

SHOWCASE 展藝館

租用指引

(一) 場地

展藝館（下稱「場地」）面積約四千五百平方呎，淨樓高六米，為多用途展演場地，由香港藝術發展局（下稱「藝發局」）營運及管理。展藝館配備活動間牆令場地可劃分為兩個獨立區域。另外，展藝館配備基本燈光及音響等系統，適合舉辦不同藝術及文化活動。

(二) 訂租安排

- (1) 申請租用的人士、公司、組織或團體（下稱「租用人」）須按本部分第 (2) 段所訂明的訂租時間表提交一份完整填妥的申請表格予場地辦事處，並夾附相關證明文件副本。

(2) 訂租時間表

	一般訂租	臨時訂租
申請時間	租用人可在訂租月份前 4 至 24 個月內提交申請，由場地辦事處集合處理有關期間的申請（例如：2024年2月會接受2024年6月至2026年2月的訂租申請）。	訂租月份前不足 4 個月所提交的訂租申請將視為臨時訂租。
回覆時間	場地辦事處一般會於 30 個工作天內發出《場地租用確認覆函》，惟實際回覆時間視乎訂租申請數量及其他情況或有所變更。	場地辦事處一般會於 10 個工作天內發出《場地租用確認覆函》，惟實際回覆時間視乎訂租申請數量及其他情況或有所變更。
批核	藝發局一般會按本部分第 (3) 段所訂明的因素考慮租用申請。藝發局保留審批訂租申請的最終決定權，對未能提供租用的申請不會作解釋。	藝發局將按個別情況及實際運作的可行性，考慮有關臨時訂租申請，並保留是否接受臨時訂租的權利。

- (3) 在審批訂租申請的過程中，藝發局一般會考慮擬舉辦活動的內容及性質、活動的藝術水平及推廣價值、申請人的專業水平及其組織能力、活動內容與租用期的相配度

及活動是否能實踐展藝館推廣多元化活動的目標，以及任何藝發局認為合適的其他因素。

- (4) 一般情況下，不足 20 個工作天所提交的訂租申請恕不受理。藝發局會根據實際情況酌情處理及保留最終決定權。

(三) 提交申請

- (1) 租用人須按第二部分內第 (2) 段所訂明的訂租時間表提交租用申請，把已完整填妥的《場地租用申請表》連同下列所需證明文件副本，透過郵寄、電郵或親身遞交至場地辦事處。

地址：香港黃竹坑業勤街39號 Landmark South 地下高層(UG/F)場地辦事處

電郵：islandsouth@hkadc.org.hk

- (2) 租用人必須在提交申請時，夾附以下證明文件副本。

■ 以公司、組織或團體名義申請：

- (a) 商業登記證；或
 - (b) 按《公司條例》發出的公司註冊證書；或
 - (c) 按《社團條例》發出的社團成立通知書；或
 - (d) 按《社團條例》發出的社團註冊證明書；或
 - (e) 註冊為認可慈善機構或慈善信託的註冊證書；或
 - (f) 按《教育條例》發出的學校註冊證明書或法團證明書
- 及

藝發局亦可能根據個別情況而要求租用人提供：

- (g) 組織章程；及
- (h) 主要成員及董事會成員名單

■ 以個人名義申請（租用人於提交訂租申請當日必須年滿十八歲或以上）：
香港身分證副本

(四) 申請特惠場租計劃

特惠場租計劃只適用於「ADC 藝術空間（黃竹坑 Landmark South）」的現有租戶、政府機構、學校及非牟利團體，並須符合下列 (1) 至 (5) 段的條件。細節如下：

- (1) 租用人須為：
- (a) 「ADC 藝術空間 (黃竹坑 Landmark South) 」藝術工作室的現有租戶 (租用人是否為「ADC 藝術空間 (黃竹坑 Landmark South) 」藝術工作室的現有租戶須按擬租用日期當日計算) ；或
 - (b) 香港政府各部門；或
 - (c) 本港註冊學校 (幼稚園/小學/中學/專上學院) ；或
 - (d) 獲南區民政事務處支持的非牟利地區團體；或
 - (e) 符合以下條件的非牟利團體：
 - (i) 根據《公司條例》註冊成立的無股本擔保有限公司，其組織章程大綱及/或章程細則必須訂明成員不得攤分其利潤或資產。租用人必須提供公司組織章程大綱(如有)及章程細則副本，並須由主席簽署以示真確；或
 - (ii) 根據《稅務條例》第88條獲豁免繳稅的屬公共性質的慈善機構或慈善信託。租用人必須提供稅務局確認根據《稅務條例》第88條獲豁免繳稅慈善機構或慈善信託通知書副本作證明。
- (2) 必須舉辦讓公眾人士參與的活動 (不論收費或免費) ，而租用人亦必須於其《場地租用申請表》內確認有關活動會准許公眾人士參與，否則不可享用特惠場租。藝發局保留判斷有關活動是否讓公眾人士參與的最終決定權。
- (3) 活動應與藝術相關並以推廣藝術為目的，藝術類別包括舞蹈、音樂、戲劇、戲曲、文學、電影及媒體藝術、視覺藝術及各類展演活動。
- (4) 活動不可涉及任何商業活動，包括但不限於銷售、租賃及推廣商品或服務。藝發局保留判斷有關活動是否涉及商業活動的最終決定權。
- (5) 租用人可與其他機構、團體合辦節目，如合辦者不符合上述第 (1) 段的規定，租用人則不可享用特惠場租。

(五) 付款

- (1) 租用場地申請一經被接納，租用人將收到《場地租用確認覆函》。租用人必須於收到確認覆函後，按照本部分第 (2) 段的規定及時限繳交保證金或場地租金等。

(2) 付款時間表

	付款安排
一般訂租	租用人須於場地辦事處發出《場地租用確認覆函》後兩個星期內繳交場地租金的 25% 作保證金
	租用人須於租用日期前兩個月繳交場地租金的 75%餘款
臨時訂租	必須於場地辦事處發出《場地租用確認覆函》後一個星期內繳交場地租金全款
設備及服務租用費	租用人須於租用日期至少一個月前提交《場地設置申請表》（夾付於場地辦事處發出的《場地租用確認覆函》），並必須於場地辦事處發出《場地設置確認覆函》後一個星期內繳交場地設置及服務租用費全款
場地還原按金	租用人須於繳交場地租金全款時一併繳交場地還原按金全款

- (3) 租用人於繳交保證金或場地租金（如適用）時須同時交回租用人已簽妥的《場地租用確認回條》（夾付於場地辦事處發出的《場地租用確認覆函》）。如租用人未能在限期前繳付保證金或場地租金及/或未能交回租用人已簽妥的《場地租用確認回條》，場地租用之申請（連同場地辦事處所發出的《場地租用確認覆函》）將會自動取消，藝發局不會另行通知。
- (4) 租用人須另繳交場地還原按金，以 \$1,000 或場地租金 10% 中較高金額為準。在租用人交還場地予場地辦事處時，如場地辦事處認為場地已妥善還原，按金會全數退還予租用人。
- (5) 租用人可以以下方式繳交費用：
- (a) 劃線支票：抬頭註明「香港藝術發展局」，並交到位於地下高層(UG/F)的場地辦事處。如以郵寄方式繳交，必須郵寄至「黃竹坑業勤街 39 號 Landmark South 地下高層場地辦事處」，並於信封面註明「展藝館場地租用」。投寄前請確保郵件上已貼上足夠郵資。如郵資不足而影響租用申請，租用人需自行負責；
 - (b) 銀行轉帳或「快速支付系統」（「轉數快」）：轉帳後，必須郵寄、電郵或親身提交轉帳證明至場地辦事處；

相關銀行戶口名稱及號碼，請向場地辦事處職員查詢。

(六) 取消訂租

- (1) 租用人如欲在租用申請確認後取消租用場地，須於訂租日期前儘快以書面形式知會場地辦事處。在訂租取消時，已繳付之費用（包括保證金及/或場地租金）將不獲退還，作為賠償取消訂租對藝發局的損失。如租用人未付應繳費用，租用人在取消租用場地後仍需付清其餘額。
- (2) 除非與藝發局協商同意，並收到場地辦事處發出的《場地租用確認覆函》（修訂版），獲批覆實的訂租不能在日期或時間上再作調動。
- (3) 藝發局亦保留不退還租用人已繳付的任何雜項收費或其他收費的權利。
- (4) 為免生疑問，於本「展藝館租用指引」中所述的租金及費用包括場地租金、設備及服務租用費及任何附加費（詳見附表一及附表二）。

