

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系統，適合舉辦不同藝術及文化活動。

(二) 租用安排

(1) 申請租用的人士、公司、組織或團體（下稱「租用人」）須按本第(二)部分第(2)段所訂明的租用時間表提交一份完整填妥的申請表格予藝發局，並夾附相關證明文件副本。

(2) 租用時間表

	一般租用	臨時租用
申請時間	租用人可在預計租用起始日期之月份前 4 至 24 個月內提交申請，由藝發局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月的租用申請）。	預計租用起始日期之月份前不足 4 個月所提交的租用申請將視為臨時租用。
回覆時間	藝發局一般會於收到申請之日起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租用申請數量及其他情況或有所變更。	藝發局一般會於收到申請之日起 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租用申請數量及其他情況或有所變更。
審批	藝發局一般會按本第(二)部分第(3)段所訂明的因素考慮租用申請。藝發局保留審批租用申請的最終決定權，對未能提供租用的申請不會作解釋。	除考慮本第(二)部分第(3)段所列因素外，藝發局將按個別情況及實際運作的可行性，逐案考慮有關臨時租用申請，並保留是否接受臨時租用申請的權利。

(3) 在審批租用申請的過程中，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、租用人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。藝發局保留不接受/不考慮任何未能符合上述全部或部分審批準則之申請的權利。視乎競爭情況，藝發局保留權利在上述審批準則之外增訂其他審批準則，以利申請之處理。此等增訂準則是藝發局認為客觀且不與現行準則相抵觸。藝發局對審批安排之決定為最終決定。

- (4) 一般情況下，在預計租用起始日期前不足 20 個工作天所提交的租用申請恕不受理。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第 (2) 段所訂明的租用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、電郵或親身遞交至藝發局。

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：

註冊證明

- (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社團豁免註冊證明書；或
- (e) 按《教育條例》發出的學校註冊證明書或法團證明書；及

其他文件

藝發局亦可能根據個別情況而要求租用人提供：

- (f) 組織章程細則或章程文件；及
- (g) 主要成員及董事會成員名單。

- 以個人名義申請（租用人於提交租用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

租用人可根據三類收費計劃之一提出申請：商業、標準及特惠場租計劃。

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，並須符合所有下列 (1) 至 (5) 段的條件。

(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)」藝術工作室的現租戶須按擬租用日期當日計算)；或
- (b) 香港政府部門/政策局；或
- (c) 香港註冊學校 (幼稚園/小學/中學/專上院校)；或
- (d) 獲南區民政事務處支持的非牟利地區團體；或
- (e) 根據《公司條例》(第622章)或前《公司條例》(第32章)在香港註冊成立的無股本擔保有限公司，並必須符合以下條件：
 - (i) 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，並須由一名董事或最高級別的負責人簽署以示真確；或
 - (ii) 該機構名列具公共性質的慈善機構及慈善信託名單，根據《稅務條例》第88條獲豁免繳稅。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有效通知書副本作證明；或
- (f) 根據《社團條例》註冊或獲豁免註冊的社團並必須已獲稅務局確認為根據《稅務條例》第88條豁免繳稅的慈善機構或慈善信託，並能提供稅務局有效通知書副本作證明。

(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，如合辦者不符合本第(四)部分第(1)段的任何規定，租用人則不可享用特惠場租。

(五) 付款

(1) 獲批申請者將由藝發局以《場地租用確認覆函》通知。租用人必須於收到確認覆函後，交回已簽妥的《場地租用確認回條》（夾付於藝發局發出的《場地租用確認覆函》），並按照本第(五)部分第(2)段的規定及時限繳交所有相關按金及費用。

(2) 付款時間表

		付款安排
場地租金	一般租用	租用人須於藝發局發出《場地租用確認覆函》之日期後兩個星期內繳交場地租金的 25% 作保證金。 租用人須於租用起始日期前兩個月繳交場地租金的 75% 餘款。
	臨時租用	租用人必須於藝發局發出《場地租用確認覆函》之日期後一個星期內繳交場地租金全款。
設備及服務租用費		租用人須於租用起始日期至少一個月前提交《場地設置申請表》（夾付於藝發局發出的《場地租用確認覆函》），並必須於藝發局發出《場地設置確認覆函》之日期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		租用人須繳交本第(五)部分第(4)段所訂明的場地還原按金全款，連同：(i)（一般租用）場地租金的保證金，或(ii)（臨時租用）場地租金全款（視乎情況而定）。

