

Hong Kong City Hall

Scale of Hire Charges

(with effect from 1 Nov 2004)

I. Basic Hire Charges

(A) Concert Hall and Theatre

Purpose	Services	Concert Hall (\$)	Theatre (\$)
(i) Performance of Music, drama, dance, opera, revue and other functions considered as entertainment by the Manager, and activity of any kind carried out after 6pm (excluding film show)	(a) Basic Charge for each function not exceeding 4 hours with the services listed in Schedule A	24,500*	8,300*
	(b) Charge for each half-hour in excess of 4 hours function with the services listed in Schedule A	3,000	1,000
	(c) Charge for each half-hour in excess of 4 hours for dismantling and moving in/out with services listed in Schedule C (up to 12 midnight and before 9am for evening and morning booking respectively)	250	110
	(d) Charge for use/occupation of the unit on the day of the hiring during hours prior to those of the function with the services listed in Schedule B: 9am - 1pm or 2pm - 6pm	3,000	2,400
	(e) Charge for use/occupation of the unit on the morning following the day of hiring with the services listed in Schedule B for a period not exceeding 4 hours	3,000	2,400

*See Scale II

Purpose	Services	Concert Hall (\$)	Theatre (\$)
	(f) Charge for overnight use/occupation of the unit with the services listed in Schedule C for a period from 12 midnight to 9am # (See Note 1)	4,000	2,300
	(g) Charge for overnight use/occupation of the unit with the services listed in Schedule A for a period from 12 midnight to 9am # (See Note 1)	24,700	12,800
(ii) Rehearsals / Occupation without audience of any kind during the hours from 9am to 6pm only	(a) Charge for a period not exceeding 4 hours with the services listed in schedule A	8,300	4,300
	(b) Charge for each half-hour in excess of 4 hours	1,000	550
	(c) Charge for use/occupation of the unit on the day of the hiring during hours prior to those of the rehearsal with the services listed in Schedule B for a period not exceeding 4 hours	3,000	2,400
	(d) Charge for use/occupation of the unit on the day of the hiring during hours prior to those of the rehearsals with the services listed in Schedule C for a period not exceeding 4 hours	1,600	910

Purpose	Services	Concert Hall (\$)	Theatre (\$)
(iii) 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 from 9am to 6pm only # (See Note 2)	(a) Charge for each function for a period not exceeding 4 hours with the services listed in Schedule A	8,300*	4,300*
	(b) Charge for each additional half-hour in excess of 4 hours function with the services listed in Schedule A	1,000	550
(iv) Film Shows (Theatre only)	(a) Basic charge for each screening including time allowance for admission for a period not exceeding 2 and a half hours with the services listed in Schedule D	--	6,200*
	(b) Charge for each half-hour in excess of 2 hours and a half hours screening with the services listed in Schedule D	--	1,200

*See Scale II

Note 1 Provision of overnight service is subject to availability of staff resources and at the SOLE discretion of the Manager.

Note 2 For registered schools, government departments or District Councils, applications for booking for sessions other than the morning sessions from Monday to Thursday (except public holidays) will only be accepted 6 months or less prior to the month of hire. Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire.

(B) Recital Hall

Purpose	Services	(\$)	
		Prime time	Non-prime time
(i) Performance of music, drama, dance, opera, revue and other functions considered as entertainment by the Manager	(a) Basic charge for each function not exceeding 3 hours with the services listed in Schedule E	950	470
	(b) Charge for each half-hour in excess of 3 hours	130	75
	(c) Charge for occupation of the unit on the day of hiring during the hours from 9am to 5pm prior to those of function/rehearsal with the services listed in Schedule F	470	260
(ii) Rehearsals without audience of any kind, meetings, lectures, conferences and others functions which are not considered as entertainment by the Manager, and school functions where no admission charges are made	(a) Charge for each function for a period not exceeding 2 hours with the services listed in Schedule F	470	260
	(b) Charge for each half-hour in excess of 2 hours	130	75