(七) 惡劣天氣或其他不可預計的狀況

- (1) 在熱帶氣旋警告信號下之安排:
 - (a) 如天文台懸掛三號或以下熱帶氣旋警告信號，原訂於當日在場地所舉行的所有活動可繼續進行。
 - (b) 如天文台於活動開始前三小時或以內懸掛八號或以上熱帶氣旋警告信號或發出預警，原訂於當日在場地所舉行的所有活動將須取消。
 - (c) 天文台懸掛八號或以上熱帶氣旋警告信號期間，場地將停止開放。
 - (d) 若八號或以上熱帶氣旋警告在場地開放前經已生效，當日場地將不會開放，直至八號或以上熱帶氣旋警告除下兩小時後，場地會重新開放。倘若八號或以上熱帶氣旋警告除下時已是下午 5 時或以後，當日所有場地設施將不會開放。
 - (e) 就因應八號或以上熱帶氣旋警告信號而取消的活動，藝發局保留不退還租用人已繳付的租金及費用的權利。
- (2) 在暴雨警告信號下之安排:

- (a) 如天文台於活動進行期間發出黃色、紅色或黑色暴雨警告信號，原訂於當日在場地所舉行的所有活動將繼續進行。
 - (b) 如天文台於活動開始前三小時或以內發出黑色暴雨警告信號，藝發局有權取消所有原訂於當日在場地所舉行的所有活動。
 - (c) 若黑色暴雨警告信號在場地開放前經已生效，當日場地將不會開放，直至黑色暴雨警告信號除下兩小時後，場地會重新開放。倘若黑色暴雨警告信號除下時已是下午 5 時或以後，當日所有場地設施將不會開放。
 - (d) 就因應黑色暴雨警告信號而取消的活動，藝發局保留不退還租用人已繳付的租金及費用的權利。
- (3) 除上述 (1) 和 (2) 段另有規定外，因惡劣天氣，或天文台在八號熱帶氣旋警告改為三號熱帶氣旋警告前公布「極端情況」或其他不可預計的狀況下令租用人未能使用場地，藝發局有權取消原訂於當日在場地所舉行的所有活動。
- (4) 除上述 (1) 至 (3) 段另有規定外，如在藝發局認為並無涉及租用人錯失的情況下取消租用申請，藝發局會考慮向租用人退還已繳付之租金及費用，或在得到藝發局的批准後更改租用日期。

查詢

如有任何查詢，請於以下辦公時間親臨、致電 3959 3510 或電郵 islandsouth@hkadc.org.hk 至場地辦事處與藝發局職員聯絡：

星期一至五（公眾假期除外）： 上午 10 時至下午 1 時 及
下午 2 時至下午 6 時

展藝館場地租金收費表

(2024年起生效)

用途	租用時段	提供服務	基本費用 (HK\$)			超時收費 (HK\$) ^{(1) (2)}		
			商業 ⁽³⁾	標準	特惠	商業 ⁽³⁾	標準	特惠
(1)展覽或其他全日活動	全日： 10:00-19:00	空調； 基本照明；	\$16,200 (全日)	\$8,100 (全日)	\$4,050 (全日)	\$1,800 (每半小時)	\$900 (每半小時)	
(2)演出、放影或其他半日活動	第1節： 10:00-14:00 (4小時)	13A 供電； 基本傢俬 (限量)	\$7,200 (每節)	\$3,600 (每節)	\$1,800 (每節)			
	第2節： 15:00-19:00 (4小時)							
(3)額外時段租用 ⁽⁴⁾	08:00-09:00		\$2,200 (每小時)	\$1,100 (每小時)	\$550 (每小時)			
	09:00-10:00							
	19:00-20:00							
	20:00-21:00							
	21:00-22:00							
(4)通宵佈置或清場租用 ^{(5) (6) (7)}	22:00-08:00	空調； 基 本 照 明 ； 13A 供電	\$27,000 (全時段)	\$13,500 (全時段)		不適用		

註釋

- 租用人及其活動相關人士須在租用期結束前遷離場地及本址範圍。如未能適時遷離，租用人須繳付超時收費。
- 不足半小時亦作半小時計算。
- 如租用人欲在場地進行純商業活動，包括但不限於銷售、租賃及推銷產品，必須以商業申請租用。藝發局保留審批該申請是否涉及純商業活動的最終決定權。
- 不足1小時亦作1小時計算。
- 藝發局保留權利視乎人手分配情況，而決定是否提供通宵租用服務。
- 場地辦事處不會為通宵佈置或清場提供技術人員。
- 租用人須另繳交場地還原按金，以 \$1,000 或場地租金 10% 中較高金額為準。

附加費

如藝發局認為在活動期間有以下情況發生，租用人須在基本場租外，再繳付以下附加費：

1. 一般情況下，場內可售賣屬輔助性質與主要核准活動有關的紀念品或相關物品。租用人須提供詳細資料（如銷售目的及售賣物品清單）供場地辦事處考慮以決定是否批核。如欲在場地內進行任何其他性質或規模的銷售活動，場地辦事處將視乎活動性質、規模、複雜性及影響而另收取附加費。
2. 在租用期內，如租用人於任何時間在場地進行的活動包括以下情況，除需繳付上述 1.段的附加費外，亦須繳付相等於基本場租的 300% 的附加費：
如租用者分租場地及/或設施予其他人士或團體（為免生疑問，本局保留立刻中止其訂租及租用期以及追討應得的補償的權利）。

展藝館設備及服務租用費
(2024年起生效)

除特殊情況外，以下收費須於租用日前繳付：

	項目	數量	收費 (HK\$) ⁽²⁾	超時收費 (HK\$) ^{(1) (2)}
A. 一般設備				
1	雙面展覽用隔牆 (白色面) (需技術人員安裝)	20	\$100/每塊/每日	不適用
2	活動椅	90	免費	不適用
3	會議檯	4	免費	不適用
B. 音響設備⁽³⁾				
1	音響系統 (包括喇叭、音響控制台、音響控制員1位、4支麥克風)	1 組	\$1,500/每4小時 \$3,000/每9小時	\$500/每小時
2#	額外無線手持式麥克風	4	\$100/每支/每日	不適用
3#	麥克風支架	8	如有租用麥克風，可 免費借出	不適用
4#	桌面麥克風支架	8	如有租用麥克風，可 免費借出	不適用
5#	有線電容式麥克風 (SM57-LC，樂器用)	5	\$100/每支/每日	不適用
6#	有線電容式麥克風 (SM81-LC，樂器用)	5	\$100/每支/每日	不適用
7#	有線動圈式麥克風 (SM57，樂器用)	6	\$100/每支/每日	不適用
8#	有線動圈式麥克風 (Beta 52A，鼓用)	1	\$100/每支/每日	不適用
9#	音源分配器(記者箱)	1	\$500/每日	不適用
10#	平板電腦 (播放音樂用)	1	\$500/每日	不適用
11#	提供收音線以便租用人錄音	--	\$500/每條/每日	不適用
# 必需同時租用項目 B1.音響系統				
C. 燈光設備⁽³⁾				
1	舞台燈光系統 (LED 天幕燈、LED 搖頭燈、 LED 柔光燈、LED 聚光燈、燈光控制員1位)	1 組	\$1,500/每4小時 \$3,000/每9小時	\$500/每小時
2	展覽燈光系統 (不包括技術或控制人員)	1 組	\$500/每9小時	\$60/每小時
D. 影像設備⁽³⁾				
1	固定 HD 多媒體投影機連投影幕 (不包括技術或控制人員)	1	\$1,000/每4小時 \$2,000/每9小時	\$280/每小時
2	固定4K 多媒體投影機 (不包括技術或控制人員)	1	\$2,000/每4小時 \$4,000/每9小時	\$550/每小時

	項目	數量	收費 (HK\$) ⁽²⁾	超時收費 (HK\$) ^{(1) (2)}
3	現場錄影或直播設備 (包括四支固定攝影鏡頭及視頻混合器, 連同技術人員1位) (a) 作存檔或教育等非商業用途 (b) 作商業用途	1 組	(a) \$1,500/每4小時 \$3,000/每9小時 (b) \$3,000/每4小時 \$6,000/每9小時	(a) \$400/每小時 (b) \$800/每小時
4	190寸16:9可移動三腳架投影幕	2	\$800/每個/每日	不適用
5#	手提電腦 (不包括控制員)	1	\$2,000/每日	不適用
# 必需同時租用項目 D1、D2或 D3之影像設備				
E. 其他服務				
1	額外30Amp 電源 (租用人須安排合資格電業工程人員安裝及提交 WR1證書)	--	首天安排及使用 \$2,000 ; 之後使用 \$500/每日	不適用
2	商品銷售佣金	--	[另議]	不適用
3	於場地內進行廣告及影片製作用途之商業拍攝活動	--	\$5,000/每4小時	\$1,250/每小時
4	版權費 ⁽⁴⁾ : 租用人自備器材及技術員在租用場地進行廣播或錄影或外景拍攝每場收費	--	\$5,000/每4小時	\$1,250/每小時
5	技術人員 音響 燈光 影像 支援	--	[按服務承辦商收費收取]	