- (3) 如租用人未能在限期前繳付所有相關保證金/按金及費用及/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（連同藝發局所發出的《場地租用確認覆函》）將會自動撤回，藝發局不會另行通知。在租用人繳付所有相關保證金/按金及費用，並交回已簽妥的《場地租用確認回條》之前，藝發局無責任向租用人提供任何場地供租用。
- (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藝發局時，如藝發局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保證金/按金及費用：
 - (a) 劃線支票：抬頭註明「香港藝術發展局」，並郵寄或親身遞交至藝發局的場地辦事處（地址位於香港黃竹坑業勤街 39 號 Landmark South 地下高層），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藝發局的場地辦事處（位於上段所述地址）；相關銀行戶口名稱及號碼，請向藝發局職員查詢。

(六) 取消租用

- (1) 租用人如欲在租用申請確認後取消租用場地，須於租用期前儘快以書面形式知會藝發局。在租用取消時，已繳付之租金（包括保證金及/或場地租金）及收費將不獲退還，作為賠償取消租用對藝發局的損失。如租用人未付應繳費用，租用人仍需承擔截至租用取消之日的任何應繳費用。
- (2) 除非與藝發局另有同意，並收到藝發局發出的《場地租用確認覆函》（修訂版），獲批覆實的租用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費用及收費的權利。
- (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）。

- (5) 如果出現以下情況，藝發局將不接納任何相關申請（並有權暫停、撤銷及/或取消任何已接納的申請）：
- (a) 租用人曾經或正在作出（或藝發局有理由相信該人士曾經或正在作出）任何可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；或
 - (b) 藝發局認為有需要為維護國家安全，或保障公眾利益、公共道德、公共秩序或公共安全，或保障藝發局的資產或聲譽免受損害或負面影響而不接納相關該申請（或暫停、撤銷及/或取消已接納的申請）。

(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) 如天文台於在場地所舉行的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) 如天文台於在場地所舉行的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) 如天文台於在場地所舉行的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) 除本第(七)部分第 (1) 和 (2) 段另有規定外，因惡劣天氣，或天文台公布「極端情況」，或其他不可預計的狀況下令租用人基於安全或其他藝發局認定的原因未能使用場地，藝發局有權取消原訂於當日在場地所舉行的所有活動。
- (4) 除本第(七)部分第 (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場地，藝發局可全權酌情考慮向租用人退還已繳付之租金及費用或更改租用日期。

(八) 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

(九) 雜項

- (1) 藝發局保留絕對權利及酌情權拒絕任何申請。藝發局亦保留隨時修訂、補充或取消本指引之權利，恕不另行通知。
- (2) 本指引應與《展藝館租用條款細則》一併閱讀。租用人僅應在同意本指引及《展藝館租用條款細則》的情況下提交申請。
- (3) 如本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。

展藝館場地租金收費表

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 09:00-10:00 19:00-20:00 20:00-21:00 21:00-22:00			\$2,200 (每小時)	\$1,100 (每小時)	\$550 (每小時)		
(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

1. 租用人及租用人授權進入場地之人士須在租用期結束時或之前遷離場地及藝發局場所。如未能適時遷離，租用人應負繳付超時收費之責任。
2. 為計算超時收費，不足半小時亦作半小時計算。
3. 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，租用人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。
4. 為計算基本費用，不足1小時亦作1小時計算。
5. 藝發局保留權利視乎人手分配情況，而決定是否允許通宵租用及提供通宵租用服務。
6. 藝發局不會為通宵佈置或清場提供技術或控制人員。
7. 基本費用不包含並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，租用人須在基本費用外，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）供藝發局考慮以決定是否批准銷售。如欲在場地內進行任何未經批准的性質或規模的銷售活動，藝發局將視乎活動性質、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費用的 300% 的附加費：
如租用人分租場地及/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租用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
(2026年6月15日起生效)

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) (5)}
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
場地另備其他一般傢俱及設備供租用人免費借用，詳情請向場地辦事處查詢及索取「場地設施及器材簡介」。				
B. 技術設備⁽³⁾⁽⁷⁾				
I. 音響設備				
1	音響系統 (不包括技術或控制人員)	1 組	\$750/每日	\$500/每小時
2#	音源分配器(記者箱)	1	\$500/每日	不適用
3#	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 B.I.1. 音響系統				
II. 燈光設備				
1	舞台燈光系統 (不包括技術或控制人員)	1 組	\$750/每日	\$500/每小時
2	展覽燈光系統 (不包括技術或控制人員)	1 組	\$500/每日	\$60/每小時
III. 影像設備				
1	固定式4K 或 FHD 多媒體投影機 (不包括技術或控制人員)	各1	\$2,000/每日/每部	\$280/每小時
凡租用技術設備，可同時借用相同類別的附屬器材。附屬器材詳情請向場地辦事處查詢及索取「場地設施及器材簡介」				
C. 其他服務				
	項目	數量	收費 (HK\$) ⁽²⁾	加時/超時收費(HK\$) ⁽¹⁾ ^{(2) (6)}
1	額外32Amp 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	網上會議服務 ⁽³⁾ (包括四支固定攝影鏡頭、直播系統，連同1位控制人員)	--		

