

Leisure and Cultural Services Department
Booking Arrangements of the Sai Wan Ho Civic Centre
(effective from November 2014)

	Theatre/Cultural Activities Hall	Art Studios/Music Practice Rooms						
<p>Ordinary Bookings and Late Bookings</p>	<p>Ordinary Booking applications are accepted not less than 3 months but not more than 7 months in advance of the month of hire and processed collectively (e.g. applications for May – September 2013 are accepted in February 2013) (See Note 1).</p> <p>Completed application forms should reach the booking office of the Sai Wan Ho Civic Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30 p.m. of the last working day* of the month. A reply will be provided within 14 working days thereafter.</p> <p>If there is more than one applicant applying for the same slot, the applications will be considered by taking into account the following factors and weightings:</p> <ul style="list-style-type: none"> • Nature of the proposed function (20%) Arts-related activities such as concerts (orchestral, chamber, instrumental, vocal or jazz), opera, drama/musical, dance, Chinese opera, Chinese operatic songs or excerpts will be given preference • Artistic merit of the proposed function (45%) Activities with good artistic merit will be given preference • Value of the proposed function to the promotion of arts and culture in the community (15%) Activities contributing to the promotion of arts and culture in the community will be given preference • New applicant organising arts-related activities or not/organising ability of past successful hirer, and duration of period applied for (20%) <p>Should competing applicants score the same marks in the aforesaid stage, the applications will be further considered by taking into account the following factors which carry the same scoring weighting:</p> <ul style="list-style-type: none"> • Interval between the proposed date of hire and the last successful booking of the same facility • Number of days booked at the same facility within the 12 months preceding the proposed date of hire • Attendance at the last function held at the same facility <p>If, after the aforesaid two stages of assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p> <p>Applications received after the Ordinary Booking Period are considered as Late Bookings. The applications are received each week during office hours from Monday to Friday (before 5:30 p.m.) except Saturday, Sunday and public holidays. They will be processed collectively subject to operational feasibility and in accordance with the criteria as for the Ordinary Booking applications.</p> <p><i>(Note 1: Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire, with the exception for applications by government departments, District Councils or registered schools.)</i></p>	<p>Ordinary Booking applications are accepted twice a year in January and July for a maximum period of half-year 6 months in advance. Details are as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Submission Month</u></th> <th style="text-align: center;"><u>Booking Period</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">January</td> <td style="text-align: center;">July – Dec of the same year</td> </tr> <tr> <td style="text-align: center;">July</td> <td style="text-align: center;">Jan – June of the following year</td> </tr> </tbody> </table> <p>Completed application forms should reach the booking office of the Sai Wan Ho Civic Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30 p.m. on the last working day* of the month of January or July.</p> <p>If there is more than one applicant applying for the same slot, the applications will be considered by taking into account the following factors and weightings:</p> <ul style="list-style-type: none"> • Nature of the proposed function, and whether the proposed function complies with the designated use of the facility (30%) Arts-related activities that comply with the designated use of the facility will be given preference (the designated use of the Art Studios is painting, calligraphy, handicraft or other visual arts activities; the designated use of the Music Practice Rooms is singing, piano practices or other music activities) • Number of hours of hire applied for and whether arts-related activities will be held for a continuous period of six months (40%) Arts-related activities will be given preference • Value of the proposed function to the promotion of arts and culture in the community (15%) Activities contributing to the promotion of arts and culture in the community will be given preference • New applicant organising arts-related activities or not/organising ability of past successful hirer (15%) <p>If, after assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p> <p>Applications received after Ordinary Booking Period are considered as Late Bookings, which will be processed on a first-come-first-served basis. Applications received less than 14 days prior to the date of hire will only be considered subject to operational feasibility.</p>	<u>Submission Month</u>	<u>Booking Period</u>	January	July – Dec of the same year	July	Jan – June of the following year
<u>Submission Month</u>	<u>Booking Period</u>							
January	July – Dec of the same year							
July	Jan – June of the following year							

Special Bookings	<p>Events requiring a longer lead-time for planning and preparation (e.g. cultural performance involving renowned visiting artists) are eligible to apply for Special Bookings.</p> <p>Special Booking applications are accepted not less than 8 months and not more than 24 months in advance of the month of hire. Completed application forms should reach the booking office of the Sai Wan Ho Civic Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30 p.m. on the last working day* of the month.</p> <p>A reply will be provided within 14 working days thereafter.</p>	Will only be exceptionally considered on individual merit.
Supporting Documents	<p>For organisations, applications should include copies of :</p> <ul style="list-style-type: none"> (i) Business Registration Certificate under the Business Registration Ordinance; or (ii) Certificate of Incorporation under the Companies Ordinance; or (iii) Notification of the establishment of society under the Societies Ordinance; or (iv) Certificate of Registration of a Society under the Societies Ordinance. <p>For individuals, applicants should present their identity cards / passports for checking when they submit applications in person. If applications are submitted by post / fax / third party, copies of the applicant's identity card/passport should be enclosed.</p> <p>For organisations which apply for <u>rental subsidy</u>, applications should <u>also</u> include a copy of the following document duly signed by the Chairman and one other office bearer to the effect that it is a true copy:</p> <ul style="list-style-type: none"> (i) Constitution; or (ii) Memorandum and Articles of Association 	
Enquiries	Tel: 3184 5777 (Monday to Friday from 9a.m. to 5:45p.m. (except public holidays))	Fax: 2904 6297
Address	Sai Wan Ho Civic Centre, G/F, 111 Shau Kei Wan Road, Hong Kong	

*Working day refers to Monday to Friday except public holidays