

Tai Po Civic Centre
Scales of Hire Charges
 (with effect from 1 March 2025)

Scale I. Basic Hire Charges

(A) Function Rooms

Purpose	Service	Code	Normal Rate (See Scale IV (B)(1))		Concessionary Rate (See Scale IV (B) (1) and (C))	
			Function Room 1	Function Room 2	Function Room 1	Function Room 2
(1) Rehearsals, practices, meetings, lectures, conferences, etc	Basic charge per hour with the services listed in Schedule C (Minimum 2 consecutive hours)	B001A	\$ 210	\$ 300	\$ 105	\$ 150
	Basic charge for 'half-hour interval' with the services listed in Schedule C (See Note 1)	B001D	105	150	53	75
(2) Exhibitions	Basic charge for a full day from 9am to 8pm (for mounting, dismantling or display of the exhibition) with the services listed in Schedule C	B003A	-	2,180	-	1,090 (See Scale IV (B) (2))
	Charge for each additional hour after 8pm (for dismantling or extension of opening hours) with the services listed in Schedule C (See Note 2)	B003B	-	200	-	-
	Charge for each additional half hour after 8pm (for dismantling or extension of opening hours) with the services listed in Schedule C (See Note 2)	B003D	-	100	-	-

Note 1 : Applicable to the six 'half-hour intervals' i.e. 9am-9:30am, 11:30am-12nn, 2pm-2:30pm, 4:30pm-5pm, 7pm-7:30pm and 9:30pm-10pm of the Minor Facilities.

Note 2 : Concessionary rates are not applicable to bookings outside normal booking hours.

<u>Services Schedule</u>
<u>Schedule C</u>
Air-conditioning, electricity (for Civic Centre fixtures and equipment only) and the use of furniture as provided.

Scale II. Miscellaneous Charges

Technical Services	Code	Charge
(1) Charge for use of each multimedia projector	E001C3	\$ 205 (not exceeding 2 hours)
	E001C2	105 (for each additional hour)
	E001C4	53 (for each half-hour interval in Note 1)
(2) Charge for use of sound system (a) Each set of sound system (with 1 sound technician stand-by and a maximum of 3 microphones provided) (b) Each set of self-operated sound system (a maximum of 2 wireless microphones provided)	E004K3	(a) 630 (not exceeding 2 hours)
	E004K2	315 (for each additional hour)
	E004K4	160 (for each half-hour interval in Note 1)
	E004E3	(b) 205 (not exceeding 2 hours)
	E004E2	105 (for each additional hour)
	E004E4	53 (for each half-hour interval in Note 1)
(3) Charge of audio recording services for archival/educational purpose per function (not exceeding 4 hours) (recording media to be provided by the hirer) (See Note 3)	E004A1	390
	E004A2	98 (for each additional hour)
	E004A3	49 (for each half-hour interval in Note 1)
(4) Charge for provision of each sound feed for self-video/audio recording per function (not exceeding 4 hours) with hirer's own equipment and technician	E004G1	350
	E004G2	88 (for each additional hour)
	E004G3	44 (for each half-hour interval in Note 1)

Technical Services	Code	Charge
(5) Right fee for		
(a) Telecasting/video recording of each function other than archival/educational purpose or location filming (including commercial photography) at indoor hiring units (not exceeding 4 hours) with hirer's own equipment and technician	E004D1	(a) 4,430
	E004D2	1,110 (for each additional hour)
	E004D3	555 (for each half-hour interval in Note 1)
(b) Broadcasting/audio recording of each function other than archival/educational purpose at indoor hiring units (not exceeding 4 hours) with hirer's own equipment and technician	E004D1	(b) 4,430
	E004D2	1,110 (for each additional hour)
	E004D3	555 (for each half-hour interval in Note 1)
(6) Charge for use of each wireless microphone (not exceeding 4 hours)	E004J1	52
	E004J2	15 (for each additional hour)
(7) Location filming (including commercial photography) at outdoor areas and indoor non-hiring units	E006A1 E006A2	Prevailing rates as set by the Government

Note 3 : Written application has to be submitted to the Manager with proven justifications that the recordings/filming/photography will be used for archival purpose or education research with no commercial use.

Scale III. Others

Purpose	Code	Charge
(1) Charge for use of storage facilities (available for hirers of minor facilities only)		\$
	F002B	55 for each small locker per calendar month
	F002C	340 for each big locker per calendar month

Scale IV. General Notes

(A) Surcharge

A surcharge (either at 100% or 300% of the basic charge) is payable for bookings of any Civic Centre facility for the period of hire in accordance with the following provisions:

- (1) 100% of the basic charge is payable if the facility is used at any time during the period of hire for:
 - (a) an exhibition which involves the participation by a commercial organisation; or
 - (b) a function which involves any business or commercial activity, including but not limited to sale, loan and promotion of commodities or services.
- (2) 300% of the basic charge is payable if the facility is used at any time during the period of hire for an exhibition or a function specified in (1)(a) or (1)(b) above but either:
 - (a) the facility is sublet to any other person or organisation; or
 - (b) the event involves the participation of more than one commercial organisation.

(B) Incentive Booking Scheme

- (1) Non-prime time rates: 50% discount is available for bookings during 9am-6pm from Monday to Friday for Function Rooms.
- (2) There will be no surcharge for exhibition events at exhibition facilities with sale of exhibits and/or subletting/involvement of more than one commercial organisation if such bookings are eligible for concessionary rates.

(C) Concessionary rates for Non-profit Organisations Scheme

Concessionary rates are applicable to applicant who fulfills all criteria below:

- (1) The applicant should either be:
 - (a) a bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department, or
 - (b) a non-profit-making organisation
 - (i) registered under Societies Ordinance; or
 - (ii) incorporated under the Companies Ordinance; or
 - (iii) formed by Statute; or
 - (iv) registered on the list of approved charitable institutions or trusts of a public character;

and have acquired a non-profit-making status at least twelve (12) months before the first day of the event with application for concessionary rates. The Memorandum (if any) and Articles of Association or the Constitution of the applicant must include a clause specifying that members do not take any share of the profits or any share of the assets upon dissolution.

- (2) An applicant who co-presents the function with any organisation which does not meet the criteria as an eligible applicant under Item (1) above is not eligible for the concessionary rates.
- (3) The function should be open to the public, except for rehearsals linked with a public performance.
- (4) In the case of performance venues, the function should be in furtherance of performing arts which include dance, music, drama, film art or theatrical performance of any kind. In the case of lecture and exhibition venues, the concessionary rates may apply for cultural, scientific, literary or visual arts functions. Visual arts include painting, calligraphy, photography, sculpture, print, ceramics, floral and cinematography display.
- (5) Concessionary rates are not applicable to bookings outside normal booking hours (Function Rooms: 9am-10pm), bookings of the Reception Areas, and all the miscellaneous charges.
- (6) If a booking is eligible for concessionary rates and the applicant is a non-profit-making arts organisation with a clearly stated aim to promote the arts in its constitution, a 65% reduction on "Charges Based on Gross Ticket Proceeds" if applicable, will be provided.
- (7) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for waiver of the "Charges Based on Gross Ticket Proceeds" and pay the full basic hire charges at normal rates. In such cases, a confirmation letter issued by the charitable institution(s) that will accept the raised funds has to be provided. The said charitable institution(s) must be registered on the list of approved charitable institutions or trusts of a public character.

(D) Miscellaneous Services

Provision of services as listed in Scale II-III is subject to availability of venue, equipment, staff resources and the discretion of the Manager.