	(a) 作存檔或教育等非商業用途		(a) \$3,000/每9小時	(a) \$400/每小時
	(b) 作商業用途		(b) \$6,000/每9小時	(b) \$800/每小時
3	控制或技術人員 (至少9小時) 音響/燈光/影像	--	[需向場地辦事處查詢]	
D. 其他費用				
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

註釋

1. 為計算超時收費，不足 1 小時亦作 1 小時計算。
2. 藝發局保留權利視乎場地、器材和人手供應的情況，而決定是否提供設備及服務。
3. 租用人需就服務或設備聘請額外技術或控制人員，且租用人應支付其額外之費用。
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。
5. 如租用人租用時間超出原定確認函所列之時間，或臨時增加租用時數，將收取超時費用。
6. 如租用人需要額外增加租用時數或超出原定確認覆函所列之時間，或臨時增加租用時數，將按實收取加時/超時費用。
7. 凡租用技術設備，可同時借用相同類別的附屬器材。附屬器材詳情請向場地辦事處查詢及索取「場地設施及器材簡介」。

展藝館租用條款細則

以下條款細則適用於任何申請租用展藝館的個人、公司、組織或團體（下稱「租用人」）。

特許權的授予

- (1) 租用人僅以特許權使用展藝館（下稱「場地」），並沒有場地的獨有管有權或任何所有權權益。租用人只是場地的特許權持有人，而不是租戶。

用途

- (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再授特許權或共用場地。租用人可與其他機構、團體合辦節目，但須在申請表格內向香港藝術發展局（下稱「藝發局」）列明所有合辦及贊助機構，該名單須經藝發局批准。租用人須在更改上述事宜前先徵得藝發局之書面同意。
- (3) 租用人如需更改如申請表格所述的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，原則上售賣或派發的門票數目不可超出多於 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自己的員工處理有可能出現的投訴及因投訴人而引致的突發情況。
- (5) 租用人不可以，並須確保活動參加者不會攜帶任何動物或牲畜進入場地。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) 租用人如需於場地或藝發局場所（下稱「場所」）內其他地方進行任何商業活動，例如派發或出售任何物品，須先徵得藝發局之書面同意。

- (7) 租用人 在場地擺放傢俬及器材時，須對場地作出適當保護措施。
- (8) 如藝發局認為租用人或租用人授權進入場地的任何人士（包括但不限於所有員工、活動參加者及表演者）（下稱「活動相關人士」）所帶進場所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場所。
- (9) 租用人須遵循噪音管制，以避免發出噪音或騷擾其他人士。
- (10) 租用人須保持其租用場地內的一切通道及出口暢通無阻。
- (11) 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，並在租用期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《展覽館租用條款細則》、行為不當、及/或患有或懷疑患有任何傳染病並被藝發局要求但拒絕接受健康檢查，租用人須按藝發局的指示，禁止該人士進入及逗留於場所。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。
- (12) 租用人如在場所或場地內進行攝影、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。
- (13) 租用人須對活動相關人士的行動及行為負責，採取措施防止任何誹謗、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。

宣傳與推廣物品

- (14) 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。
- (15) 如租用人計劃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材料，待徵得藝發局之書面同意後，方可宣傳該活動及派發、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。

- (16) 租用人之宣傳品只能包含真實、準確、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香港特別行政區政府、藝發局及/或其相關者，租用人須先徵得藝發局之書面同意。租用人須就宣傳品負全責，並須確保香港特別行政區政府、藝發局、及其相關者毋須作出賠償。
- (17) 租用人須於活動進行最少七天前提交兩份與其租用場地相關的場刊或手冊予藝發局。

