:
  - (a) a bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department, or
  - (b) a non-profit-making organisation
    - (i) registered under the Societies Ordinance; or
    - (ii) incorporated under the Companies Ordinance; or
    - (iii) formed by Statute, or
    - (iv) registered on the list of approved charitable institutions or trusts of a public character;

and have acquired a non-profit-making status at least twelve (12) months before the first day of the event with application for concessionary rates. The Memorandum (if any) and Articles of Association or the Constitution of the applicant must include a clause specifying that members do not take any share of the profits or any share of the assets upon dissolution.

- (2) An applicant who co-presents the function with any organisation which does not meet the criteria as an eligible applicant under Item (1) above is not eligible for the concessionary rates.
- (3) The function should be open to the public, except for rehearsals linked with a public performance.
- (4) In the case of performance venues, the function should be in furtherance of performing arts which include dance, music, drama, film art or theatrical performance of any kind. In the case of lecture and exhibition venues, the concessionary rates may apply for cultural, scientific, literary or visual arts functions. Visual arts include painting, calligraphy, photography, sculpture, print, ceramics, floral and cinematography display.
- (5) Concessionary rates are not applicable to bookings outside normal booking hours (Auditorium and Black Box Theatre: 9am-11pm, Function Rooms: 9am-10pm) and all the miscellaneous charges.
- (6) If a booking is eligible for concessionary rates and the applicant is a non-profit-making arts organisation with a clearly stated aim to promote the arts in its constitution, a 65% reduction on "Charges Based on Gross Ticket Proceeds" if applicable, will be provided.
- (7) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for waiver of the "Charges Based on Gross Ticket Proceeds" and pay the full basic hire charges at normal rates. In such cases, a confirmation letter issued by the charitable institution(s) that will accept the raised funds has to be provided. The said charitable institution(s) must be registered on the list of approved charitable institutions or trusts of a public character.

(E) Miscellaneous Services

Provision of services as listed in Scale II-III is subject to availability of venue, equipment, staff resources and the discretion of the Manager.