註釋

1. 不足 1 小時亦作 1 小時計算。
2. 藝發局保留權利視乎場地、器材和人手的情況，而決定是否提供設備及服務。
3. 租用人或需就服務或設備聘請及支付額外技術人員費用
4. 如租用人向藝發局提交書面申請，並證明錄音 / 錄影 / 攝影純供宣傳、存檔或教育研究之用，不作商業如售賣等用途，則不在此限。

展藝館租用條款細則

- (1) 申請租用的人士、公司、組織或團體（下稱「租用人」）僅以特許權使用展藝館（下稱「場地」），並沒有獨有管有權。租用人只是場地的被許可人，而不是租戶。
- (2) 租用人須為於場地舉行之活動的主辦者及唯一使用者，不得以任何形式轉讓或分讓或分租或共用場地。租用人可與其他機構、團體合辦節目，但須向香港藝術發展局（下稱「藝發局」）列明所有合辦及贊助機構並取得藝發局同意方可作宣傳推廣有關活動。租用人須在更改上述事宜前先徵得藝發局之書面同意。
- (3) 租用人如需更改場地使用方式及活動內容，須先徵得藝發局之書面同意。
- (4) 租用人售賣或派發的門票總數不能多於藝發局所同意的座位數目（下稱「特定座位數目」）。如屬免費活動而租用人欲派發多於特定座位數目的門票以保證入座率，原則上不可超出多於 30% 的特定座位數目，並須先徵得藝發局之書面同意。倘若全場滿座，租用人必須停止讓任何持門票人士進場並派員處理有可能出現的投訴及因投訴而引致的突發情況。
- (5) 租用人不可以，並須確保活動參加者不會攜帶動物或牲畜進入會場。如因活動需要，並先徵得藝發局之書面同意及獲發相關牌照，可不在此限。
- (6) 租用人只能使用所租用的場地。租用人須自行安排節目的宣傳及推廣工作。租用人如需於場地以外的範圍進行任何宣傳、張貼或裝置任何物品及/或其他一切活動，須先徵得藝發局之書面同意。
- (7) 如租用人計劃向外界宣傳將於場地舉辦的活動，須預先向藝發局提交有關宣傳品的稿件，待徵得藝發局之書面同意後，方可向外界作宣傳及派發、張貼及/或使用相關宣傳品。藝發局保留絕對的權力就有關宣傳品的稿件作最後修改。

- (8) 租用人如需於場地或本址範圍內其他地方派發或出售任何物品，須先徵得藝發局之書面同意。
- (9) 租用人的宣傳物品只能包含真確、不偏不倚、無誤導性及無欺騙性的內容。如有明示或默示的方式提述政府、藝發局及/或其相關者，須先徵得藝發局之書面同意。租用人須就宣傳物品負全責，並須確保政府、藝發局、及其相關者毋須作出賠償。
- (10) 租用人須於活動進行最少七天前提交兩份與其租用相關的場刊予藝發局。
- (11) 租用人須於租用期最少一個月前通知藝發局有關其活動的運作、設置及場務需要，並按「展藝館租用指引」的附表二「展藝館設備及服務租用費」及《場地設置確認覆函》繳交使用有關設備及場務的所須款項。除非徵得藝發局之書面同意，租用人不得在場地安裝、懸掛或放置任何並非由藝發局提供的裝置、設置、裝飾或設備。若徵得藝發局之書面同意使用及/或安裝並非由藝發局提供的裝置、設置、裝飾或設備，租用人須於租用期結束前妥善拆下及移除有關裝置、設置、裝飾及/或設備，並還原場地至始設狀態。
- (12) 租用人及其與活動相關之人士（包括但不限於所有工作人員、活動參加者、表演者）（下稱「活動相關人士」）如需使用藝發局的器材及設施，尤其包括舞台/展覽燈光及音響設備，須先徵得藝發局之書面同意，並按「展藝館租用指引」的附表二「展藝館設備及服務租用費」及《場地設置確認覆函》繳交藝發局收取的相關費用（如有）。租用人及活動相關人士必須妥善使用有關器材及設施，並於租用期結束前妥善還原相關器材及設施至始設狀態並歸還相關器材及設施予藝發局。
- (13) 租用人及活動相關人士如需使用藝發局的器材及設施，必須聘用由藝發局安排的技術人員。
- (14) 租用人及活動相關人士就場地設置及安排必須先徵得藝發局之書面同意方可安排。租用人須自費聘請認可人士及註冊結構工程師，為藝發局認為需要的設置包括懸掛物及搭建物等提供安全證明，及證明場內之結構安全。

- (15) 如租用人拒絕或未能拆下或移除並非由藝發局提供的裝置、設置、裝飾或設備，及/或拒絕或未能還原場地設施及器材至始設狀態，及/或引致場地任何損毀以及所衍生的一切損失及責任，租用人須對藝發局作出賠償，另須向藝發局繳付相等於賠償金額 20% 的行政開支。藝發局對賠償金及行政開支的金額之決定為最終決定，並對租用人具有約束力。
- (16) 租用人的活動須符合香港法例及政府部門的指引。租用人須自費取得一切所需牌照及許可證並履行相關的批核條款（例如抽獎許可、捐款許可、電影檢查等）。有關的牌照及許可證須於租用期最少七天前向藝發局呈交。
- (17) 租用人須自費為其公眾活動向相關政府部門取得臨時公眾娛樂場所牌照，並確保牌照於租用人所舉辦的公眾活動期間維持有效。
- (18) 租用人須確保在活動前已自費獲得與該活動相關的所有知識產權（包括但不限於專利、商標、服務商標、商標名稱、設計權、版權），並確保該等知識產權在整個租用期間內一直有效並持續存在。租用人不得侵犯任何第三方的知識產權。
- (19) 租用人如需接駁場地13A 供電以外的電力裝置，須先徵得藝發局之書面同意方可安排，並須按照藝發局指示接駁電力裝置。
- (20) 本址範圍屬非吸煙區，租用人須遵守，並確保活動相關人士遵守此規定。如活動需涉及於場地內吸煙或使用無罩火焰，須確保活動符合《消防條例》並先徵得藝發局之書面同意。
- (21) 租用人在場地擺放傢俬及器材時，須對場地作出適當保護。
- (22) 如藝發局認為租用人或活動相關人士所帶進本址範圍的物品具危險性或妨礙他人時，租用人須將該等物品立刻移離本址範圍。
- (23) 租用人須遵循噪音管制，以避免發出噪音或騷擾其他人士。

- (24) 租用人須保持其租用場地內的一切通道及出口暢通無阻。
- (25) 租用人須提供充足的工作人員（包括保安人員和急救人員）進行活動的人群管制、帶位服務、醫療和緊急服務及處理活動參加者的投訴，並在租用時段內預留足夠時間作入場及散場安排。如有任何活動相關人士違反本「展藝館租用條款細則」、行為不當、及/或患有或懷疑患有傳染病或拒絕接受健康檢查，租用人須按藝發局的指示，禁止該人士進入及逗留本址範圍。租用人須與藝發局職員合作及確保其活動相關人士與藝發局職員合作。
- (26) 租用人如在本址範圍內進行攝影、拍攝影片、錄音或錄影、電視播映或電台廣播，須先徵得藝發局之書面同意。
- (27) 租用人須對活動相關人士的言論及行為負責，避免任何誹謗、侮辱、秩序混亂、危害安全、破壞社會安寧等不妥當的情況發生。
- (28) 租用人如擬在活動舉行期間奏唱國歌，須遵守《國歌條例》（文件 A405）的規定指引，並須於租用日期四星期前將相關安排通知藝發局。詳情請瀏覽：
<https://www.elegislation.gov.hk/hk/A405> 《國歌條例》
有關國歌的標準曲譜及官方錄音請瀏覽政府政制及內地事務局網頁：
https://www.cmab.gov.hk/tc/issues/national_anthem.htm
- (29) 根據《國旗及國徽條例》（文件 A401）及《區旗及區徽條例》（文件 A602），租用人如欲於租用期間展示或使用國旗、國徽、區旗、區徽或其圖案，必須按相關條例規定的規格製造及展示，並須事先以書面方式向行政署提出申請（電郵：flags&emblems@cso.gov.hk；傳真：2804 6552）。詳情請瀏覽：
<https://www.elegislation.gov.hk/hk/A401> 《國旗及國徽條例》
<https://www.elegislation.gov.hk/hk/A602> 《區旗及區徽條例》
- (30) 租用人須確保其本人、其僱員、其代理人、在租用期間獲租用人授權進入租用場地的任何人士以及其於展藝館內進行及舉辦的活動和相關宣傳品均遵守或符合《中華人民共和國香港特別行政區維護國家安全法》和香港特

