

Hong Kong City Hall
Scales of Hire Charges
(with effect from 1 February 2018)

Scale I. Basic Hire Charges

(A) Concert Hall and Theatre

Purpose	Service	Code	Normal rate		Concessionary rate (See Scale V (A) & (C))	
			Concert Hall (See Note 1)	Theatre	Concert Hall (See Note 1)	Theatre
(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 6:00pm (excluding film show)	(a) Basic charge for each 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	\$ 25,250*	\$ 8,550*	\$ 8,840*	\$ 2,990*
	(b) Charge for each half-hour in excess of 4 hours for prolonged function with the services listed in Schedule A	A001B	3,090	1,030	1,080	360
	(c) Charge for each half-hour in excess of 4 hours for moving in, dismantling and moving out with services listed in Schedule C (up to 12 midnight and before 9am for evening and morning booking respectively)	A001C	260	115	91	40
	(d) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the function with the services listed in Schedule B for a period not exceeding 4 hours : 9am-1pm or 2pm-6pm	A001D	3,090	2,470	1,080	865
	(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 : 9am-1pm or 2pm-6pm	A001E	3,090	2,470	1,080	865
	(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 2)	A001F	4,120	2,370	--	--
	(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 2)	A001G	25,450	13,200	--	--

*See Scale V

Purpose	Service	Code	Normal rate		Concessionary rate (See Scale V (A) & (C))	
			Concert Hall (See Note 1)	Theatre	Concert Hall (See Note 1)	Theatre
(2) Rehearsals/Practices without audience of any kind during the hours 9am to 6pm only	(a) Charge for a session not exceeding 4 hours with the services listed in Schedule A during 9am-1pm or 2pm-6pm	A004A	\$ 8,550	\$ 4,430	\$ 2,990	\$ 1,550
	(b) Charge for each half-hour in excess of 4 hours	A004B	1,030	565	360	200
	(c) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the rehearsal with the services listed in Schedule B for a period not exceeding 4 hours : 9am-1pm or 2pm-6pm	A004C	3,090	2,470	1,080	865
	(d) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the rehearsal with the services listed in Schedule C for a period not exceeding 4 hours : 9am-1pm or 2pm-6pm	A004D	1,650	935	580	325
(3) Meetings, 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 3)	(a) Charge for a session not exceeding 4 hours with the services listed in Schedule A	A005A	8,550*	4,430*	2,990*	1,550*
	(b) Charge for each additional half-hour in excess of 4 hours	A005B	1,030	565	360	200
(4) 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	A008A	---	6,390*	---	2,240*
	(b) Charge for each half-hour in excess of 2 and a half hours screening	A008B	---	1,240	---	435

*See Scale V

Note 1 : Applicant has to decide the stage format when booking application is submitted. Subsequent change on stage format will not be allowed.

Note 2 : Provision of overnight service is subject to availability of staff resources and at the SOLE discretion of the Manager.

Note 3 : For registered schools, government departments or District Councils, applications for booking for (3)(a) 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 (9am-10pm)

Purpose	Service	Code	Normal rate	Concessionary rate (See Scale V (C))
(1) 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	B002A	\$ 980	\$ 490
	(b) Charge for each half-hour in excess of 3 hours	B002B	135	70
	(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	B002C	485	245
(2) 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	B001A1	485	245
	(b) Charge for each half-hour in excess of 2 hours	B001B	135	70

Service Schedules

Schedule A (for performance and full scale rehearsal)

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

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 and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale II), service from sound controllers as necessary, 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 film projection equipment and service from projectionists and basic ushering service.

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 rooms.

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 rooms.

(C) Exhibition Hall and Exhibition Gallery (9am-8pm)

