

## Booking Arrangements and Charges

(Effective from 1 April 2024)

	Exhibition Hall	Lecture Theatre / Multi-purpose Studio / Multi-purpose Room	Art Studio (Note 1) (Note 2)
Ordinary Booking	<p><b>Ordinary Booking</b> applications are accepted <b>not less than 3 months but not more than 7 months</b> in advance of the month of hire and processed collectively (e.g. applications for April to August 2016 are accepted in January 2016) (Note 3).</p> <p>Completed application forms should reach the Booking Office of the Centre before 5:30pm of the last working day (Note 4) of each month. A reply will be provided within 14 working days thereafter.</p> <p>When there are more than one applicant(s) applying for the same date(s), applications will be considered in accordance with the content, arts promotion value of the proposed function, popularity of previous events and the organising ability of the applicant, etc.</p>	<p><b>Ordinary Booking</b> applications are accepted on a half-yearly basis during the sixth month prior to the month of hire and processed in one lot, i.e. in <b>January</b> (for July to December) and <b>July</b> (for January to June next year).</p> <p>Completed application forms should reach the Booking Office of the Centre before 5:30pm of the last working day (Note 4) of January / July. A reply will be provided within 14 working days thereafter.</p> <p>When there are more than one applicant(s) applying for the same date(s), applications will be considered in accordance with the nature, relevancy to the designated use of the facilities, duration of the proposed function and the organising ability of the applicant, etc.</p>	<p><b>Ordinary Booking</b> applications are accepted <b>not less than 2 weeks but not more than 3 months</b> prior to the date of hire and processed collectively (e.g. applications for 15 January 2016 to 31 March 2016 are accepted on 1 January 2016).</p> <p>Completed application forms should reach the Booking Office of the Centre before 5:30pm every day (except closing days).</p> <p>When the number of applicants applying for the same date(s) exceeds the maximum capacity of the studio, applications will be considered in accordance with the nature, relevancy to the designated use of the facilities, duration of the proposed function and the organising ability of the applicant, etc.</p>
Late Booking	<p>Applications received after the Ordinary Booking Period are considered as <b>Late Bookings</b>. Applications will be processed collectively subject to operational feasibility and in accordance with the criteria as for the <b>Ordinary Booking</b> applications. Completed application forms should reach the Booking Office of the Centre before 5:30pm of the last working day (Note 4) of each week. They will be processed in one lot on a weekly basis.</p>	<p>Applications received after the Ordinary Booking Period are considered as Late Bookings and will be processed on a first-come, first-served basis. Applications received less than 14 days prior to the date of hire for will be considered on individual merit. Completed application forms should reach the Booking Office of the Centre before 5:30pm of the working day (Note 4).</p>	<p>Applications received after the Ordinary Booking period are considered as <b>Late Bookings</b>. Applications will be processed on a first-come, first-served basis and will only be considered subject to operational feasibility.</p>
Special Booking	<p>Events requiring a longer lead-time for planning and preparation (e.g. seminars, exhibitions or cultural performances involving renowned visiting scholars / artists) are eligible to apply for <b>Special Bookings</b>. Special Booking applications are accepted not less than 8 months and not more than 24 months in advance of the month of hire. Completed application forms should reach the Booking Office of the Centre before 5:30pm of the last working day (Note 4) of each month. Applications will be processed collectively and a reply will be provided within 14 working days thereafter.</p>		

Note 1: Booking of Art Studios will only be considered for applicants with appropriate training or proven experience to use the studio equipment.

Note 2: For better use of the resources and facilities, if hirers cannot attend the studio sessions, please inform the centre in written by fax at 2501 4703 or via email at va@lcsd.gov.hk. For ad-hoc requests, hirers may contact the centre staff at 2521 3008. The withdrawn sessions will be open for bookings. Frequent no shows without prior notices will affect future applications.

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

Note 4: Working day refers to Monday to Friday (except public holidays).