別行政區有關維護國家安全的其他法律，不得從事違反上述法律的行為和活動。

- (31) 活動舉行期間，租用人、其僱員、其代理人、表演者或獲租用人授權的任何人士均不得展示任何物品或進行任何活動而導致煽動入場人士作出引致秩序混亂的行為或導致危害公眾的安全。租用人亦不得容許任何人士，不論基於惡意或無事實根據的指稱與否，作出相當可能會鼓動他人憎恨或害怕任何人士的行為，亦不得展示具相同目的的任何物品。
- (32) 租用人須確保其本人、其僱員、其代理人及在租用期間獲租用人授權進入租用場地的任何人士遵守所有適用於香港特別行政區的法例以及藝發局就訂租場地及/或訂租申請不時訂立的規定或規例。
- (33) 租用人及活動相關人士不可於租用場地內飲食，以保持場地清潔交還，但藝發局會按活動的性質酌情作個別考量。如節目備有開幕酒會或簡單茶點招待，租用人須根據藝發局指示在指定地方進行，並確保場地清潔。
- (34) 租用人及活動相關人士須在租用期結束前遷離場地及本址範圍。如未能適時遷離，租用人須付超時收費；如因此影響其他人士（例如緊接租用該場地人士）或導致政府或藝發局受到任何損失，租用人亦須作出賠償。藝發局有權自行處理租用人於租用期結束後在場地及/或本址範圍內遺留之物件，藝發局有權清理此物件及對租用人追交所涉費用。租用人須全數賠償藝發局因清理和處置遺留之物件而產生的任何費用、索償和賠償責任。
- (35) 藝發局職員或其授權的人士將可隨時進出租用場地以執行職務。
- (36) 除本「展藝館租用條款細則」另有規定外，藝發局有權隨時關閉本址所有範圍或其中任何場地或通知租用人取消訂租。就按照本條款而取消的訂租，藝發局會扣除應繳款項後，無息發還租金予租用人。藝發局毋須為本址及/或場地關閉或取消訂租而引起的損失負責。
- (37) 政府及藝發局不會為影響租用人及活動相關人士、其他租用人、租戶或任何人士所作出的行為或活動負責或作出賠償。

- (38) 為確保租用人的行為及活動符合藝發局的管理安排或安全標準，藝發局會就租用人及活動相關人士的行為及活動作出相應的要求，租用人必須遵守並確保活動相關人士遵守藝發局的安排。
- (39) 任何未經批核或未清楚說明的活動內容、方式、設置等均不可在場地內進行或使用，而且場地辦事處有權在活動進行期間，就活動進行的實際情況，要求租用人即時和充分地配合場地辦事處任何合理可行的相應調整要求。倘若租用人不能充份地配合，即違反租用條款，場地辦事處將保留即時終止活動的權利而不會向租用人作出任何退款或賠償。
- (40) 租用人須為因租用及/或使用場地而衍生的任何財物損失及人士傷亡負全責。如活動使用臨時構築物、有公眾入場或活動屬於高風險，租用人須購買合適的保險（包括但不限於第三者責任保險）及確保其於租用期間內一直有效，以保障政府、藝發局及其相關者免於任何人的索償或要求。租用人須將有關保險單副本提交予藝發局。
- (41) 藝發局並不會對租用人所舉辦的活動可能出現的意外，或所展示物品的損耗或失竊負責或作出賠償。租用人需自行評估其可能存在的風險，並作出適當的保護措施。
- (42) 倘若藝發局所提供之服務因罷工、勞資糾紛、意外或任何非藝發局所能控制的情況而導致租用人及/或活動相關人士遭受或蒙受任何損失及/或責任，政府、藝發局及其相關者均將不會負責並毋須作出任何賠償。
- (43) 如租用人未能遵守本「展藝館租用條款細則」，藝發局有權立刻中止其訂租及租用期而毋須作出任何補償，並保留向租用人及活動相關人士追究的一切權利。如租用期被藝發局中止，租用人仍須負上本「展藝館租用條款細則」內所規定的法律責任，亦不影響藝發局根據本「展藝館租用條款細則」所享有的權利（包括藝發局向租用人追討租金及補償的權利）。已繳付之租金亦將不獲退還。

(44) 藝發局保留權利隨時修訂「展藝館租用指引」、「展藝館場地租金收費表」、「展藝館設備及服務租用費」以及本「展藝館租用條款細則」，亦有權決定拒絕任何申請，而毋須作出解釋。在不影響前述規定的一般性原則下，藝發局有權就本條款細則所載的規則及條件作出詮釋及例外規定。

(45) 租用人須遵從並遵守藝發局按情況所需而不時就租用場地而可能增訂的守則、建議、規則和特別條件，並須確保獲准進入場地的其僱員、代理人、表演者或獲租用人授權的任何人士同樣遵從。

如租用人沒有遵守「展藝館租用指引」及本「展藝館租用條款細則」所載的任何規定或條件，或藝發局可能不時增訂的守則、建議、規則和特別條件，藝發局有權取消租用人已覆實的訂租、即時終止讓租用人使用場地，以及沒收租用人就租用場地已繳的費用。在此等情況下，租用人須立即離開場地。

(46) 藝發局有權向政府及有關當局披露租用人或租用人提交的所有信息和材料。

(47) 如本「展藝館租用條款細則」及「展藝館租用指引」的英文版與中文版之間存在任何差異或衝突，則以中文版為準。

SHOWCASE 展藝館

HIRING GUIDELINES

(A) VENUE

SHOWCASE (the "Venue"), with an area of approximately 4,500 square feet and a net floor height of 6 meters, is a multi-purpose exhibition/performance venue operated and managed by the Hong Kong Arts Development Council (the "HKADC"). It is equipped with movable partitions and can be divided into two separate areas. SHOWCASE is also equipped with basic lighting and sound systems, making it suitable for organising a wide range of arts and cultural activities.

(B) HIRING ARRANGEMENT

- (1) Any individual, company or group or organisation applying to hire and use the Venue (the "Hirer") shall submit a duly completed application form, attached with copies of relevant supporting documents, to the Venue Office in accordance with the Hiring Schedule in paragraph B(2) below.

(2) Hiring Schedule

	General Hiring	Provisional Hiring
Application Period	Hirers may submit applications between 4 and 24 months prior to the intended hiring month, and the Venue Office will consolidate and process the applications for the relevant period (e.g. applications for hiring from June 2024 to February 2026 will be accepted in February 2024).	Applications submitted less than 4 months prior to the intended hiring month will be considered as provisional hiring.
Response Time	Generally, the Venue Office will issue a "Confirmation Letter for Venue Hire" within 30 working days, but the actual response time may vary depending on the number of hiring applications and other circumstances.	Generally, the Venue Office will issue a "Confirmation Letter for Venue Hire" within 10 working days, but the actual response time may vary depending on the number of hiring applications and other circumstances.
Assessment	Generally, HKADC will consider hiring applications based on the factors specified in paragraph B(3). HKADC reserves the right to make the final decision on the assessment of hiring applications, and will not provide any explanation for unsuccessful hiring applications.	HKADC will assess provisional hiring applications on a case-by-case basis in light of individual circumstances and actual operational feasibility, and reserves the right to determine whether to accept the provisional hiring applications.

- (3) In assessing hiring applications, the HKADC will generally take into consideration the content and nature of the activity, the artistic standard and promotional value of the activity, the professionalism of the Hirer and his/her organisational capabilities, the content of the activity and its compatibility with the hiring period, and whether the activity

can achieve SHOWCASE's objective of promoting diversified activities, as well as any other factors which HKADC considers appropriate.

- (4) Under normal circumstances, hiring applications submitted less than 20 working days beforehand will not be processed. HKADC may exercise its discretion in light of actual circumstances, and reserves the right of final decision.

(C) SUBMISSION OF APPLICATIONS

- (1) Hirers shall submit hiring applications in accordance with the Hiring Schedule specified in paragraph B(2) by sending the duly completed "Application Form for Venue Hire" together with copies of the following required supporting documents to the Venue Office by post, e-mail or in person.