(C) Exhibition Hall and Exhibition Gallery

Purpose	Services	Exhibition Hall (\$)	Exhibition Gallery (\$)	
			Prime Time	Non-prime Time
(i) Exhibitions (including mounting, dismounting or display for the exhibitions) and other functions during the hours from 9am to 8pm only # (See Note 3)	(a) Basic charge for a full day from 9am to 8pm	24,500#	5,100#	2,500#
	(b) Charge for each hour in excess of the booking from 9am to 8pm for mounting, dismounting, extension and move in/out of the function	2,500#	460#	250#
(ii) Exhibitions (including mounting, dismounting or display for the exhibitions) and other functions hiring half of the hall during the hours from 9am to 8pm only (application be accepted and confirmed within 6 months before the booking # (See Note 3)	(a) Basic charge for a full day from 9am to 8pm	12,300#	---	---
	(b) Charge for each hour in excess of the booking from 9am to 8pm for mounting, dismounting, extension and move in/out of the function	1,200#	---	---
(iii) Conferences, meetings, ceremonies or other functions of any kind during the hours from 9am to 2pm or 3pm to 8pm (application be accepted and confirmed within 3 months before the booking	(a) Basic charge for the period from 9am to 2pm or 3pm to 8pm for each function	12,300	2,400	1,200
	(b) Charge for each half-hour in excess of the booking from 9am to 2pm or 3pm to 8pm for a maximum of one hour	1,200	260	130

See Scale II

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

Purpose	Services	Exhibition Hall (\$)	Exhibition Gallery (\$)	
			Prime Time	Non-prime Time
(iv) Receptions, meetings, ceremonies or other functions of any kind involving short duration hiring on an hourly basis, minimum 2 hours, (application be accepted and confirmed within 2 months before the booking)	(a) Basic charge for 2 hours minimum hiring	4,400	960	480
	(b) Charge for half use of the hall for 2 hours minimum hiring	2,300	---	---
	(c) Charges for each additional hour in excess of the booking			
	(i) full hall	2,300	480	250
	(ii) half hall	1,100	---	---

(D) Committee Rooms

Purpose	Services	(\$)
Meetings, lectures	(a) Basic charge for 2 hours minimum hiring with furniture as provided	430
	(b) Charge for each half-hour in excess of 2 hours	120

II. General Notes

A. Charges Based on Sales

- (1) 'Charges Based on Sales' shall mean the difference, if any, between the actual hire charges payable (excluding any charges for miscellaneous services as listed in Scale III) as specified hereunder and the basic charges as likewise specified.
- (2) For functions with admission charges, the rate marked with an asterisk (*) in Scale I (A) are the basic charges only. The actual hire charges payable shall be the said basic charges or 20% of the gross ticket proceeds, whichever is the greater.
- (3) For functions at the Exhibition Hall or Exhibition Gallery, which involve sale of any of the exhibits, the rate marked with a '#' in Scale I (C) comprises the basic charges only. The actual hire charges payable for each session to which the rate relates shall be double the amount of the said basic charges.
- (4) For functions at the Exhibition Hall or Exhibition Gallery with admission charges, the actual hire charges payable for each session to which the rate relates shall be double the amount of the said basic charges.

B. Prime Time/Non-prime Time Bookings

- (1) For hiring of the Exhibition Gallery, prime time bookings are defined as any bookings on Fridays, Saturdays, Sundays and Public Holidays. Bookings from Mondays to Thursdays except Public Holidays are regarded as non-prime time bookings.
- (2) For hiring of the Recital Hall, prime-time bookings are defined as any bookings on Saturdays, Sundays, Public Holidays and bookings on Mondays - Fridays after 5pm. Bookings on weekdays (Mondays - Fridays) except Public Holidays before 5pm are regarded as non-prime time bookings. For any booking on weekdays except Public Holidays which involves both prime time and non-prime time, the basic charge will be at the prime time rates.