<p style="text-align: center;"><b>Booking Procedures</b></p>	<ol style="list-style-type: none"> <li>1. Interested parties should complete an application form available upon request from the Information Counter of vA!. (also downloadable from the web site <a href="http://www.lcsd.gov.hk/apo/">www.lcsd.gov.hk/apo/</a>)</li> <li>2. For organisations which apply for the booking facilities of vA! for the first time, applications should include copies of: <ol style="list-style-type: none"> <li>i) Certificate of business registration; or</li> <li>ii) Certificate of incorporation under the Companies Ordinance Cap. 622; or</li> <li>iii) Notification of establishment of a society under the Societies Ordinance Cap. 151; or certificate of registration under the Societies Ordinance.</li> <li>iv) Certificate of registration of a society under the Societies Ordinance Cap. 151; or</li> <li>v) Certificate of registration on the list of approved charitable institutions or trusts of a public character; or</li> <li>vi) Certificate of registration of a school or certificate of incorporation under the Education Ordinance Cap. 279.</li> </ol> <p>For individuals, applicants should present their identity cards / passports for checking when they return applications in person.</p> </li> <li>3. For organisations as non-commercial users, applications should also include a copies of:</li> <li>4. The applicant shall furnish the following together with the application form: <ol style="list-style-type: none"> <li>(a) (i) Certificate of incorporation under the Companies Ordinance Cap. 622; or</li> <li>(ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance Cap. 151; or</li> <li>(iii) Certificate of registration on the list of approved charitable institutions or trusts of a public character; and</li> <li>(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.</li> </ol> </li> <li>5. Applicants of <b>Special Bookings</b> for Exhibition Hall should submit the artists' address proof for consideration.</li> <li>6. All <b>new</b> applicants should provide certificate or letter of reference to show proven qualification / relevant experience / appropriate training and experience to use the studio equipment for screening by vetting panel before application is approved.</li> <li>7. New applicants of Art Studios will be invited for interview by a selection panel if required.</li> <li>8. The completed application form, together with all the supporting documents should then be sent to the <b>Hong Kong Visual Arts Centre</b> (Address: 7A Kennedy Road, Central, Hong Kong; fax: +852 2501 4703).</li> <li>9. Successful applicants will be notified by letter for making the necessary arrangement including the signing of 'Confirmed Booking Form' and the payment of hire charges by crossed cheque(s) payable to 'HKSAR Government'.</li> <li>10. To contact the Centre by post, please make sure that all mail items bear sufficient postage. The Centre will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website: <a href="http://www.hongkongpost.hk/en/postage_calculator/index.html">http://www.hongkongpost.hk/en/postage_calculator/index.html</a>).</li> </ol>
<p style="text-align: center;"><b>Remarks</b></p>	<ol style="list-style-type: none"> <li>(1) All information and documents submitted by the applicant in support of the booking application shall be update, valid and subsisting with regard to the legal status of the applicant/ organisation. The applicant shall provide any further information and documents in respect of any changes thereto.</li> <li>(2) The applicant may be liable to be prosecuted should any false information and/or invalid documents be provided in the booking application.</li> <li>(3) It is an offence under the Prevention of Bribery Ordinance Cap. 201 for any applicant/ its members, employees, agents and contractors to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.</li> </ol>
<p style="text-align: center;"><b>Enquiries</b></p>	<p>Tel: (852) 2521 3008 or (852) 3101 2736 / Fax: (852) 2501 4703  Email: <a href="mailto:va@lcsd.gov.hk">va@lcsd.gov.hk</a>  [Working Days from 9 a.m. to 5:30 p.m.]  Address: 7A Kennedy Road, Central, Hong Kong</p>

