



HKICC Lee Shau Kee School of Creativity (HKSC)
Arts and Culture Centre
General Rules and Regulations Governing the Use of HKSC Venues

1. The hirer shall comply with all instructions given by venue staff.
2. The hirer must be one of the organizers or co-organizers, and users using the hired facilities. The hirer is required to show the valid rental receipt for verification and registration before using the facilities. The rental receipt is not transferable.
3. The hired facility is only used for specified purpose unless prior permission is granted by venue management. The hirer should seek advice and permission from venue management before booking if he/ she wishes to convert the facility for other uses. The hirer shall not convert the use of the hired facility during booked period without prior permission from venue management.
4. Eating and drinking in the venue is not permitted. The hirer may apply for exemption from venue management if necessary.
5. Smoking or drinking any kind and alcoholic drinks; speaking foul language; committing illegal acts; committing conduct related to Hong Kong independence and separatism are strictly prohibited within school campus. HKSC will advise people who fail to comply with these rules to leave the campus, and reserves the right to terminate the event without making any refund or compensation to the hirer.
6. All users must leave the venue when their booked period is over. All hired/borrowed equipment should be returned at the same time.
7. If the hirer fails to take up the booking or fully utilize the facility without giving a satisfactory explanation, HKSC reserves the right to refuse to accept further bookings.
8. If the Typhoon Signal no. 8 or above, Red or Black Rainstorm Warning is hoisted, the venue management may exercise its discretion to close the facilities based on safety or operational reasons. Detailed arrangement can be discussed with venue staffs.
9. If a confirmed booking has to be cancelled by the venue management owing to inclement weather or any unforeseen circumstances in accordance with Condition 8, the hirer may apply for reallocation or refund of hire charge for the unused session(s). However, the venue management does not guarantee the availability of any suitable session for reallocation, for reasons including but not limited to scheduled maintenance works, prevailing booking situations of the facility or any other circumstances. In such case, refund of hire charge will be arranged. The hirer shall make the application for reallocation or refund within 30 days, inclusive of the day of the original booking. HKSC is not responsible for any loss due to the change / cancellation of event.
10. The hirer shall be responsible to meet the cost of repairing any damage caused to the facility, and reinstating or replacing any equipment, apparatus, fitting, or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during the booked period.

11. Any on-site donation activities of charitable nature in the hired facilities require prior permission from the venue management. HKSC only accepts application of donation activities organized by registered charitable organizations (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).
12. Any film or video showing inside HKSC must have been submitted to Office for Film, Newspaper and Article Administration, and any necessary license obtained and exhibited, before the production commences.

Film Censorship Guidelines for Censors:

<http://www.ofnaa.gov.hk/document/eng/code/filmcensorship.pdf>

http://www.ofnaa.gov.hk/document/eng/publicity/Leaflet6_eng.pdf

Application download here:

<http://www.ofnaa.gov.hk/document/eng/form/film/01/tvf47.pdf>

13. If participant or any other people is injured or facility is damaged during the booked period, the hirer should report to the venue management immediately.
14. The hirer or user shall indemnify and keep indemnified HKSC against all actions, claims and demands by any person who suffers or sustains any death, injury, loss or damage arising out of or as a result of the use of the facility by the hirer or any person so authorized by him due to the negligence on his part or on the part of such authorized person.
15. The hirer should provide insurance for all participants and staffs involved in the activity to be held at the booked venue. The hirer should take responsibility of any injury or death of participants or staffs if it should happen during the rented period.
16. HKSC may refuse any person from using the venue and facility if he/she does not observe the conditions of use or remove any person from the venue if he/she is in breach of the regulations in force. In such event, the booking will be cancelled automatically and the paid fees forfeited.
17. The hirer shall not make, publish, display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The hirer shall not expressly or by implication make reference to HKSC in any of the publicity materials without prior written permission of HKSC. The hirer shall indemnify and keep indemnified HKSC and its staff against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision.
18. HKSC can restrict the number of users of the booked facility, based on the purpose of use of the venue and nature of the activity, to ensure public safety and smooth operation.
19. HKSC can cancel any confirmed bookings or terminate all or part of the confirmed booking sessions without prior notice, subject to the following circumstances:
 - (a) The hirer fails to comply with any of the rules and regulations here; or
 - (b) Public order or public safety is harmed during the course of the event.
20. If the hirer fails to comply with any rules and regulations here, HKSC may consider not to accept booking for use of the venue and facility from the hirer in the future.