Services	\$
<p>i. Charge for use of musical instrument per function (charges for use of piano/harpsichord include the service for one tuning only). Any extra tuning service will be charged to the hirer at cost levied by the venue contractor</p> <p>1. Piano (i) Upright (available at Concert Hall & Recital Hall)</p> <p style="padding-left: 40px;">(ii) Baby Grand (available at Recital Hall)</p> <p style="padding-left: 40px;">(iii) Concert Grand (available at Concert Hall & Theatre)</p> <p>2. Grand Harp (available at Concert Hall)</p> <p>3. Harpsichord (available at Concert Hall & Theatre)</p> <p>4. Timpani (available at Concert Hall)</p>	<p>at tuning cost levied by the venue contractor</p> <p style="text-align: right;">650</p> <p style="text-align: right;">1,400</p> <p style="text-align: right;">720</p> <p style="text-align: right;">2,400</p> <p style="text-align: right;">330</p>
<p>j. Charge for use of each wireless microphone per session subject to availability (not exceeding 4 hours)</p>	<p style="text-align: center;">48 12 (for each additional hour)</p>
<p>k. Charge for the use of video playback equipment (not exceeding 2 hours)</p>	<p style="text-align: center;">300 150 (for each additional hour)</p>
<p>l. Charge for overnight set up/dismantle of the orchestral pit/extension stage (manual changeover by additional backstage staff)</p> <p>1. For Concert Hall</p> <p>2. For Theatre</p>	<p style="text-align: right;">8,100</p> <p style="text-align: right;">4,200</p>
<p>m. Charge for internal transportation of each musical instrument to and from the designated storage site at the City Hall</p>	<p>at contract price levied by the venue contractor</p>
<p>n. Charge for sale of merchandise at per designated sale point per session</p>	<p>290 or 10 % of the gross proceeds from sale of the merchandise whichever is the greater</p>

IV. Publicity Banners on External Wall (# See Note 4)

Location (Appendix 1)	Size	Daily Charge (Days for both hanging and dismantling of banners inclusive)
A, B, C - External Wall of Exhibition Hall facing City Hall Memorial Garden	6m(W) x 9m(H)	\$600
F, G, H - External Wall of Theatre facing Connaught Road Central	6m(W) x 9m(H)	\$600
D, I - Elevated Walkway facing the Victoria Harbour	15m(W) x 1.5m(H)	\$200
E, J - Elevated Walkway facing the General Post Office	15m(W) x 1.5m(H)	\$200

Note 4 (i) Available for hirers of the Concert Hall, Theatre and Exhibition Hall only. Display of banners will be allowed for a maximum of two weeks within the counter booking period subject to availability of sites.

(ii) Eligibility Criteria:

- (a) Staging two admission-charged performances or more in the Concert Hall or Theatre; or
- (b) Holding exhibition lasting for three or more days in the Exhibition Hall.

Service Schedules

Schedule A

(for performance and full scale rehearsal)

Air-conditioning, electricity (for City Hall fixtures and equipment only), the use of furniture as provided, stage and electrical equipment as installed, sound system other than broadcast or recording services, basic ushering service (except for rehearsals), service from electrical technicians and sound controllers as necessary and the use of dressing rooms.

Schedule B

(for occupation and set up with limited technical support)

Air-conditioning and working light for stage, the use of furniture as provided, stage equipment as installed, sound system other than broadcast or recording services and the use of dressing rooms.

Schedule C

(for occupation/move-in/move-out)

Ventilation and working light for stage and the use of dressing rooms.

Schedule D

(for film show)

Air-conditioning, the use of the projection equipment and service from projectionists, and basic ushering service for functions with audience only.

Schedule E

(for Recital Hall performance)

Air-conditioning, electricity (for City Hall fixtures and equipment only), the use of furniture as provided, stage and electrical equipment as installed, basic ushering service for functions with audience only, service from electrical technicians as necessary and the use of dressing room.

Schedule F

(for Recital Hall - rehearsal/meeting)

Air-conditioning, electricity (for City Hall fixtures and equipment only), the use of furniture as provided, stage and electrical equipment as installed and the use of dressing room.

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Location Map for Hanging of Wall Banner