## Facilities for Hire and Basic Hire Charges

Facilities For Hire		Area / Maximum Capacity	Purpose	Hiring Pattern	Charge		Furniture and Equipment Provided (Note 5)
					For Non-commercial Users	For Commercial Users	
<b>Artist Studio</b>	I. Ceramics Studios	160 m <sup>2</sup> / 8 artists	For pursuing related artistic works	3 - hour session (2:00 - 5:00pm / 6:00 - 9:00pm)	<ul style="list-style-type: none"> <li>• \$68 per session per artist's work space</li> <li>• \$23 per hour in excess of one session</li> </ul>	<ul style="list-style-type: none"> <li>• \$135 per session per artist's work space</li> <li>• \$46 per hour in excess of one session</li> </ul>	<ul style="list-style-type: none"> <li>• basic studio equipment</li> <li>• ventilation system</li> <li>• metal welding machines</li> <li>• cutting machines</li> <li>• bench drill</li> <li>• bench saw</li> <li>• litho presses</li> <li>• intaglio presses</li> <li>• aquatint box</li> <li>• suction silkscreen printers</li> <li>• vacuum exposure unit</li> <li>• woodblock printing presses</li> <li>• electric potter's wheels</li> <li>• blenders</li> <li>• kilns in Ceramic Studio (see table on next page for kiln firing charges)</li> <li>• washing basins</li> </ul>
	II. Sculpture Studios:						
	1. Metal / Clay / Plaster 2. Stone  3. Wood	123 m <sup>2</sup> / 3 artists 42 m <sup>2</sup> / 2 artists (Note 6) 63 m <sup>2</sup> / 2 artists (Note 6)					
	III. Printmaking Studios:						
	1. Planography / Serigraphy 2. Intaglio  3. Relief	123 m <sup>2</sup> / 4 artists 104 m <sup>2</sup> / 3 artists 82 m <sup>2</sup> / 3 artists					
<b>Exhibition Hall</b>		218 m <sup>2</sup>	Exhibitions	Basic charge for a full day from 10am to 9pm	• \$465 per day	• \$925 per day	<ul style="list-style-type: none"> <li>• display stands</li> <li>• display panels</li> <li>• chairs and tables</li> <li>• track lighting</li> <li>• portable sound system with a microphone</li> </ul>
	Charge for each hour in excess of the booking from 10am to 9pm			• \$46 per extra hour	• \$92 per extra hour		
<b>Lecture Theatre</b>		111 m <sup>2</sup> / 60 fixed seats; 10 seats for wheelchair users.	Lectures, conferences, films, slides, video shows	Hourly (10:00am - 9:00pm) Minimum 2 consecutive hours	<ul style="list-style-type: none"> <li>• \$58 per hour</li> <li>• \$30 per half hour in excess of 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>• \$115 per hour</li> <li>• \$59 per half hour in excess of 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>• projection equipment (Note 7)</li> <li>• sound system</li> <li>• chairs and tables</li> </ul>
<b>Multi-purpose Room 1 / 2</b>		25 - 33 m <sup>2</sup> / 20 seats	Various art activities, meetings, lectures, seminars, classes, presentation	Hourly (10:00am - 9:00pm) Minimum 2 consecutive hours. Except Multi - purpose Studio 1 available from 10:00am to 2:00pm only	<ul style="list-style-type: none"> <li>• \$30 per hour</li> <li>• \$14 per half hour in excess of 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>• \$59 per hour</li> <li>• \$28 per half hour in excess of 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>• projection equipment (Note 7)</li> <li>• chairs and tables</li> <li>• washing basins</li> </ul>
<b>Multi-purpose Studio 1 / 2 / 3</b>		82 - 110 m <sup>2</sup> / 20 seats					

Note 5: The items listed are not exhaustive, please check with the Booking Office with regard to other requirements. Furniture and equipment provided are subjected to change without prior notice.

Note 6: With additional 38 m<sup>2</sup> public area to be shared by users of Sculpture Studio (Wood) and Sculpture Studio (Stone).

Note 7: Miscellaneous charges are required for the hire of video projector. For details, please refer to the guidelines on the left page.

## Miscellaneous Charges

<b>Equipment</b>	Video projector	\$210 per half hour (minimum 1 hour)
	Wireless microphone	\$46 per set for the first 3 consecutive hours, \$15 per set for each additional hour
<b>Filming / Recording</b>	Filming / Videotaping of each function with hirer's own equipment and technician i) filming / videotaping for record or archival purpose	Waived
	ii) telecast / filming / videotaping for commercial or public release	\$11,600 for the first 4 hours, \$ 2,900 for each subsequent hour
	Audio recording with equipment provided by the Centre (Only at Lecture Theatre, data storage devices to be provided by hirer)	\$115per hour (minimum 2 consecutive hours)
	Sound feed	\$300 per function not exceeding 3 hours for each sound feed and \$100 for each additional hour.
<b>Sale of Merchandise</b>	Sale of merchandise per designated sales point per function / session (Sale of exhibits at Exhibition Hall is not applicable)	\$345 or 10% of the gross proceeds from sale of merchandise, whichever is the higher

## Kiln Firing Charges for Ceramics Studios

<b>Firing Process</b>	<b>Usual Firing Time (approx.)</b>	<b>Charges</b>	<b>Minimum Charges</b>
Bisque firing	12 hours	\$9 per litre	\$45 per firing per user
Low-temperature glaze firing	15 hours	\$11 per litre	\$55 per firing per user
High-temperature glaze firing	20 hours	\$13 per litre	\$65 per firing per user

**Remark:**

The Centre's technician will design firing schedule, handle the loading and unloading for ceramics in the kiln, temporary storage after fired, and the return of ceramics.