Address: Venue Office, Upper Ground Floor (UG/F), Landmark South, No.39 Yip Kan Street, Wong Chuk Hang, Hong Kong

Email: islandsouth@hkadc.org.hk

- (2) When submitting an application, the Hirer must attach a copy of the following supporting document(s):

- When applying in the name of a company, organisation or group:
 - (a) Business Registration Certificate; or
 - (b) Certificate of Incorporation under the Companies Ordinance; or
 - (c) Notification of Establishment of a Society under the Societies Ordinance; or
 - (d) Certificate of Registration of a Society under the Societies Ordinance; or
 - (e) Certificate of Registration of an approved charitable institution or charitable trust; or
 - (f) Certificate of Registration of a School or Certificate of Incorporation under the Education Ordinance

And

HKADC may also request the Hirer to provide the following documents on a case-by-case basis:

- (g) Articles of Association; and
 - (h) List of Principal Members and Board Members
- When applying in the name of an individual (Hirer must be aged 18 or above on the date of submission of the Hiring Application):
 - Copy of Hong Kong Identity Card

(D) APPLICATION UNDER CONCESSIONARY RATE SCHEME

The Concessionary Rate Scheme is only applicable to the existing tenants of the ADC Artspace (Landmark South, Wong Chuk Hang), governmental organisations, schools and non-profit-making organisations, and will only apply upon satisfaction of all the following conditions (1) to (5) as detailed below:-

- (1) The Hirer must be:
- (a) an existing tenant of the arts studios of ADC Artspace (Landmark South, Wong Chuk Hang) (whether the Hirer is an existing tenant of the art studios of ADC Artspace (Landmark South, Wong Chuk Hang) shall be determined on the date of the proposed hiring); or
 - (b) a department/bureau of the HKSAR Government; or
 - (c) a registered school in Hong Kong (kindergarten / primary school / secondary school / post-secondary college); or
 - (d) a non-profit-making local group supported by the Southern District Office; or
 - (e) a non-profit-making organisation satisfying the following conditions:
 - (i) For companies limited by guarantee without share capital incorporated under the Companies Ordinance: the Memorandum of Association and/or Articles of Association must provide that members shall not share in its profits or assets. The Hirer must provide a copy of the Memorandum of Association (if any) and Articles of Association, which must be certified by the Chairman as a true copy; or
 - (ii) For charitable institutions or trusts of a public character exempted from tax under section 88 of the Inland Revenue Ordinance: The Hirer must provide a copy of the notice from the Inland Revenue Department confirming the exemption of the charitable institution or trust from tax under section 88 of the Inland Revenue Ordinance as proof.
- (2) The activity (regardless of whether it is chargeable with fee(s) or free of charge) must be organised for participation by the general public, and the Hirer must confirm in the "Application Form for Venue Hire" that the activity concerned will allow for public participation, otherwise the concessionary rate shall not apply. HKADC reserves the right of final decision on determining whether or not the activity allows for public participation.
- (3) The activity shall be related to the arts and aimed at promoting arts, including dance, music, drama, opera, literature, film and media arts, visual arts and various kinds of exhibitions and performances.
- (4) The activity must not involve any commercial activities, including but not limited to the sale, hire and promotion of goods or services. HKADC reserves the right of final decision on determining whether or not an application involves commercial activities.
- (5) The Hirer may co-organise programmes with other institutions or organisations. If the co-organiser does not meet the requirements of paragraph D(1) above, the Hirer shall not be entitled to the concessionary rate.

(E) PAYMENT

- (1) Upon acceptance of the hiring application by HKADC, the Hirer will receive a "Confirmation Letter for Venue Hire". Upon receiving the said confirmation letter, the Hirer must pay the security deposit or venue hire charges in accordance with the requirements and time limits set out in paragraph E(2).

(2) **Payment Schedule**

	Payment Arrangement
General Hiring	The Hirer shall pay 25% of the venue hire charges as security deposit within two weeks after the issuance of the "Confirmation Letter for Venue Hire" by the Venue Office.
	The Hirer shall pay the 75% remaining balance of the venue hire charges two months prior to the date of hiring.
Provisional Hiring	The Hirer must pay the full amount of the venue hire charges within one week from the issuance of the "Confirmation Letter for Venue Hire" by the Venue Office.
Hire charges of Equipment and Services	The Hirer shall submit the "Application Form for Venue Setup" (enclosed with the "Confirmation Letter for Venue Hire" issued by the Venue Office) at least one month before the date of hiring. The Hirer must also pay the full amount of the venue setup and service charges within one week after the issuance of the "Confirmation Letter for Venue Setup" by the Venue Office.
Reinstatement Deposit	The Hirer shall pay the full amount of the reinstatement deposit together with the full amount of the venue hire charges.

- (3) The Hirer shall return the duly signed "Confirmation Slip for Venue Hire" (enclosed with the "Confirmation Letter for Venue Hire" issued by the Venue Office) upon payment of the security deposit or venue hire charges (if applicable). If the Hirer fails to pay the security deposit or venue hire charges by the due date and/or fails to return the Hirer's duly signed "Confirmation Slip for Venue Hire", the venue hiring application (together with the "Confirmation Letter for Venue Hire" issued by the Venue Office) will be automatically cancelled without further notice from HKADC.
- (4) The Hirer shall pay a separate reinstatement deposit in the sum of \$1,000 or 10% of the venue hire charges (whichever is higher). The deposit will be refunded to the Hirer when the Hirer returns the Venue to the Venue Office and the Venue Office is satisfied that the venue has been properly reinstated.
- (5) The Hirer may pay the fee(s) in the following manner:
- (a) Crossed Cheque: made payable to "Hong Kong Arts Development Council" and delivered to the Venue Office at Upper Ground Floor (UG/F). If payment is made by post, it must be sent to "Venue Office, Upper Ground Floor, Landmark South, 39 Yip Kan Street, Wong Chuk Hang)" and marked "SHOWCASE Venue Hire" on the envelope. Please ensure that sufficient postage is paid before posting. Hirers are responsible for any impact on their hire applications due to insufficient postage;
 - (b) Bank Transfer or Faster Payment System ("FPS"): Proof of transfer must be posted, emailed, or submitted in person to the Venue Office after the transfer has been made;

Please make enquiries with the Venue Office staff for the relevant bank account holder's name(s) and bank account number(s).

(F) CANCELLATION OF HIRING

- (1) Any Hirer who wishes to cancel the hire after the confirmation of the hiring application must advise HKADC in writing as soon as possible before the hiring period. Upon cancellation of the hiring, any hire charges (including security deposit and/or venue hire charges) already paid will not be refunded and will be treated as compensation for the loss incurred by HKADC due to the cancellation of hiring. If the Hirer has yet to settle the charges payable, the Hirer is still required to settle the outstanding balance in full after the cancellation of hiring.
- (2) Unless otherwise agreed by HKADC and upon the receipt of the "Confirmation Letter for Venue Hire" (Revised) issued by the Venue Office, no changes to the dates or time slots of a confirmed hiring will be allowed.
- (3) HKADC also reserves the right not to refund any miscellaneous charges or other charges already paid by the Hirer.
- (4) For the avoidance of doubt, all references to hire charges and fees in the "SHOWCASE Hiring Guidelines" include the venue hire charges, equipment and service hire charges and any surcharges (see annexed Tables I and II for details).

(G) ADVERSE WEATHER OR OTHER UNFORESEEABLE CIRCUMSTANCES

- (1) Arrangements in case of Tropical Cyclone Warning Signals:
 - (a) If Tropical Cyclone Warning Signal No. 3 or below is hoisted by the Observatory on any day, all activities scheduled to be held at the Venue on that day may proceed as scheduled.
 - (b) If Tropical Cyclone Warning Signal No. 8 or above is hoisted or such an alert is issued by the Observatory within three hours before the commencement of an activity to be held at the Venue on any day, all such activities scheduled to be held at the Venue on that day shall be cancelled.
 - (c) During the time when Tropical Cyclone Warning Signal No. 8 or above is hoisted by the Observatory, the Venue will be closed.
 - (d) If Tropical Cyclone Warning Signal No. 8 or above is hoisted before the Venue opens on any day, the Venue will remain closed until two hours after Tropical Cyclone Warning Signal No. 8 or above has been cancelled. If the Tropical Cyclone Warning Signal No. 8 or above is cancelled at or after 5:00 p.m., all facilities of the Venue will remain closed for the whole day.
 - (e) In respect of any activity being cancelled due to the hoisting of Tropical Cyclone Warning Signal No. 8 or above, HKADC reserves the right not to refund any hire charges and fees already paid by the Hirer.
- (2) Arrangements in case of Rainstorm Warning Signals:

- (a) If the Observatory issues any Amber, Red or Black Rainstorm Warning Signal in the course of an activity held at the Venue on any day, all activities scheduled to be held at the Venue on that day will continue.
 - (b) If Black Rainstorm Warning Signal is issued by the Observatory on any day within three hours before the commencement of an activity to be held at the Venue on any day, HKADC reserves the right to cancel all such activities scheduled to be held at the Venue on that day.
 - (c) If Black Rainstorm Warning Signal is issued before the Venue opens on any day, the Venue will remain closed until two hours after the Black Rainstorm Warning Signal has been cancelled. If the Black Rainstorm Warning Signal is cancelled at or after 5:00 p.m. on that day, all facilities of the Venue will remain closed for the whole day.
 - (d) In respect of any activity being cancelled due to the issuance of Black Rainstorm Warning Signal, HKADC reserves the right not to refund any hire charges and fees already paid by the Hirer.
- (3) Except as otherwise provided in paragraphs G(1) and (2) above, in case of adverse weather, or upon the announcement of “extreme conditions” by the Observatory before Tropical Cyclone Warning Signal No. 8 is replaced by Tropical Cyclone Warning Signal No. 3, or due to other unforeseeable circumstances resulting in the Hirer being unable to use the Venue, the HKADC shall have the right to cancel all activities scheduled to be held at the Venue on that day.
- (4) Except as otherwise provided in paragraphs G(1) and (2) above, if in the opinion of HKADC the cancellation of the hiring of a Venue is not due to the fault of the Hirer, HKADC may consider refunding the hire charges already paid by the Hirer or, altering the date of hiring after obtaining the approval of HKADC.

(H) ENQUIRIES

For any enquiries, please contact the staff of HKADC by attending the Venue Office in person, calling 3959 3510 or email to islandsouth@hkadc.org.hk during the following office hours:

Monday to Friday (except public holidays): 10:00 a.m. to 1:00 p.m. and
2:00 p.m. to 6:00 p.m.

Table I

**SHOWCASE VENUE HIRE CHARGES
(EFFECTIVE FROM 2024)**

Uses	Hiring Slots	Services Offered	Basic Hire Charges (HK\$)			Overtime Charges (HK\$) ⁽¹⁾⁽²⁾		
			Commercial ⁽³⁾	Standard	Concessionary	Commercial ⁽³⁾	Standard	Concessionary
(1)Exhibitions or other whole-day activities	Whole Day: 10:00-19:00	Air conditioning; Basic lighting; 13A power supply; Basic furniture (limited)	\$16,200 (whole day)	\$8,100 (whole day)	\$4,050 (whole day)	\$1,800 (per half hour)	\$900 (per half hour)	
(2)Performances , screenings or other half-day activities	1 st session: 10:00-14:00 (4 hours)		\$7,200 (per session)	\$3,600 (per session)	\$1,800 (per session)			
	2 nd session: 15:00-19:00 (4 hours)							
(3)Additional hiring time slots ⁽⁴⁾	08:00-09:00 09:00-10:00 19:00-20:00 20:00-21:00 21:00-22:00		\$2,200 (per hour)	\$1,100 (per hour)	\$550 (per hour)			
(4)Overnight setup or reinstatement hire ^{(5) (6) (7)}	22:00-08:00	Air conditioning; Basic lighting; 13A power supply	\$27,000 (full session)	\$13,500 (full session)		N/A		

Notes

1. The Hirer and his/her activity related persons shall vacate the Venue and the area of HKADC before the end of the hiring period. If the Hirer fails to vacate in time, he/she shall be liable to pay overtime charges.
2. Part of a half hour will be counted as a half hour.
3. If the Hirer wishes to conduct purely commercial activities at the Venue, including but not limited to the sale, rental and marketing of products, the Hirer must submit a commercial hiring application. HKADC reserves the right of final decision on whether an application involves purely commercial activities.
4. Part of a hour will be counted as a hour.
5. HKADC reserves the right to decide whether to provide overnight hiring service subject to the availability of manpower.
6. The Venue Office will not provide technical staff for overnight set-up or reinstatement.
7. The Hirer shall pay a separate reinstatement deposit in the sum of \$1,000 or 10% of the hire charges of the Venue (whichever is higher)

Surcharges

If HKADC considers that any of the following circumstances has arisen during an activity, the Hirer shall, in addition to the basic hire charges, pay the following surcharges:

1. Normally, souvenirs or related items of an ancillary nature relating to the primary approved activities may be sold at the Venue. The Hirer shall provide detailed information (e.g. the purpose of sale and a list of the items for sale) for the Venue Office's consideration in deciding whether or not to approve the sale. If sales activities of any other nature or scale are to be conducted at the Venue, a surcharge will be levied by the Venue Office depending on the nature, scale, complexity and impact of the activities.
2. If the activity held by the Hirer at the Venue at any time during the hiring period includes the following situation, then the Hirer shall pay a surcharge equivalent to 300% of the basic hire charges in addition to the surcharge referred to in paragraph 1 above:
If the Hirer sublicenses the Venue and/or facilities to other individuals or groups (for the avoidance of doubt, HKADC reserves the right to forthwith terminate the hiring and hiring period and to claim for compensation).

Table II

SHOWCASE EQUIPMENT AND SERVICES HIRE CHARGES (EFFECTIVE FROM 2024)

Unless otherwise specified, the following charges are payable before the hire date:

	Item	Quantity	Charge (HK\$) ⁽¹⁾	Overtime Charge (HK\$) ^{(1) (2)}
A. General Equipment				
1	Double-sided exhibition partition wall (white) (Technician is required for installation)	20	\$100/each/per day	N/A
2	Chair	90	Free of charge	N/A
3	Conference table	4	Free of charge	N/A
B. Audio Equipment⁽³⁾				
1	Audio system (including speakers, audio console, audio technician*1 and 4 microphones)	1 set	\$1,500/per 4 hrs \$3,000/per 9 hrs	\$500/per hr
2#	Additional wireless handheld microphone	4	\$100/each/per day	N/A
3#	Microphone holder	8	Free if hiring microphone	N/A
4#	Desktop microphone holder	8	Free if hiring microphone	N/A
5#	Wired condenser microphone (SM57-LC for musical instruments)	5	\$100/each/per day	N/A
6#	Wired condenser microphone (SM81-LC for musical instruments)	5	\$100/each/per day	N/A
7#	Wired dynamic microphone (SM57, for musical instruments)	6	\$100/each/per day	N/A
8#	Wired dynamic microphone (Beta 52A, for drums)	1	\$100/each/per day	N/A
9#	Audio press box	1	\$500/per day	N/A
10#	Tablet (for playing music)	1	\$500/per day	N/A
11#	Provision of sound feed for self-video/audio recording	--	\$500/each/per day	N/A
#Hire of item B1 audio system is required				
C. Lighting Equipment⁽³⁾				
1	Stage lighting system (LED Cyclorama, LED Moving Head, LED Fresnel, LED Profile, lighting technician*1)	1 set	\$1,500/per 4 hrs \$3,000/per 9 hrs	\$500/per hr
2	Exhibition lighting system (technician are not included)	1 set	\$500/per 9 hrs	\$60/per hr
D. Video Equipment⁽³⁾				
1	Fixed-mounted HD projector with projector screen (technician are not included)	1	\$1,000/per 4 hrs \$2,000/per 9 hrs	\$280/per hr
2.	Fixed-mounted 4K projector (technician are not included)	1	\$2,000/per 4 hrs \$4,000/per 9 hrs	\$550/per hr

3	Recording or live-streaming equipment (including 4 fixed cameras and video mixer with 1 technician) (a) for archival or educational etc. purposes which are not for commercial purposes (b) For commercial purposes	1 set	(a) \$1,500/per 4 hrs \$3,000/per 9 hrs (b) \$3,000/per 4 hrs \$6,000/per 9 hrs	(a) \$400/per hr (b) \$800/per hr
4	190" 16:9 tripod portable projector screen	2	\$800/each/per day	N/A
5#	Laptop (technician are not included)	1	\$2,000/per day	N/A
#Hire of item D1, D2 or D3 video equipment is required				
E. Other Services				
1	Additional 30Amp power supply (Hirer shall arrange qualified electrical workers to install and submit WR1 certificate)	2	Arrangement and use on the first day \$2,000/per day; After \$500/per day	N/A
2	Commission on sales of goods		[To be discussed]	
3	Commercial filming for advertising and video production purposes at the venue	-	\$5,000/per 4 hrs	\$1,250/per hr
4	Copyright royalty ⁽⁴⁾ : Charge per scene (Hirer prepares his/her own equipment and technicians for broadcasting or video recording or location shooting at the hired venue)		\$5,000/per 4 hrs	\$1,250/per hr
5	Technician	--	[at the rates charged by service contractors]	
	Audio			
	Lighting			
	Video			
	Supporting			

Notes

1. Part of an hour will be counted as an hour.
2. HKADC reserves the right to decide whether to provide facilities and services subject to the availability of venue, equipment and manpower.
3. Additional technician may be required and hire is responsible for the charges.
4. This does not apply if the Hirer submits a written application to HKADC and proves that the audio/video/photo-graphic recordings will be used solely for publicity, archival or educational research purposes and not for commercial purposes such as sale.