Purpose	Service	Code	Normal rate		Concessionary rate (See Scale V (C))	
			Exhibition Hall 590 sq.m	Exhibition Gallery 260 sq.m	Exhibition Hall 590 sq.m	Exhibition Gallery 260 sq.m
(1) Exhibitions (including mounting, dismantling or display for the exhibitions) and other functions during the hours from 9am to 8pm only (See Note 4)	(a) Basic charge for a full day from 9am to 8pm	C001A1	\$ 25,250*	\$ 5,250*	\$ 8,840	\$ 1,840
	(b) Charge for each hour in excess of the booking from 9am to 8pm for mounting, dismantling, moving in, moving out or extension of opening hours	C001B1	2,580*	475*	--	--
(2) Exhibitions (including mounting, dismantling 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 4)	(a) Basic charge for a full day from 9am to 8pm	C001A2	12,650*	--	4,430	--
	(b) Charge for each hour in excess of the booking from 9am to 8pm for mounting, dismantling, moving in, moving out or extension of opening hours	C001B2	1,240*	--	--	--
(3) 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	C002A	12,650*	2,470*	4,430	865
	(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	C002B	1,240*	270*	435 (Not applicable after 8pm)	95 (Not applicable after 8pm)
(4) 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	C006A	4,530*	990*	1,590	345
	(b) Charge for half use of the hall for 2 hours minimum hiring	C006B	2,370*	--	830	--
	(c) Charges for each additional hour in excess of the booking					
	(i) full hall	C006C1	2,370*	495*	830	175
(ii) half hall	C006C2	1,130*	--	395	--	

*See Scale V

Note 4 : Except registered schools, government departments or District Councils, applications for non-arts events will only be accepted 3 months or less prior to the month of hire.

(D) Committee Rooms (North / South) (9am-10pm)

Purpose	Service	Code	Normal rate	Concessionary rate (See Scale V (C))
Meetings, lectures	(a) Basic charge for 2 hours minimum hiring with furniture as provided	B001A2	\$ 445	\$ 225
	(b) Charge for each half-hour in excess of 2 hours	B001B	125	63

(E) VIP Lounge

Purpose	Service	Code	Normal rate
Reception or functions of any nature considered as appropriate by the Manager (Priority for the use of VIP Lounge will be given to hirers of the Concert Hall.)	Basic charge per hour with furniture as provided	A099A	\$ 720

Scale II. Miscellaneous Charges

(A) Musical Instruments (See Note 5)		
	Code	\$
(1) Charge for use of each Steinway concert grand piano per function per day (available at Concert Hall and Theatre only)	E002D1	1,340
(2) Charge for use of each Bosendorfer baby grand piano per function per day (available at Recital Hall)	E002B1	670
(3) Charge for use of harpsichord per function per day (subject to availability)	E002E1	2,470
(4) Charge for use of concert grand harp per function per day (available at Concert Hall and Theatre, and subject to availability)	E002C1	730
(5) Charge for use of timpani per set (4 pieces) per function per day (available at Concert Hall and Theatre, and subject to availability)	E002G1	340

Note 5 : Charges for use of piano/harpsichord include one tuning service only. Any extra tuning service will be charged at cost levied by the venue contractor with payment settled by hirer to the contractor directly. Grand pianos of brand names other than Steinway/Bosendorfer and upright pianos, if available as part of the original provision of the hiring units, will be provided free but the service charge for any tuning will be charged at cost levied by the venue contractor with payment settled by hirer to the contractor directly.

(B) Technical Services		
	Code	\$
(1) Charge for use of projection equipment (a) Each multimedia Projector (b) Each set of video playback equipment	E001C1 E001C3 E001C2 E001G1 E001G3 E001G2	(a) 410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour) (b) 410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour)
(2) Charge for use of each set of sound system (a) Sound system for the Exhibition Hall, Exhibition Gallery, Theatre (film show) and Recital Hall (including audio recording services) (b) Self-operated public address system	E004K3 E004K2 E004E3 E004E2	(a) 630 (not exceeding 2 hours) 315 (for each additional hour) (b) 205 (not exceeding 2 hours) 105 (for each additional hour)
(3) Charge of recording services for archival/ educational purpose per function (See Note 6) (a) audio recording (b) video-cassette recording with camera fixed to cover the whole view of the stage (available at Concert Hall and Theatre only) (c) video-cassette recording with camera movement and operated by the City Hall sound technician (available at Concert Hall and Theatre only)	E004A1 E004A2 E004I1 E004I2 E004H1 E004H2	(a) 785 (not exceeding 4 hours) 195 (for each additional hour) (b) 1,440 (not exceeding 4 hours) 360 (for each additional hour) (c) 2,580 (not exceeding 4 hours) 645 (for each additional hour)
(4) Charge for the provision of each sound feed for self-video/audio recording per function with hirer's own equipment and technician	E004G1 E004G2	700 (not exceeding 4 hours) 175 (for each additional hour)
(5) Right fee for (a) telecasting/ location filming (including commercial photography) and video recording other than archival/ educational purpose of each function at indoor hiring units (per function not exceeding 4 hours) with hirer's own equipment and technician (b) broadcasting/ audio recording other than archival/ educational purpose of each function at indoor hiring units (per function not exceeding 4 hours) with hirer's own equipment and technician	E004C1 E004C2 E004B1 E004B2	(a) 8,860 (not exceeding 4 hours) 2,300 (for each additional hour) (b) 4,430 (not exceeding 4 hours) 1,110 (for each additional hour)
(6) Location filming (including commercial photography) at outdoor areas and indoor non-hiring units	E006A1 E006A2	Prevailing rate as set by the Government plus basic hire charges if applicable
(7) Charge for use of each wireless microphone (available at Concert Hall and Theatre; use at Exhibition Hall, Exhibition Gallery and Recital Hall subject to availability)	E004J1 E004J2	52 (not exceeding 4 hours) 15 (for each additional hour)