Firing is at regular intervals depending on the sizes and number of works received within the capacity of the kilns. Charges are calculated on the capacity of the piece submitted for firing.

## Opening Hours of the Centre

Monday, Wednesday to Sunday: 10am – 9pm

Mid-Autumn Festival, Winter Solstice Festival, Christmas Eve, New Year Eve and Chinese New Year's Eve: 10am – 5pm

Closed on Tuesdays, Christmas Day, Boxing Day, New Year's Day, and the first three days of the Chinese New Year

# Hong Kong Visual Arts Centre

## Conditions of Use

All the following conditions will be applied to all bookings in addition to the Hong Kong Visual Arts Centre Terms and Conditions of Hire. Unless otherwise specified, the words and expressions used in these conditions shall have the meanings assigned to them by the Hong Kong Visual Arts Centre Terms and Conditions of Hire.

### Use of a Unit

1. The Hirer shall not or shall not attempt to, without the prior permission of the Curator, do any of the following:-
  - (i) assign, sublet or part with possession of the Unit or any part of it in any manner whatsoever other than by way of admission to the Unit for the purpose of participation in or attendance at the Event for which the Unit is hired;
  - (ii) use the Unit for a purpose other than that stated in the Application Form;
  - (iii) change the nature of the Event;
  - (iv) obtain or change a co-presenter, organiser or sponsor;
  - (v) transfer a Confirmed Booking to another dates or times; and
  - (vi) change any artist or performer or film or programme from those named in the Application Form.

### Rules Regarding the Hiring of Venues

2. Prior application to the Curator is necessary in case video recording, filming, the making of TV films, tea reception or press conference conducted within the Centre or the hired venue is needed. In general, audio or video recording of the performance should only be for archival/ educational purposes. In case the audio or video records are used for commercial uses or purposes other than archival/ educational purposes, a right fee at the prevailing rate will be levied.

### Arrangements of Prolonged Booking

3. Provision of prolonged booking to the Hirer is subject to the availability of manpower resources and is solely at the discretion of the Curator.
4. The Hirer occupying the venue outside the confirmed booking period for prolonged function, or for moving in, dismantling and moving out of settings is required to seek prior permission from the Curator and to pay for the additional services/ extended booking involved

### Licenses

5. A copy of the licence or certificate mentioned below (where applicable) shall be forwarded to the Curator before the Event.

- (i) Projection of Films

- (a) In compliance with the Film Censorship Ordinance (Cap. 392), the Hirer whose functions include the projection of films, slides or video shall obtain a “Certificate of Approval” or a “Certificate of Exemption” from the Office of Film, Newspaper & Article Administration (OFNAA) (Enquiry: 2594 5788 / 2594 5762). The Hirer shall forward to the Curator the copy of a valid certificate at least seven working days before the day of projection.
- (b) The Hirer must obtain one of the aforesaid certificates before publicising the Event and making ticketing arrangements. All publicity materials must include the appropriate censorship symbol and accompanying notice under OFNAA’s classification:
- Category I : “Suitable for all ages”
- Category IIA : “Not suitable for children”
- Category IIB : “Not suitable for young person and children”
- Category III : “Only person aged 18 or above shall be admitted”
- (ii) Electrical Installation and the Use of Laser
- (a) The Curator must be informed if any additional electrical apparatus or fitting is needed or to be used in conjunction with existing electrical fittings in the Cultural Centre. In compliance with the Electricity Ordinance (Cap. 406), relevant electrical works should be carried out by registered electricians who shall issue a “Work Completion Certificate” (WR(1)).
- (b) For the use of laser, the laser contractor must first obtain a permit issued by the Electrical and Mechanical Services Department.
- (iii) Lottery or Game of Chance
- In case there is any game, device or activities for distributing or allotting prizes by luck draw or games of chance, the Hirer shall apply in advance for a “Trade Promotion Competition Licence” from the Office of the Licensing Authority (Enquiry: 2117 3916 / 2117 3798) of the Home Affairs Department as governed by the Gambling Ordinance (Cap. 148).
- (iv) Donation inside the Auditorium
- For fund-raising activities where on-site collection of donation will be arranged, the Hirer shall apply in advance for a “Public Subscription Permit” from the Social Welfare Department (Enquiry: 2832 4311) or a “Public Fund-raising Permits” from the Home Affairs Department (Enquiry: 2835 1492). Such permit should be available for on-site inspection and display when required by the venue staff.
- (v) Entry Permit for Overseas and Mainland Performer/ Artist, Adjudicator and Working Staff
- Overseas or mainland performer/ artist, adjudicator and working staff of the Event working in Hong Kong shall apply for relevant visa or entry permit from the Immigration Department (Tel: 2824 6111) in advance. Visitors are not allowed by law to take up employment (paid or unpaid), to establish or join in any business.
- (vi) Employment of Children under the Age of 15
- The Hirer whose functions include the participation of child entertainer (a person under the age of 15 years) shall apply for relevant approval from the Labour Department (Tel: 2717 1771).