設備與服務

- (18) 租用人須於租用起始日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。租用人將收到藝發局透過《場地設置確認覆函》通知有關設備及場務的供應情況，並須交回已簽妥的確認回條及按《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費用。除非事先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。若事先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時或之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及狀況且令藝發局滿意。
- (19) 如租用人或活動相關人士需使用藝發局的設備及設施，尤其包括舞台/展覽燈光及音響設備，租用人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設備及設施，並於租用期結束時或之前妥善還原相關設備及設施至始設狀態及狀況並歸還相關設備及設施予藝發局。
- (20) 如租用人及活動相關人士需使用藝發局認為須由技術或控制人員操作的藝發局設備及設施，租用人必須聘用由藝發局安排的技術或控制人員。
- (21) 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。租用人須自費聘請根據《建築物條例》定義的認可人士及註冊結

構工程師，為藝發局認為有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。

- (22) 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設備至始設狀態及狀況，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。藝發局對賠償金額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。

牌照

- (23) 租用人的活動須符合香港特別行政區的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及細則（例如獎券活動牌照、公開籌款許可證、電影檢查等）。有關的牌照及許可證須於租用起始日期最少七天前向藝發局呈交。

- (24) 在不影響上述一般性規定的前提下，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，確保牌照於租用人所舉辦的公眾活動期間維持有效並存續，並遵守其相關條款及細則。

- (25) 租用人須確保在活動前已自費獲得或獲授予特許權使用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的所有權或特許權在整個租用期間內一直有效並存續。租用人不得侵犯任何第三方的知識產權。

- (26) 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。

場地規則

- (27) 場所屬非吸煙區，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。

(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香港特別行政區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。租用人須事先以書面方式向政務司司長辦公室轄下行政署提出申請（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、在租用期間的活動相關人士以及其於場地內進行及舉辦的活動和相關宣傳品均遵守及符合《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，不得作出任何可能構成或導致發生危害國家安全罪行或不利的國家安全的行為或活動。

(31) 活動舉行期間，租用人、其僱員、其代理人、或活動相關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，作出可能會煽動他人仇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的活動相關人士遵守所有適用於香港特別行政區的法例。

(33) 租用人須確保其本人、其僱員、其代理人及在租用期間的活動相關人士遵守藝發局就租用場地及/或租用申請不時通知其訂立的規定或規例。

- (34) 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，除藝發局按活動的性質事先書面批准。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。
- (35) 租用人及活動相關人士須在租用期結束時或之前遷離場地及場所。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）或導致香港特別行政區政府或藝發局受到任何損失，租用人亦須負賠償責任。藝發局有權全權酌情處理租用人於租用期結束後在場地及/或場所內遺留之物件，藝發局有權處置此物件及對租用人追交所涉費用。租用人須全數彌償藝發局因處置和處理遺留之物件而產生的任何費用、索償和賠償責任。
- (36) 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。
- (37) 除本《展藝館租用條款細則》另有規定外，藝發局有權全權酌情隨時自行決定關閉場所的所有範圍或其中任何場地或通知租用人取消租用。就按照本條款而取消的租用，藝發局可全權酌情決定扣除租用人應繳款項後，無息發還已繳付的租金予租用人。藝發局毋須為場所及/或場地關閉或取消租用而引起的損失負責。
- (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，藝發局可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，而且藝發局有權在活動進行期間，就活動進行的實際情況，要求租用人作出任何合理可行的相應調整要求，而租用人須即時配合藝發局的指示。倘若租用人不能配合，即違反本《展藝館租用條款細則》，藝發局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。

法律責任

- (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，以保障香港特別行政區政府、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) 在適用法律允許的範圍內，藝發局並不會對租用人所舉辦的活動過程中可能出現的意外，或所展示物品的損耗或失竊負責或作出彌償。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) 在適用法律允許的範圍內，倘若藝發局所提供之服務及場地因租用人及/或活動相關人士使用場地、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，香港特別行政區政府、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租用及租用期而毋須作出任何補償。藝發局保留向租用人及活動相關人士提出索償的所有權利。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。

雜項

- (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》，亦有權全權酌情決定拒絕任何申請（並有權暫停、撤銷及/或取消任何已接納的申請），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《展藝館租用條款細則》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，並須確保租用人的僱員、代理人及活動相關人士同樣遵從。

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》所載的任何條款或條件，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租用、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) 藝發局有權向香港特別行政區政府及/或其他組織披露租用人提交的所有信息和材料，以達致以下目的：

- (a) 辦理場地設施的租用申請事宜；
- (b) 場地設施租用的一般行政及管理；
- (c) 在一般情況下或發生緊急事故時聯絡租用人；
- (d) 作統計及研究用途，但所得的統計數字或研究結果不會以識辨各有關的資料當事人或其中任何人的身分的形式提供；以及
- (e) 作法例/法規規定、授權或准許的其他合法用途。

