



**HKICC Lee Shau Kee School of Creativity (HKSC)
Arts and Culture Centre
Venue Hiring Policy and Payment Procedure**

	Multi-media Theatre	Other Venues
(1) Types of Booking a. Ordinary Bookings	<ul style="list-style-type: none"> ▪ Applications may be submitted within 24 months prior to the month of hire for arts and cultural events ▪ For other events, applications may be submitted within 4 months prior to the month of hire 	<ul style="list-style-type: none"> ▪ Applications may be submitted within 6 months prior to the month of hire for arts and cultural events ▪ For other events, applications may be submitted within 4 months prior to the month of hire
b. Late Bookings	Applications may be submitted within a month prior to the month of hire.	
(2) Submission of Application	<p>Applicants should submit the completed 'Booking Application Form' together with the following (a) or (b) documents to HKICC Lee Shau Kee School of Creativity (HKSC) by fax to 2339 1551; email to artscentre@creativehk.edu.hk; post to HKSC, No.135, Junction Road, Kowloon, Hong Kong with remarks on the envelop stating 'Booking Application' or in person during office hour (9:30am-6:30pm, Monday to Friday, except public holidays).</p> <p>(a) For organizations, applicants should submit copies of the following documents:</p> <ul style="list-style-type: none"> ▪ Certificate of business registration; or ▪ Certificate of incorporation under the Companies Ordinance; or ▪ Notification of establishment of society; or ▪ Certificate of registration under the Societies Ordinance. <p>Or</p> <p>(b) For individuals, applicants should submit copies of identity card or passport for checking.</p>	
(3) Application for Concessionary Hire Charges	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.	

	<ul style="list-style-type: none"> ▪ 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 CV should be provided for consideration).
<p>(4) Application Processing, Notification, and Other Reminders</p>	<ol style="list-style-type: none"> 1. In case of inadequate information or missing supporting documents, the applicant may be required to provide them by a deadline, failing which HKSC may cease processing the application and cancel the booking without further notice. 2. HKSC reserves the right to request the applicant to provide additional information to assess the event’s programme content, venue use and the background/nature of the applicant and co-organizer(s). 3. HKSC reserves the right to decide whether or not to approve any application without the need to provide any explanation to the applicant. 4. When there is more than one applicant applying for the same slot, applications will be considered in accordance with the artistic and cultural merit of the events, the nature of the organizations and events, the duration of period applied for and previous record of organizing events. The final decision on applications rests with HKSC. 5. A quotation and venue rental agreement will be sent to applicant when the application is approved. Applicant has to sign to confirm both document and settle the payment as stated. 6. Unless and until HKSC and applicant signed the venue rental agreement, the applicant should treat the status of the application as not approved and refrain from promoting the event. 7. HKSC reserves the right to amend this “Venue Hiring Policy and Payment Procedure”, “Rate Cards” of all venues, “Rules and Regulations Governing the Use of HKSC Multi-media Theatre (G/F) and Studio Theatre (2/F)”, “General Rules and Regulations Governing the Use of HKSC Venues”, and other information related to venue hiring as and when necessary.

<p>(5) Payment Procedures*</p>	<p><u>Ordinary Bookings</u></p> <ul style="list-style-type: none"> ▪ Applicant should sign the quotation within 14 days upon approval of application. Venue rental agreement and invoice will be sent to the applicant after the quotation is signed. <p>First Installment **</p> <ul style="list-style-type: none"> ▪ 30% of the basic hire charges shall be settled within 30 days after the invoice date. <p>Balance**</p> <ul style="list-style-type: none"> ▪ Applicant should settle the balance 30 days prior to the date of hire. <p>First installment will not be refunded for any cancellation of confirmed booking.</p>	<p><u>Ordinary Bookings</u></p> <ul style="list-style-type: none"> ▪ Applicant should sign the quotation within 14 days upon approval of application. Venue rental agreement and invoice will be sent to the applicant after the quotation is signed. ▪ Total amount of basic hire charges shall be settled within 30 days after invoice date. **
	<p><u>Late Bookings</u></p> <ul style="list-style-type: none"> ▪ Applicant should sign the quotation, venue rental agreement and settle the total amount of basic hire charges within 7 days upon approval of application. <p>The hire charges paid will not be refunded for any cancellation of confirmed booking.</p>	<p><u>Late Bookings</u></p> <ul style="list-style-type: none"> ▪ Applicant should sign the quotation, venue rental agreement and settle the total amount of basic hire charges within 7 days upon approval of application. <p>The hire charges paid will not be refunded for any cancellation of confirmed booking.</p>
<p>*Payment must be settled on or before due date. Otherwise, the reserved venues will be released without prior notice. The paid hire charges will not be refunded.</p> <p>**Applicant may apply deferment of hire charges in writing. HKSC would consider case by case in accordance with the reason and actual status.</p>		