

**HKICC Lee Shau Kee School of Creativity (HKSC)
Arts and Culture Centre
Screening Room Rate Card**

I) Standard Rate

Booking Sessions:

For Screening: 9am-11pm

For Meeting, Conference and Seminar: 9am-1pm, 2pm-6pm, 7pm-11pm

Code	Charge Item	Non-profit making organizations [Remark 1]	Other organizations	Service (Schedule 1)
		HK\$ [Remark 2]	HK\$ [Remark 2]	
	<u>Digital Projection</u>			
C1a	Per Screening, each Screening not exceeding 2.5 hours.	2,500	3,500	A
C1b	Charge for each half-hour or part thereof in excess of a 2.5 session	500	700	A
	<u>Film Projection</u>			
C2a	Per Screening, each Screening not exceeding 2.5 hours.	1,800	2,500	A
C2b	Charge for each half-hour or part thereof in excess of a 2.5 session	360	500	A
	<u>For Meeting, Conference and Seminar</u>			
C3a	3 sessions per day, each session not exceeding 4 hours.	2,250	2,800	A
C3b	Charge for each half-hour or part thereof in excess of a 4-hour session.	290	350	A
	<u>Other Purposes</u>			
C4	Commercial activities/ Location filming/ Telecasting	Negotiable	Negotiable	Negotiable

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

Code	Equipment and Services Provided	Charge (HK\$)
	<u>Audio Equipment (Min. 2 hours)</u>	
C5a	Charge per hour for use of the audio system (Audio Equipment + 2 wired microphones are provided for indoor activities only)	250
C5b	Charge per hour for each wireless microphone	30
	<u>Screening Equipment (Min. 2 hours)</u>	
C6a	Charge per hour for use of each multi-media projector	120
C6b	Charge for use of each movable projection screen (size: 170cm x 170cm).	80
	<u>Sales Counter</u>	
C7	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>	
C8a	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
C8b	Cleaning provided by the venue (activity less than 200 participants)	500
C8c	Cleaning provided by the venue (activity more than 200 participants)	Negotiable
	<u>Other Additional Facilities</u>	
C9a	School Desk (per 5 pieces per day)	50
C9b	Examination Desk (per 5 pieces per day)	25
C9c	School Chair (per 5 pieces per day)	10
C9d	Conference Table (6 ft.) (per piece per day)	10
C9e	Bench (per piece per day)	10
C9f	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.

(Schedule 1)

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

Item	Services / Facilities
A	Projector, projection screen, sound system (including two wireless microphones), air-conditioning, electricity (for fixtures and equipment inside the venue only) basic ushering service, service from in-house technicians.