(47) 本《展藝館租用條款細則》應與《展藝館租用指引》一併閱讀。

(48) 如本《展藝館租用條款細則》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 HKADC 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 month of the intended start date of hire, and HKADC 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 month of the intended start date of hire will be considered as provisional hiring.
Response Time	Generally, HKADC will issue a "Confirmation Letter for Venue Hire" within 30 working days of receipt of the application, but the actual response time may vary depending on the number of hiring applications and other circumstances.	Generally, HKADC will issue a "Confirmation Letter for Venue Hire" within 10 working days of receipt of the application, 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.	In addition to the factors specified in paragraph B(3), 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, 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. HKADC reserves the right not to accept/consider any application which fails to meet all or some of the above assessment criteria. Subject to competition, HKADC reserves the right to set additional assessment criteria to those set out above in order to facilitate the processing of applications. These additional criteria are those which HKADC determines to be objective and not contradictory with the existing ones. HKADC's decision on the arrangement for assessment is final.
- (4) Under normal circumstances, hiring applications submitted less than 20 working days before the intended start date of hire 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 HKADC 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:
Proof of registration
 - (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 or Certificate of Exemption from Registration of a Society under the Societies Ordinance; or
 - (e) Certificate of Registration of a School or Certificate of Incorporation under the Education Ordinance; and

 - Other documents

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

 - (f) Articles of Association or Constitution; and
 - (g) 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

An application may be made under one of the three categories of rate schemes: Commercial, Standard and Concessionary.

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 of 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 institution); or
- (d) a non-profit-making local group supported by the Southern District Office; or
- (e) a company limited by guarantee incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) registered in Hong Kong satisfying the following conditions:
 - (i) its 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 a director or the highest-ranking person in charge as a true copy; or
 - (ii) it is on the list of charitable institutions and trusts of a public character, which are exempted from tax under section 88 of the Inland Revenue Ordinance. The Hirer must provide a copy of the valid 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; or
- (f) a society registered or exempted from registration under the Societies Ordinance, which is confirmed by the Inland Revenue Department as a charitable institution or trust exempted from tax under section 88 of the Inland Revenue Ordinance, and must provide a copy of the valid notice from the Inland Revenue Department 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 any of the requirements of paragraph D(1) above, the Hirer shall not be entitled to the concessionary rate.

(E) PAYMENT

- (1) Successful applicants will be notified by HKADC in a "Confirmation Letter for Venue Hire". Upon receiving the said confirmation letter, the Hirer would be required to return a duly signed "Confirmation Slip for Venue Hire" (enclosed with the "Confirmation Letter for Venue Hire" issued by HKADC) and pay all relevant deposits and charges in accordance with the requirements and time limits set out in paragraph E(2).

(2) Payment Schedule

		Payment Arrangement
Venue Hire Charges	General Hiring	The Hirer shall pay 25% of the venue hire charges as security deposit within two weeks after the date of issuance of the "Confirmation Letter for Venue Hire" by HKADC.
		The Hirer shall pay the 75% remaining balance of the venue hire charges two months prior to the start date of hire.
	Provisional Hiring	The Hirer must pay the full amount of the venue hire charges within one week from the date of issuance of the "Confirmation Letter for Venue Hire" by HKADC.
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 HKADC) at least one month before the start date of hire. The Hirer must also pay the full amount of the venue setup and service charges within one week after the date of issuance of the "Confirmation Letter for Venue Setup" by HKADC.
Reinstatement Deposit		The Hirer shall pay the full amount of the reinstatement deposit as set out in paragraph E(4) together with: (i) (for general hiring) the security deposit of the venue hire charges or (ii) (for provision hiring) the full amount of the venue hire charges (as applicable).