SHOWCASE HIRING TERMS AND CONDITIONS

- (1) Any individual, company, organisation or group applying to hire SHOWCASE (the "Hirer") shall only use SHOWCASE (the "Venue") under license(s) with no right of exclusive possession. The Hirer is only a licensee of the Venue rather than a tenant.
- (2) The Hirer must be the main organiser and sole user of the Venue for the activity(s) to be held therein, and shall not assign or transfer or underlet or share the Venue in any manner. The Hirer may co-organise programme(s) with other institution(s) or group(s), but the Hirer must provide a list of all co-organiser(s) and sponsoring organisation(s) and obtain the approval of HKADC before publicising and promoting the activity concerned. The Hirer must obtain the written consent of the HKADC before making any changes to the above matter(s).
- (3) In case the Hirer needs to change the way of using the hired venue and the content of the activity, the Hirer must obtain prior written consent of HKADC.
- (4) The total number of tickets to be sold or distributed by the Hirer shall not exceed the number of seats as agreed upon by HKADC (the "Specified Number of Seats"). If the activity is free of charge and the Hirer wishes to distribute more tickets than the Specified Number of Seats in order to ensure attendance, in principle the tickets sold or distributed shall not exceed the Specified Number of Seats by more than 30%, and prior written consent of HKADC must be obtained. In case the Venue is full house, the Hirer must stop allowing any ticket holder from entering the Venue, and must send staff to deal with possible complaint(s) and emergencies caused by such complaint(s).
- (5) The Hirer shall not, and must ensure that the activity participants will not, bring animal or livestock into the Venue. If it is necessary for the activity, exceptions may be made provided that prior written consent of HKADC and the relevant license(s) has been obtained.
- (6) The Hirer shall only use the hired venue. The Hirer shall make his/her/its own arrangements regarding the publicity and promotion of programme(s). The Hirer shall obtain prior written consent of HKADC for any publicity, posting or installation of any articles and/or all other activities outside the Venue.

- (7) If the Hirer plans to publicize the activity to be held at the Venue, the Hirer shall submit the relevant promotional materials to HKADC in advance, and obtain the written consent of HKADC before publicizing the activity and distributing, posting and/or using the relevant promotional materials. HKADC reserves the absolute right to make final changes to the draft(s) of the relevant promotional materials.
- (8) The Hirer must obtain the prior written consent of HKADC if he/she/it intends to distribute or sell any goods at the Venue or elsewhere within the area of HKADC (the "Site").
- (9) The contents of the promotional materials of the Hirer must be true, accurate, impartial, non-misleading and non-deceptive. In case of any express or implied reference to the HKSAR Government, HKADC and/or their related party(ies), the Hirer must obtain prior written consent of HKADC. The Hirer shall bear full responsibility for the promotional materials, and shall ensure that the HKSAR Government, HKADC and their related party(ies) will not be liable to make any compensation.
- (10) The Hirer shall submit to HKADC two (2) copies of the programme pamphlets or booklets related to his/her/its/their hiring of the Venue at least seven (7) days before the activity takes place.
- (11) The Hirer shall notify HKADC of the operation, set-up and venue service requirements of the activity concerned at least one (1) month prior to the hiring period, and pay the necessary charges for the use of the equipment and venue services in accordance with the "SHOWCASE Equipment and Services Hire Charges" (Table II of the "SHOWCASE Hiring Guidelines") and the "Confirmation Letter for Venue Setup". Unless with written consent of HKADC has been obtained, the Hirer shall not install, hang or place in the Venue any device, set-up, decoration or equipment not provided by HKADC. If the Hirer has obtained written consent of HKADC for the use and/or installation of any device, set-up, decoration or equipment which are not provided by HKADC, the Hirer shall properly dismantle and remove such device, set-up, decoration and/or equipment and reinstate the Venue to its original state and condition before the end of the hiring period.
- (12) The Hirer and persons related to his/her/its activity (including but not limited to all staff, activity participants and performers) (the "Activity Related Persons") must obtain the prior written consent of HKADC for the use of HKADC's equipment and facilities, including the stage/exhibition lighting and sound equipment in particular, and must pay the relevant charges (if any) charged by HKADC in accordance with the "SHOWCASE Equipment and Services Hire Charges" (Table II to the "SHOWCASE Hiring

Guidelines”) and the “Confirmation Letter for Venue Setup”. The Hirer and the Activity Related Persons shall use the equipment and facilities in a proper manner, restore them properly to their original state and condition and return them to HKADC before the end of the hiring period.

- (13) In case the Hirer and the Activity Related Persons need to use HKADC’s equipment and facilities, the Hirer must engage the technician(s) as arranged by HKADC.
- (14) The Hirer and the Activity Related Persons must obtain prior written consent of HKADC for the set-up and arrangement of the Venue prior to making any such arrangement. The Hirer shall, at his/her/its own expense, engage an Authorised Person and a Registered Structural Engineer to certify the safety of the set-up, including hanging objects and structures, as deemed necessary by HKADC, and to certify the structural safety of the Venue.
- (15) If the Hirer refuses or fails to dismantle or remove any device, set-up, decoration or equipment not provided by HKADC, and/or refuses or fails to reinstate the facilities and equipment of the Venue to their original state and condition, and/or has caused any damage to the Venue and any loss and liability arising therefrom, the Hirer shall pay compensation to HKADC and also pay HKADC an administrative fee equivalent to 20% of the amount of compensation. HKADC’s decision on the amounts of compensation and administrative fee shall be final and binding on the Hirer.
- (16) The Hirer’s activities shall comply with the laws of Hong Kong and the guidelines issued by government departments. The Hirer shall obtain all necessary licenses and permits at his/her/its own expense and shall comply with the relevant terms and conditions of approval (such as lottery licence, fund-raising permit, film censorship, etc.). The relevant licenses and permits shall be submitted to HKADC at least 7 days before the hiring period.
- (17) The Hirer shall obtain a Temporary Places of Public Entertainment License from the relevant government department at his/her/its own expense for his/her/its public activity(ies), and shall ensure that the license remains valid and subsisting throughout the duration of the public activity(ies) organised by the Hirer.
- (18) The Hirer shall ensure that all intellectual property rights (including but not limited to patents, trademarks, service marks, trade names, design rights, copyrights) relating to the activity(s) have been acquired at his/her/its own expense prior to the activity(ies) and that such intellectual property rights remain valid and subsisting throughout the whole hiring

period. The Hirer shall not infringe upon the intellectual property rights of any third party.

- (19) If the Hirer requires connection to electrical device(s) other than the 13A electricity supply of the Venue, he/she/it shall obtain HKADC's written consent before making such arrangement, and shall connect to the electrical device(s) according to the instructions of HKADC.
- (20) The Site is a non-smoking area. The Hirer shall comply with, and shall ensure all Activity Related Persons comply with, this provision. If any activity involves smoking or the use of naked flames within the Venue, such activity must be compliant with the Fire Services Ordinance, and prior written consent of HKADC shall be obtained.
- (21) Appropriate protective measures shall be taken by the Hirer when placing furniture and equipment in the Venue.
- (22) If, in the opinion of the HKADC, any item brought into the Site by the Hirer or any of the Activity Related Persons is hazardous or obstructive to other people, the Hirer shall remove such item from the Site immediately.
- (23) The Hirer shall comply with noise control rules to avoid causing noise or other nuisance to other people.
- (24) The Hirer shall keep all passages and exits within the hired Venue unobstructed.
- (25) The Hirer shall provide adequate staff (including security guards and first-aiders) for maintaining crowd control, providing ushering, medical and emergency services, and handling complaints from activity participants. The Hirer shall reserve sufficient time during the hiring period for admission and post-show arrangements. If any of the Activity Related Persons has breached the "SHOWCASE Hiring Terms and Conditions", behaved inappropriately and/or has or is suspected to have contracted any infectious disease or refused to undergo health checks, then the Hirer shall, at the direction(s) of HKADC, prohibit such person from entering and staying at the Site. The Hirer shall co-operate, and shall ensure that the Activity Related Persons co-operate, with the staff of HKADC.
- (26) The Hirer shall obtain prior written consent of HKADC for any photo-taking, filming, sound or video recording, television broadcasting or radio broadcasting within the Site or Venue.
- (27) The Hirer shall be responsible for the words and conduct of the Activity Related Persons and shall avoid the occurrence of any undesirable

circumstances, such as defamation, insult, disorder, endangerment of safety and breach of the peace.

