

HONG KONG CITY HALL
BOOKING ARRANGEMENTS
(with effect from 1 December 2015)

	Concert Hall/Theatre/ Exhibition Hall/Exhibition Gallery	Recital Hall/ Committee Rooms				
<p>Ordinary Bookings and Late Bookings</p>	<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 March 2016 – December 2016 are accepted in December 2015)</p> <p>Completed application forms should reach the booking office of the Hong Kong City Hall or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps <u>before 5:30pm on the last working day* of the month</u>. 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>If there is more than one applicant applying for the same slot, the applications will be considered by taking into account the following factors and weightings:</p> <p><u>Concert Hall</u></p> <ul style="list-style-type: none"> • Nature of the proposed function (30%) Arts-related activities such as concerts (orchestral, chamber, instrumental, vocal, jazz, opera and Chinese opera) will be given preference • Artistic merit of the proposed function (50%) Activities with good artistic merit, international reputation and high professional standard will be given preference • New applicant organising arts-related functions or not/ organising ability of past successful hirer, and duration of period applied for (20%) <p><u>Theatre</u></p> <ul style="list-style-type: none"> • Nature of the proposed function (30%) Arts-related activities such as concerts (chamber, instrumental, vocal, jazz), opera, drama/musical, dance and Chinese opera will be given preference • Artistic merit of the proposed function (50%) Activities with good artistic merit, international reputation and high professional standard will be given preference • New applicant organising arts-related functions or not/ organising ability of past successful hirer, and duration of period applied for (20%) <p><u>Exhibition Hall/Exhibition Gallery</u></p> <ul style="list-style-type: none"> • Nature of the proposed function (35%) Arts-related exhibitions will be given preference • Artistic merit of the proposed function (45%) Activities with good artistic merit will be given preference • New applicant organising arts-related functions or not/ organising ability of past successful hirer, and duration of period applied for (20%) 	<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 -</p> <p>Booking applications should be forwarded <u>to the Hong Kong City Hall in</u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">January</td> <td style="text-align: center; width: 50%;"><u>For dates in the Year</u> July - December of the same year</td> </tr> <tr> <td style="text-align: center;">July</td> <td style="text-align: center;">January - June of the subsequent year</td> </tr> </table> <p>Completed application forms should reach the booking office of the Hong Kong City Hall or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps <u>before 5:30pm on the last working day* of the month</u>.</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>If there is more than one applicant applying for the same slot, the applications will be considered by taking into account the following factors and weightings:</p> <p><u>Recital Hall/Committee Rooms</u></p> <ul style="list-style-type: none"> • Nature of the proposed function (50%) Arts-related activities that comply with the designated use of the facility will be given preference (the designated use of the Recital Hall is recitals, singing or other music activities; the designated use of the Committee Rooms is meetings, lectures or seminars related to arts) • Number of hours of hire applied for (30%) • New applicant organising arts-related functions or not/ organising ability of past successful hirer (20%) <p>If, after assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p>	January	<u>For dates in the Year</u> July - December of the same year	July	January - June of the subsequent year
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	<p>Should competing applicants score the same marks in the aforesaid stage, the applications will be further considered by taking into account the following factors which carry the same scoring weighting:</p> <ul style="list-style-type: none"> • Interval between the proposed date of hire and the last successful booking of the same facility • Number of days booked at the same facility within the 12 months preceding the proposed date of hire • Attendance at the last function held at the same facility (not applicable to the Exhibition Hall/Exhibition Gallery) <p>If, after the aforesaid two stages of assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</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>Special Bookings</p>	<p>Events requiring a longer lead-time for planning and preparation (e.g. cultural performances involving renowned visiting artists) are eligible to apply 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 Hong Kong City Hall or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps <u>before 5:30pm on the last working day* of the month</u>. A reply will be provided within 14 working days thereafter.</p>	
<p>Supporting Documents</p>	<p>For organisations, the booking applications should include copies of :</p> <ol 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 a society under the Societies Ordinance; or (iv) Certificate of registration of a society under the Societies Ordinance; or (v) Certificate of registration on the list of approved charitable institutions or trusts of a public character; or (vi) Certificate of registration of a school or certificate of incorporation under the Education 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 card/passport should be enclosed.</p>	

<p>Application Procedure for Concessionary Rates for Non-profit Organisations Scheme</p>	<p>(1) The applicant should furnish the following together with the application form :-</p> <p>(a) (i) Certificate of incorporation under the Companies Ordinance; or (ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance; or (iii) Certificate of registration on the list of approved charitable institutions or trusts of a public character; and</p> <p>(b) a copy of the Memorandum (if any) and Articles of Association or the Constitution duly signed by the Chairman and one other office-bearer to the effect that it is a true copy. 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.</p> <p>(2) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for waiver of the “Charges Based on Sales” 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.</p> <p>(3) The applicant is required to submit a copy each of all relevant publicity materials one month before the function. A copy of the house programme should also be submitted on or before the first day of the function.</p> <p>(4) The approval of concessionary rates is subject to the applicant's absolute compliance with the criteria for Concessionary Rates for Non-profit Organisations Scheme (please refer to Scale V(C) of the Hong Kong City Hall Scales of Hire Charges) and observance of the Terms and Conditions of Hire. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Leisure and Cultural Services Department reserves the right to charge the full normal rates and recover all outstanding amounts.</p> <p>(5) The Department reserves all right to interpret the criteria under this scheme and to decide whether the applicant is eligible for concessionary rates. The Department’s decision shall be final.</p>
<p>Enquiries</p>	<p>(852) 2921 2821 or (852) 2921 2838 (Monday to Friday from 9am to 5:45pm (except public holidays))</p>

*Working day refers to Monday to Friday except public holidays