- (3) If the Hirer fails to pay all relevant deposits and charges and/or fails to return the Hirer's duly signed "Confirmation Slip for Venue Hire" by the due date, the venue hiring application (together with the "Confirmation Letter for Venue Hire" issued by HKADC) will be automatically withdrawn without further notice from HKADC. Prior to payment of all relevant deposits and charges and return of a duly signed "Confirmation Slip for Venue Hire", HKADC shall not be liable to provide any venue for hire to the Hirer.
- (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 HKADC and HKADC is satisfied that the Venue has been properly reinstated.
- (5) The Hirer may pay the deposits and charges in the following manner:
 - (a) Crossed Cheque: made payable to "Hong Kong Arts Development Council" and delivered by post or in person to the Venue Office of HKADC at Upper Ground Floor (UG/F), Landmark South, No.39 Yip Kan Street, Wong Chuk Hang, Hong Kong, and marked with "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 of HKADC at the address stated in the paragraph above after the transfer has been made;

Please make enquiries with HKADC's 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) and fees 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 remains liable for any outstanding charges due as of the cancellation date.
- (2) Unless otherwise agreed by HKADC and upon the receipt of the "Confirmation Letter for Venue Hire" (Revised) issued by HKADC, 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 and fees 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).
- (5) HKADC will not accept any applications (and has the right to suspend, revoke and/or cancel any accepted applications) under the following situations:
 - (a) the Hirer has engaged or is engaging in (or HKADC has reason to believe that any such person has engaged or is engaging in) any act or activity that is likely to constitute or cause the occurrence of any offence endangering national security or which would otherwise be contrary to the interest of national security; or
 - (b) such rejection of the application (or such suspension, revocation and/or cancellation of an accepted application) is, in HKADC’s opinion, necessary for safeguarding national security, or protecting public interest, public morals, public order or public safety, or safeguarding the assets or reputation of HKADC from any damage or adverse inference.

(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 during the course of an activity being 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, or due to other unforeseeable circumstances resulting in the Hirer being unable to use the Venue for safety or other reasons determined by HKADC, 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 at its sole discretion consider refunding the hire charges and fees already paid by the Hirer or altering the date of hire.

(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.

(I) MISCELLANEOUS

- (1) HKADC reserves the absolute right and discretion not to accept any application. HKADC also reserves the right to amend or to supplement or to cancel these guidelines at any time without further notice.
- (2) These guidelines should be read together with the "SHOWCASE Hiring Terms and Conditions". A Hirer should only submit an application if the Hirer agrees to these guidelines and the "SHOWCASE Hiring Terms and Conditions".
- (3) In the event of any discrepancy or conflict between the English and Chinese versions, the Chinese version shall prevail.

Table I

SHOWCASE VENUE HIRE CHARGES

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;	\$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)	13A power supply; Basic furniture (limited)	\$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

- The Hirer and persons authorised by the Hirer to enter the Venue shall vacate the Venue and the premises of HKADC on or before the end of the hiring period. If the Hirer fails to vacate in time, he/she shall be liable to pay overtime charges.
- Part of a half hour will be counted as a half hour for overtime charges.
- 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.
- Part of a hour will be counted as a hour for basic hire charges.
- HKADC reserves the right to decide whether to permit overnight hiring and provide overnight hiring service subject to the availability of manpower.
- HKADC will not provide technical staff for overnight set-up or reinstatement.
- The basic hire charges are exclusive of, and 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:

- 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 HKADC's consideration in deciding whether or not to approve the sale. If sales activities of any nature or scale other than that approved are to be conducted at the Venue, a surcharge will be levied by HKADC depending on the nature, scale, complexity and impact of the activities.
- 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 2026-06-15)**

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

	Item	Quantity	Charge (HK\$) ⁽²⁾	Overtime Charge (HK\$) ^{(1) (2) (5)}
A. General Equipment				
1	Double-sided exhibition partition wall (white) (Technician is required for installation)	20	\$100/each/per day	N/A
Other general furniture and equipment are available for Hirers to use free of charge. For details, please contact the Venue Office and request a " Venue Facilities and Equipment Summary ".				
B. Technical Equipment ⁽³⁾⁽⁷⁾				
I. Audio Equipment				
1	Audio system (technical personnel are not included)	1 set	\$750/per day	\$500/per hr
2#	Audio press box	1	\$500/per day	N/A
3#	Provision of sound feed for self-video/audio recording	--	\$500/each/per day	N/A
#Hire of item B.I.1. audio system is required				
II. Lighting Equipment⁽³⁾				
1	Stage lighting system (technical personnel are not included)	1 set	\$750/per day	\$500/per hr
2	Exhibition lighting system (technical personnel are not included)	1 set	\$500/per day	\$60/per hr
III. Video Equipment⁽³⁾				
1	Fixed-mounted 4K or FHD projector (technical personnel are not included)	1 of each	\$2,000/per day/ per projector	\$280/per hr
For the hiring of technical equipment, the same category of ancillary equipment may be borrowed simultaneously. For the detailed scope of the ancillary equipment and the applicable borrowing arrangements, please contact the Venue Office and request a " Venue Facilities and Equipment Summary ".				
C. Other Services				
	Item	Quantity	Charge (HK\$) ⁽²⁾	Additional Hours/Overtime Charge (HK\$) ^{(1) (2) (5)}
1	Additional 32Amp power supply (Hirer shall arrange qualified electrical workers to install and submit WR1 certificate)	--	Arrangement and use on the first day \$2,000/per day; After \$500/per day	N/A
2	Recording or live-streaming equipment (including 4 fixed cameras and video mixer with 1 operator) (a) for archival or educational etc. purposes which are not for commercial purposes (b) For commercial purposes	1 set	 (a) \$3,000/per 9 hrs (b) \$6,000/per 9 hrs	 (a) \$400/per hr (b) \$800/per hr
3	Technical Personnel (operators and technicians) (min. hiring of 9 hrs) – Audio/Lighting/Video	--	Please enquire with the Venue Office	