(B) Technical Services		
	Code	\$
(8) Charge for pre-setting of orchestra pit/extension stage (available at Concert Hall and Theatre only) (See Note 7)	E005A1	2,680
(9) Charge for internal transportation of each musical instrument to and from the designated storage site at the City Hall	--	at contract price levied by the venue contractor

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.

Note 7 : Applicant has to state the stage format and indicate the request to use the orchestra pit/extension stage when booking application is submitted. Services will be provided subject to availability of venue to pre-setting and dismantling the orchestral pit/extension stage within 9am to 11pm prior and after the application's booking hour.

Scale III. Publicity Banners on External Wall (See Note 8)

Location (Appendix I)	Size	Code	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) (54 sq. m.)	F001A	\$620 (for each banner)
F,G,H– External Wall of Theatre facing Connaught Road Central	6m (W) x 9m (H) (54 sq. m.)		\$620 (for each banner)
D,I – Elevated Walkway facing the Victoria Harbour	15m (W) x 1.5m (H) (22.5 sq. m.)		\$205 (for each banner)
E,J – Elevated Walkway facing the General Post Office	15m (W) x 1.5m (H) (22.5 sq. m.)		\$205 (for each banner)

Note 8: (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 or prior to the event day of free admission programmes 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 days or more in the Exhibition Hall.

Scale IV. Others

(1) Sales counter space per designated sales point per session	Code E003C1 or E003C4	A minimum charge of \$310 or 10% of the gross proceeds from sale of merchandise whichever is the greater
(2) Charge for use of locker per month per locker (subject to availability)	F002B	\$310 (per month)

Scale V. General Notes

(A) Charges Based on Sales

“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 II) as specified hereunder and the basic charges as likewise specified.

- (1) The rates marked with an asterisk (*) in Scale I(A) for functions at the Concert Hall and Theatre are the basic charges only. The actual hire charges payable shall be the said basic charges or 20% of the gross ticket proceeds per function, 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 top price category as shown on the ticket price scale approved by the Manager.
- (3) For functions at the Exhibition Hall and Exhibition Gallery which involve sale of any of the exhibits or with admission charges, the rate marked with an asterisk (*) in Scale I(C) comprises the basic charges only. The actual hire charges payable for each day to which the rates relates shall be double the amount of the said basic charges.

(B) Incentive Booking Scheme

Special rates are now offered for long running productions, weekday evening non-performance hiring of the City Hall’s major facilities - the Concert Hall and Theatre and long running exhibition at the Exhibition Hall and Exhibition Gallery.

- (1) The hiring rate for use of the Concert Hall and Theatre on weekday evenings (Monday to Thursday, except public holidays) for setting-up, rehearsal or occupation have now been reduced from the performance rate to full rehearsal rate. For booking made from Friday to Sunday and on public holidays, the evening session will be charged at full 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) For each booking of 7 consecutive days at the Exhibition Hall and Exhibition Gallery, hirers can enjoy a 30% discount on the daily basic charges.
- (3) Applicants of Exhibition Hall and Exhibition Gallery eligible for the Concessionary Rates for Non-profit Organisations Scheme can enjoy waiver of the “Charges Based on Sales” specified at Scale V (A)(3) above.

(C) 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

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 made outside normal booking hours of the venues (Concert Hall and Theatre: 9am-11pm; Exhibition Hall and Exhibition Gallery: 9am-8pm; Recital Hall and Committee Room North/South: 9am-10pm), booking of VIP Lounge and 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 Sales", 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 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.

(D) Miscellaneous Services

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

Hong Kong City Hall Location Map for Hanging of Wall Banner

