



香港兆基創意書院
李兆基基金會贊助·香港當代文化中心主辦
HKICC Lee Shau Kee School of Creativity

HKICC Lee Shau Kee School of Creativity (HKSC)

Arts and Culture Centre

Rules and Regulations Governing the Use of HKSC Multi-media Theatre (G/F) and Studio Theatre (2/F)

1. Without consent of the venue manager, no person shall smoke in all parts of HKSC campus, including e-cigarettes; unless as an integral part of the performance exempted under the Smoking (Public Health) Ordinance (Cap. 371).
2. Eating and drinking in the venue including auditorium, stage and backstage areas is not permitted.
3. No activity is permitted in the venue during non-booking sessions including 1300-1400 hours and 1800-1900 hours.
4. Standard house rule recordings must generally be played by the venue prior to the performance start. Exception can be made when the house rule is printed in the house programme, or the house rule is to be announced by the hirer by means of narrator, MC, V/O or manner otherwise agreed in advance by the venue manager.
5. All scenery, props and equipment brought in to the venue must meet all applicable regulations. Details please refer to relevant license application guidelines.
6. In general, all scenery shall be fireproof, but scenery constructed with paper MUST have a fireproof treatment.
7. Inflammable spray painting is not permitted all parts of the venue.
8. No nails are permitted to be fixed into the floor of the venue.
9. Any temporary structure built in the venue shall allow an unobstructed gangway not less than 1.05m as a path towards any fire exit. All temporary stairs, ramps, platforms, landings, balconies, and galleries built in the venue as part of the performance design, exceeding 0.38m in height and accessible to the public should be provided with an appropriate barrier handrail.
10. Any independent moving scenic structure shall have a safe base to height ratio of 1:3, or other mitigating design and construction factors rendering it stable; otherwise a surveyor's report on stability will be required.
11. No Chemical materials can be used to perform any stage effect without consent of the venue manager.
12. Only competent personnel will be permitted to operate sound board, light board, followspots, rigging equipment, projection equipment, etc. Where permitted, such person(s) shall undertake all the responsibility for the safe use and continued good condition of the equipment under their operation.
A competent person means a person who: a) is qualified because of knowledge, training and experience to organize the work and its performance, b) is familiar with the regulations that apply to the work, and c) has knowledge of any potential or actual danger to health or safety in the workplace.
13. Any lit candle and lit torch require application and permission in advance from the venue manager. Lit candles and lit torches shall be kept 1 m away from costumes, curtains, draperies and other scenery, and requires application and permission in advance from the venue manager. The venue manager reserves all rights to request the hirer to perform any flameproof treatment and provide a relevant certificate whenever reasonably necessary.

14. Subject to appropriate grid, harness, and hardware condition, any human flying mechanism requires a surveyor's report every time the mechanism is rigged in the venue.
15. The hirer is responsible to remove all props and/or scenery from the stage and school area within the hired booking session after the last rehearsal or performance.
16. Metallic balloon and helium balloon are prohibited inside the venue; unless as an integral part of the performance.
17. Intention to display of Sand / Water Effect / Snow Effect / Huge amount of Paper / Hav / Plank / Confetti on stage as an integral part of the performance. shall receive consent of the venue manager. Hirer is responsible to monitor the action closely, and ensure it remains faithful to the intent agreed. Hirer is undertaking all responsibility of any damage or cleaning necessary from such action.
18. All hirers must observe any direction / regulation given by the venue management staff in any situation.