- (28) If the activity involves playing and singing the National Anthem, the Hirer shall comply with the guidelines stipulated in the National Anthem Ordinance (Instrument A405) and shall notify HKADC of the relevant arrangements four (4) weeks prior to the hiring date. For details, please visit: <https://www.elegislation.gov.hk/hk/A405>

For the standardized score and official recording of the National Anthem, please refer to the website of the Constitutional and Mainland Affairs Bureau of the HKSAR Government:

https://www.cmab.gov.hk/tc/issues/national_anthem.htm

- (29) According to the National Flag and National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), if the Hirer intends to display or use the National Flag, the National Emblem, the Regional Flag and the Regional Emblem, or their designs during the hiring period, he/she/it shall produce and display them in accordance with the specifications stipulated in the relevant ordinances, and he/she/it shall make prior written application to the Administration Wing (Email: flags&emblems@csso.gov.hk; Fax: 2804 6552). For details, please visit:

<https://www.elegislation.gov.hk/hk/A401> (National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/A602> (Regional Flag and Regional Emblem Ordinance)

- (30) The Hirer shall ensure that the Hirer, the Hirer's employee(s), the Hirer's agent(s), any person(s) authorised by the Hirer to enter the hired venue during the hiring period, the activity(s) conducted and organised in the Venue, and the related promotional materials are all in compliance with and conform to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, and other laws of the HKSAR relating to the safeguarding of national security, and shall not engage in any act or activity in contravention of the aforesaid laws.

- (31) During the activity, the Hirer, the Hirer's employee(s), the Hirer's agent(s), the performer(s) or any person(s) authorised by the Hirer shall not display any item or carry out any activity which may incite persons admitted to behave in a disorderly manner or which may endanger the safety of the public. The Hirer shall also not permit any person, whether on the basis of malicious or unsubstantiated allegations or otherwise, to behave in a

manner likely to incite hatred or fear of any person, nor shall he/she/it display any item for the same purpose.

- (32) The Hirer shall ensure that the Hirer, the Hirer's employee(s), the Hirer's agent(s) and any person(s) authorised by the Hirer to enter the hired venue during the hiring period comply with all applicable laws of the HKSAR and with such rules or regulations as may be made by HKADC from time to time in respect of hiring of the Venue and/or hiring applications.
- (33) The Hirer and the Activity Related Persons shall not eat or drink in the hired Venue in order to maintain the cleanliness of the Venue upon return, subject to the discretion of HKADC in view of the nature of the activity(s). If the programme includes an opening reception or provision of simple refreshments, the Hirer shall conduct the reception at the designated place as instructed by HKADC and ensure the cleanliness of the Venue.
- (34) The Hirer and the Activity Related Persons shall vacate the Venue and the Site before the end of the hiring period. Failure to vacate in a timely manner will result in the Hirer being liable to pay overtime charges; if the same affects other persons (such as the hirer of the Venue of the next timeslot) or causes the HKSAR Government or HKADC to suffer any loss, the Hirer shall make compensation. HKADC shall have the right to deal with any objects left behind by the Hirer in the Venue and/or within the Site after the end of the hiring period at its sole discretion, and HKADC shall have the right to dispose of such objects and recover the costs incurred from the Hirer. The Hirer shall indemnify HKADC in full for any costs, claims and liabilities incurred by HKADC in connection with the disposal and handling of the objects left behind.
- (35) The employees or authorised persons of HKADC shall have access to the hired venue at any time in performance of their duties.
- (36) Except as otherwise provided in this "SHOWCASE Hiring Terms and Conditions", HKADC shall have the right at any time to close all areas of the Site or any venue or to notify the Hirer of the cancellation of the hiring. In respect of hiring which has been canceled in accordance with this clause, HKADC will refund the hire charges to the Hirer without interest after deducting the amount payable by the Hirer. HKADC shall not be liable for any loss arising from the closure of the Site and/or the Venue or cancellation of hiring.
- (37) The HKSAR Government and HKADC shall not be liable for or indemnify for any impact on the Hirer and the Activity Related Persons, other hirers, tenants or any act or activity conducted by any person.

- (38) To ensure that the conduct and activity(s) of the Hirer are in compliance with the management arrangements or safety standards of HKADC, HKADC will impose requirements on the conduct and activity(s) of the Hirer and the Activity Related Persons. The Hirer shall observe, and shall ensure the Activity Related Persons observe, the arrangements of HKADC.
- (39) Any unapproved or unspecified content, manner, set-up, etc. of the activity shall not be conducted or used in the Venue, and the Venue Office shall have the right to require the Hirer to co-operate immediately and adequately in making any reasonable and feasible adjustments during the activity with regard to the actual circumstances. The Venue Office reserves the right to terminate the activity immediately without any refund or compensation to the Hirer in the event that the Hirer fails to cooperate adequately, which is in breach of this "SHOWCASE Hiring Terms and Conditions".
- (40) The Hirer shall be fully liable for any damage to property and injury or death of any person arising out of the hiring and/or use of the Venue. If the activity involves the use of temporary structures, public admission or is of a high risk nature, the Hirer shall take out suitable insurance (including but not limited to third party liability insurance) and ensure that it is in force throughout the hiring period so as to protect the HKSAR Government, HKADC and its related parties against any claims or demands by any person. The Hirer shall submit a copy of the relevant insurance policy to HKADC.
- (41) HKADC will not be liable or indemnify the Hirer for any accident that may occur at the activity organised by the Hirer, or for any wear and tear or theft of the items on display. The Hirer should assess the possible risks on its own and take appropriate protective measures.
- (42) The HKSAR Government, HKADC and its related parties shall not be liable and shall not be required to pay any compensation for any loss and/or liability suffered by the Hirer and/or Activity Related Persons as a result of strikes, labour disputes, accidents or any circumstances beyond the control of HKADC in connection with the provision of the services by HKADC.
- (43) If the Hirer fails to comply with this "SHOWCASE Hiring Terms and Conditions", HKADC reserves the right to terminate the hiring and hiring period forthwith without compensation. Meanwhile, HKADC reserves all rights to pursue claims against the Hirer and the Activity Related Persons. In the event that the hiring period is terminated by HKADC, the Hirer shall remain liable for the legal responsibilities under this "SHOWCASE Hiring Terms and Conditions" without prejudice to the rights of HKADC under this "SHOWCASE Hiring Terms and Conditions" (including the right of

HKADC to recover hire charges and compensation from the Hirer). Any hire charges paid by the Hirer shall not be refunded.

- (44) HKADC reserves the right to amend the "SHOWCASE Hiring Guidelines", the "SHOWCASE Venue Hire Charges", the "SHOWCASE Equipment and Services Hire Charges" and this "SHOWCASE Hiring Terms and Conditions" from time to time, as well as the right to reject any application at its discretion without providing any explanation. Without prejudice to the generality of the foregoing, HKADC reserves the right to make interpretations and exceptions to the terms and conditions set out in this "SHOWCASE Hiring Terms and Conditions".
- (45) The Hirer shall observe and comply with such codes, recommendations, rules and special conditions as may from time to time be prescribed by HKADC in connection with the hiring of the Venue as the circumstances may require and shall ensure that the Hirer's employee(s), agent(s), performer(s) or any person(s) authorised by the Hirer to enter the Venue observe and comply with the same.

If the Hirer fails to comply with any of the terms or conditions set out in the "SHOWCASE Hiring Guidelines" and the "SHOWCASE Hiring Terms and Conditions" or such codes, recommendations, rules and special conditions as HKADC may from time to time prescribe, HKADC shall have the right to cancel the Hirer's confirmed hiring, to terminate the Hirer's use of the Venue with immediate effect and to forfeit any charges already paid by the Hirer for venue hiring. In such circumstances, the Hirer shall leave the Venue immediately.

- (46) HKADC reserves the right to disclose to the HKSAR Government and the relevant authorities the Hirer and all information and materials submitted by the Hirer.
- (47) In the event of any discrepancy or conflict between the English and Chinese versions of this "SHOWCASE Hiring Terms and Conditions" and the "SHOWCASE Hiring Guidelines", the Chinese version shall prevail.