



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
 Other Venues Rate Card**

I) Standard Rate

Gallery

Code	Charge Item	Non-profit making organizations [Remark 1]	Other organizations	Service (Schedule 1)
		HK\$ [Remark 2]	HK\$ [Remark 2]	
	<u>Exhibition</u>			
	Booking Hours: 9am-8pm, 11 hours in total			
D1a	Basic charge (9am-8pm)	3,850	5,500	A
D1b	Charge for each hour or part thereof in excess of an 11-hour session	450	550	A
D1c	Charge for 7 consecutive days	18,000	27,100	A
	<u>Other Purposes</u>			
	Booking Hours: 9am-11pm			
D2a	Basic per hour charge (Min. 2 hours)	450	550	A
D2b	Commercial activities/ Location filming/ Telecasting	Negotiable	Negotiable	Negotiable

Creative Promenade

Code	Charge Item	Non-profit making organizations [Remark 1]	Other organizations	Service (Schedule 1)
		HK\$ [Remark 2]	HK\$ [Remark 2]	
E1	Booking Hours: 9am-11pm Basic per hour charge. (Min. 4 hours)	300	500	B
E2	Commercial activities/ Location filming/ Telecasting	Negotiable	Negotiable	Negotiable

Other Venues

Code	Charge Item	Non-profit making organizations [Remark 1]	Other organizations	Service (Schedule 1)
		HK\$ [Remark 2]	HK\$ [Remark 2]	
	Booking Hours: 9am-11pm Basic per hour charge is as follows (Min. 2 hours)			
F1	Classroom	180	240	A
F2	Classroom (Double size)	350	450	A
F3	Computer Room	900	1,200	A
F4	Conference Room	650	780	A
F5	Critic Room	350	420	A
F6	Basketball Court	900	1,200	B
F7	Multi-purpose Room (1/F)	540	900	A
F8	Music Room	400	500	A
F9	Commercial activities/ Location filming/ Telecasting	Negotiable	Negotiable	Negotiable

*A set of simple PA system (including one wired microphone) and a projector are provided for F1-F4 and F7.

II) **Miscellaneous Charges** [Remark 3]

Code	Equipment and Services Provided	Charge (HK\$)
	<u>Audio Equipment (Min. 2 hours)</u>	
OC1a	Charge per hour for use of the audio system (Audio Equipment + 2 wired microphones are provided for indoor activities only)	250
OC1b	Charge per hour for each wireless microphone	30
	<u>Screening Equipment (Min. 2 hours)</u>	
OC2a	Charge per hour for use of each multi-media projector	120
OC2b	Charge for use of each movable projection screen (size: 170cm x 170cm).	80
OC2c	Charge per day for use of each multi-media projector (For Exhibition Purpose)	660
OC2d	Charge per day for use of each movable projection screen (For Exhibition Purpose)	440
	<u>Sales Counter</u>	
OC3	Charge for each counter per performance or activity. (Not exceeding 4 hours.) *For sale of souvenir items associated with the activities only, subject to approval from HKSC	250
	<u>Cleaning</u>	
OC4a	Hirers are responsible to clean up and restore the venues and place garbage in the waste collection bins located at parking area (large scale garbage shall not be placed at HKSC)	Free
OC4b	Cleaning provided by the venue (activity less than 200 participants)	500
OC4c	Cleaning provided by the venue (activity more than 200 participants)	Negotiable
	<u>Other Additional Facilities</u>	
OC5a	School Desk (per 5 pieces per day)	50
OC5b	Examination Desk (per 5 pieces per day)	25
OC5c	School Chair (per 5 pieces per day)	10
OC5d	Conference Table (6 ft.) (per piece per day)	10
OC5e	Bench (per piece per day)	10
OC5f	Moveable Exhibition Board / White Board (per piece per day)	10

Remarks

1. HKSC will grant applicants the concessionary hire charges according to their identities as follows and nature of events. HKSC reserves the right to decide whether or not the hirer and the event is eligible for the concession.
 - Government and public organization;
 - A registered charitable organization (the tax exempt confirmation letter issued by the Inland Revenue Department for charitable institutions and trusts of a public character as according to Section 88 of the Inland Revenue Ordinance should be provided);
 - A registered non-profit-making organization including arts and cultural organization, social services organization, school, religious organization and voluntary organization (registration certificate & articles of organization (there must be a section included in the articles of organization stating the non-distribution of profits) should be provided);
 - Individual artist (record of past artistic achievements and personal resume should be provided for consideration).
2. Charges and items are subject to change without prior notice. Charges stated in quotation shall prevail.
3. Provision of equipment, facilities or services is subject to availability of manpower and equipment and is at the sole discretion of the HKSC.

Rental Concession:

1. HKSC launched a new rental concession rate to hirers since 4 November 2016. Details are as follows:
 - **Venue Booking:** A 20% discount on published rate to individuals and organizations hiring venues (except the Multi-media Theatre, Gallery, Studio Theatre, Screening Room) for 25 hours or above within a month (30 days).
 - **Equipment, Facility, and Service Booking:** Full published rate will be charged
 - **Acknowledgement:** All entities offered concessionary hiring charges should acknowledge HKSC properly in respective publicity materials (including but not limited to leaflets, posters, website, house programmes, press releases). All drafts of publicity materials must be approved by the HKSC and a copy of the original artworks must be sent to the HKSC for the purpose of recording.
2. All charges and items are subject to change without prior notice. Charges stated in quotation shall prevail.
3. Provision of equipment, facilities or services is subject to availability of manpower and equipment and at the sole discretion of the HKSC.

(Schedule 1)

**HKICC Lee Shau Kee School of Creativity (HKSC)
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Service Schedules**

Item	Services / Facilities
A	Air-conditioning, basic lighting and the use of furniture as provided.
B	Basic electricity.