## Publicity Materials

6. (i) The Hirer shall submit to the Leisure and Cultural Services Department (“the Department”) the sample of publicity materials, including banner, flags, display boards and backdrop etc., and provide details of the content, design and wordings. The publicity materials shall only be displayed after getting the approval of the Department;
- (ii) The Hirer shall not make, publish, display or disseminate Event-related publicity materials that contain false, biased, misleading or deceptive information; and
- (iii) The Hirer shall not, with a view to promoting or publicising the Event, make, publish, display, disseminate or cause to be made, published, displayed, disseminated any publicity materials which either expressly or by implication make reference to the Department without prior written permission of the Curator.
- (iv) The Hirer shall make his own arrangements for publicity and promotion of his programme. The Hong Kong Visual Arts Centre will assist in placing or displaying programme leaflets and electronic/print posters produced by the Hirer at suitable locations of the venue where practicable. Where appropriate, programme details will be published on the Hong Kong Visual Arts Centre’s event calendar and webpage. The Hirer shall take note of the relevant guidelines on the provision of information, and submit his information to the Hong Kong Visual Arts Centre pursuant to the said guidelines before the specified deadline. The Hong Kong Visual Arts Centre reserves the right to edit, delete, change, use or display/not display the information provided.

## Public Order and Safety

7. To maintain good public order and safety, the Hirer, the performer(s) or any person authorised by the Hirer shall not carry out any activities which may incite the audience to behave in such a way as to cause disorder, or in any way put the safety of the audience at risk during the Event. The Hirer shall not permit the performance of any act, or the display of any material which is likely to encourage hatred against or fear of any person; or which is based on malicious or unfounded allegations and is likely to encourage hatred against or fear of any person.

## Public Health

8. To prevent the spread of communicable disease and to maintain public health, members of the public may be required to undergo temperature check or health check before entering the venue, and admission may be prohibited if such person refuses to undergo the above-mentioned check. The Hirer shall also pay attention to participants’ personal health care conditions, and remind those having respiratory symptoms should refrain from participating in the events and seek medical advice promptly.

## National Anthem Ordinance

9. The Hirer is required to observe and comply with the National Anthem Ordinance (Instrument A405) should the events involve the playing and singing of the national anthem. The Hirer is also requested to inform the Curator of any playing and singing of the national anthem in the events at least 4 weeks in advance. For details, please visit: <https://www.elegislation.gov.hk/hk/A405>. The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: [https://www.cmab.gov.hk/en/issues/national\\_anthem\\_occasions.htm](https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm)

## National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance

10. In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), the Hirer who would like to display and use the national and regional flags or emblems during their booking periods shall ensure that their designs are in compliance with the specifications set out in the respective Ordinances and make prior written applications to the Deputy Director of Administration (Email: flags&emblems@cso.gov.hk or Fax: 2804 6552). The processing time required varies and it takes about 3 to 4 weeks in general. For details, please visit:

<https://www.elegislation.gov.hk/hk/capA401>

(National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602>

(Regional Flag and Regional Emblem Ordinance)

### Safeguarding National Security

11. The Hirer shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security, and shall not engage in any act or activity which are not in compliance with the said legislation.

### Other Legislation

12. The Hirer shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Public Health and Municipal Services Ordinance Cap. 132 and all subsidiary legislation made thereunder, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the booking and/or in connection with the booking application.

(End)