C. Other Charges				
1	Commission on sales of goods		[To be discussed]	
2	Commercial filming for advertising and video production purposes at the venue	-	\$5,000/per 4 hrs	\$1,250/per hr
3	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

Notes

1. Part of an hour will be counted as an hour for overtime charges.
2. HKADC reserves the right to decide whether to provide equipment and services subject to the availability of venue, equipment and manpower.
3. Additional technical personnel may be required and the Hirer 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/photographic recordings will be used solely for publicity, archival or educational research purposes and not for commercial purposes such as sale.
5. If the Hirer's actual period of use exceeds the period stated in the official confirmation letter, or if additional hours are requested on a last minute basis, overtime charges shall apply.
6. If the Hirer's requires additional hours, or if the actual period of use exceeds the period stated in the official confirmation letter, or if additional hours are requested on a last minute basis, additional hour/overtime charges shall apply.
7. For the hiring of technical equipment, the same category of ancillary equipment may be borrowed simultaneously. For the detailed scope of the ancillary equipment and the applicable borrowing arrangements, please enquire with the Venue Office and obtain the "Venue Facilities and Equipment Summary".

SHOWCASE HIRING TERMS AND CONDITIONS

The following terms and conditions shall apply to any individual, company, organisation or group applying to hire SHOWCASE (the "Hirer").

Grant of licence

- (1) The Hirer shall only use SHOWCASE (the "Venue") under a license with no right of exclusive possession or any proprietary interest in the Venue. The Hirer is only a licensee of the Venue and not a tenant.

Usage

- (2) The Hirer must be the main organiser and sole user of the Venue for the activity to be held therein, and shall not assign or transfer or sublicense 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) in the application form which is subject to the approval of HKADC. The Hirer must obtain the written consent of 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 as stated in the application form, 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 there is a full house at the Venue, the Hirer must stop allowing any ticket holder from entering the Venue, and must send its own staff to deal with possible complaint(s) and emergencies caused by such complainant(s).
- (5) The Hirer shall not, and must ensure that the activity participants will not, bring any 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 must obtain the prior written consent of HKADC if he/she/it intends to conduct any commercial activities for example to distribute or sell any goods at the Venue or elsewhere within the premises of HKADC (the "Site").
- (7) Appropriate protective measures shall be taken by the Hirer when placing furniture and equipment in the Venue.
- (8) If, in the opinion of HKADC, any item brought into the Site by the Hirer or any persons authorised by the Hirer to enter the Venue (including but not limited to all staff, activity participants and performers) (the "Activity Related Persons") is hazardous or obstructive to other people, the Hirer shall remove such item from the Site immediately.
- (9) The Hirer shall comply with noise control rules to avoid causing noise or other nuisance to other people.
- (10) The Hirer shall keep all passages and exits within the hired Venue unobstructed.
- (11) 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-activity arrangements. If any of the Activity Related Persons has breached these "SHOWCASE Hiring Terms and Conditions", behaved inappropriately and/or has or is suspected to have contracted any communicable disease and is requested by HKADC to but 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.
- (12) The Hirer shall obtain prior written consent of HKADC for any photo-taking, filming, audio or video recording, television broadcasting or radio broadcasting within the Site or Venue.
- (13) The Hirer shall be responsible for the actions and conduct of the Activity Related Persons and shall take steps to prevent the occurrence of any undesirable circumstances, such as defamation, insult, disorder, endangerment of safety and breach of the peace.

Publicity and Promotional Materials

- (14) 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.
- (15) 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.
- (16) 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.
- (17) 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.

