

HONG KONG CITY HALL
BOOKING ARRANGEMENT
(with effect from 1 July 2006)

	Major Venues: Concert Hall / Theatre Exhibition Hall / Exhibition Gallery	Minor Venues: Recital Hall / Committee Rooms				
Ordinary Bookings & Late Bookings	<p>Ordinary Booking applications are accepted not less than 3 months but not more than 12 months in advance of the month of hire and processed in one lot. (e.g. applications for April 2002 - January 2003 are accepted in January 2002)</p> <p>Completed application forms should reach the booking office of the Hong Kong City Hall <u>before 5:30pm on the last working day*</u> of each month. A reply will be provided within 14 working days thereafter.</p> <p>Late Booking applications are accepted less than 3 months prior to the month of hire and will only be considered on individual merit subject to operational feasibility. Applications will be processed in one lot on a weekly basis. Completed application forms will be accepted <u>during office hours from Monday to Friday (before 5:30pm) except Saturdays, Sundays and public holidays.</u></p> <p>When more than one applicant(s) request for the same date(s), applications will be considered in accordance with the cultural content, artistic merit, arts promotion value as well as duration of the proposed function, popularity of previous events and the organizing ability of the applicant.</p> <p>(Note : 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.)</p>	<p>Ordinary Booking applications are accepted on a half-yearly basis during the sixth month prior to the month of hire and processed in one lot.</p> <p>This means that – Booking applications should be forwarded to <u>the City Hall in</u> <u>For dates in the Year</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">January</td> <td style="width: 50%;">July - December of the same year</td> </tr> <tr> <td>July</td> <td>January - June of the subsequent year</td> </tr> </table> <p>Completed application forms should reach the booking office of the City Hall <u>before 5:30pm on the last working day*</u> of the month.</p> <p>Applications received after that are considered as Late Bookings but will nevertheless be processed on a first-come-first-served basis. Applications received less than 14 days prior to the date of hire will only be considered subject to operational feasibility.</p> <p>When more than one applicant(s) request for the same duration, applications will be considered in accordance with the nature and duration of the proposed function and the organizing ability of the applicant.</p>	January	July - December of the same year	July	January - June of the subsequent year
January	July - December of the same year					
July	January - June of the subsequent year					
Special Bookings	<p>Performances involving overseas artists and functions requiring a longer lead-time for planning and preparation qualify for Special Bookings. Such booking applications are processed between 13 to 24 months in advance of the month of the hire. Completed application forms should reach the booking office of the City Hall <u>before 5:30pm on the last working day*</u> of each month. A reply will be provided within 14 working days thereafter.</p>					

Supporting Documents	<p>For organizations, the booking applications should include copies of :</p> <ul style="list-style-type: none"> (i) Certificate of business registration; or (ii) Certificate of incorporation under the Companies Ordinance; or (iii) Notification of establishment of society; or (iv) Certificate of registration under the Societies Ordinance. <p>For individuals, applicants should present their identity cards/passports for checking when they return applications in person. If applications are returned by post/ fax/ third party, copies of the applicants' identity cards/ passports should be enclosed.</p> <p>For organizations which apply for <u>rental subsidy</u>, applications should <u>also</u> include a copy of the following document, which should be duly signed by the Chairman and one other office bearer to the effect that it is a true copy:</p> <ul style="list-style-type: none"> (i) Constitution; or (ii) Memorandum and Articles of Association.
Enquiries	(852) 2921 2821 or (852) 2921 2838 (<u>Monday to Friday from 9am to 5:45pm (except public holidays)</u>)

*Working day refers to Monday to Friday except public holidays