Equipment and Services

- (18) 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 start date of the hiring period. The Hirer will be notified by HKADC in a "Confirmation Letter for Venue Setup" of the availability of equipment and venue services, and will be required to return a duly signed acknowledgement slip 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 prior written consent of HKADC, 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 prior 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 on or before the end of the hiring period to HKADC's satisfaction.

- (19) The Hirer must obtain the prior written consent of HKADC for the Hirer's or the Activity Related Persons' 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 on or before the end of the hiring period.
- (20) In case the Hirer and the Activity Related Persons need to use HKADC's equipment and facilities for which HKADC considers that a technician is required, the Hirer must engage the technician(s) as arranged by HKADC.
- (21) 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 (as defined under the Buildings Ordinance) 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.
- (22) 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.

Licences

- (23) The Hirer's activities shall comply with the laws of HKSAR 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 start of the hiring period.
- (24) Without prejudice to the generality of the above, 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), shall ensure that the license remains valid and subsisting throughout the duration of the public activity(ies) organised by the Hirer, and shall comply with the relevant terms and conditions.

- (25) 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 by or licensed to the Hirer at his/her/its own expense prior to the activity(ies) and that such intellectual property rights' ownership or license remain valid and subsisting throughout the whole hiring period. The Hirer shall not infringe upon the intellectual property rights of any third party.
- (26) 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.

Venue Rules

- (27) 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.
- (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. The Hirer shall make prior written application to the Administration Wing of the Chief Secretary for Administration's Office (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 Activity Related Persons 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 that is likely to constitute or cause the occurrence of any offence endangering national security or which would otherwise be contrary to the interest of national security.
- (31) During the activity, the Hirer, the Hirer's employee(s), the Hirer's agent(s) or Activity Related Persons 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 Activity Related Persons during the hiring period comply with all applicable laws of the HKSAR.
- (33) The Hirer shall ensure that the Hirer, the Hirer's employee(s), the Hirer's agent(s) and any Activity Related Persons during the hiring period comply with any rules or regulations as may be notified to it by HKADC from time to time in respect of hiring of the Venue and/or hiring applications.
- (34) 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, save with the prior written approval 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.
- (35) The Hirer and the Activity Related Persons shall vacate the Venue and the Site on or 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 be liable to 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.

- (36) The employees or authorised persons of HKADC shall have access to the hired venue at any time in performance of their duties.
- (37) Except as otherwise provided in these "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 at its sole discretion. In respect of hiring which has been canceled in accordance with this clause, HKADC may at its sole discretion decide to refund the hire charges already paid by the Hirer 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.
- (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 may 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 HKADC shall have the right to require the Hirer to make any reasonable and feasible adjustments during the activity with regard to the actual circumstances, and the Hirer shall co-operate immediately as HKADC directs. HKADC 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 in breach of these "SHOWCASE Hiring Terms and Conditions".

Liability

- (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) To the extent permitted by applicable law, HKADC will not be liable to or indemnify the Hirer for any accident that may occur in the course of 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) To the extent permitted by applicable law, 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 their use of the Venue, strikes, labour disputes, accidents or any circumstances beyond the control of HKADC in connection with the provision of the services and Venue by HKADC.
- (43) If the Hirer fails to comply with these "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 these "SHOWCASE Hiring Terms and Conditions" without prejudice to the rights of HKADC under these "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.

Miscellaneous

- (44) HKADC reserves the right to amend the "SHOWCASE Hiring Guidelines", the "SHOWCASE Venue Hire Charges", the "SHOWCASE Equipment and Services Hire Charges" and these "SHOWCASE Hiring Terms and Conditions" from time to time, as well as the right to reject any application (and has the right to suspend, revoke and/or cancel any accepted applications) at its sole 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 these "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) and Activity Related Persons 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 these "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/or other organisation(s) all information and materials submitted by the Hirer for the following purposes:
- (a) Handling matters concerning hiring applications;
 - (b) General administration and management of hiring;
 - (c) Contacting the Hirer under normal circumstances or in case of emergency;
 - (d) statistical and research purposes, provided that the resulting statistics or findings would not be made available in such form(s) which may identify the data subjects concerned or the identity of any of them; and
 - (e) Other lawful purpose(s) as prescribed, authorized or permitted under the legislation/regulation(s).
- (47) These "SHOWCASE Hiring Terms and Conditions" should be read together with the "SHOWCASE Hiring Guidelines".
- (48) In the event of any discrepancy or conflict between the English and Chinese versions of these "SHOWCASE Hiring Terms and Conditions", the Chinese version shall prevail.