

Ko Shan Theatre and Ko Shan Theatre New Wing

Scales of Hire Charges

(with effect from 1 July 2021)

Scale I. Basic Hire Charges

(A) Theatre and New Wing Auditorium

Purpose	Service	Charge Code	Normal Rate		Concessionary Rate (See Scale III (C))	
			Theatre	New Wing Auditorium	Theatre	New Wing Auditorium
(1) Performance of music, drama, dance, opera, revue and other function considered as entertainment by the Manager, during any time of the day, and activity of any kind carried out after 6pm	(a) Basic charge for each function with the services listed in Schedule A for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm or 7pm-11pm	A001A	\$ 8,860*	\$ 8,450*	\$ 3,100*	\$ 2,960*
	(b) Charge for each half-hour or part thereof in excess of a 4-hour session booking for prolonged function with the services listed in Schedule A (See Note 1)	A001B	1,130	1,080	395 (Not applicable after 11pm)	380 (Not applicable after 11pm)
	(c) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the function with the services listed in Schedule D during					
	(i) 9am-1pm or 2pm-6pm	A001D	970	925	340	325
	(ii) 1pm-2pm or part thereof in excess of a 4-hour session booking (See Note 1)	A001C	245	235	90 (Not applicable after 11pm)	82 (Not applicable after 11pm)
	(d) Charge for use/occupation of the unit in the morning from 9am-1pm following the day of hiring with the services listed in Schedule D for a period not exceeding 4 hours	A001E	970	925	340	325
	(e) Charge for use/occupation of the unit during the hours from midnight to 9am with the services listed in Schedule D (See Note 1)	A001F	4,740	4,510	-	-

* See Scale III(A) "Charges Based on Sales" and (B) "Incentive Booking Scheme"(1)

Purpose	Service	Charge Code	Normal Rate		Concessionary Rate (See Scale III (C))	
			Theatre	New Wing Auditorium	Theatre	New Wing Auditorium
(2) Rehearsal/ Practice without audience of any kind	(a) Charge for a session not exceeding 4 hours with the services listed in Schedule B during 9am-1pm or 2pm-6pm	A004A	\$ 3,910	\$ 3,730	\$ 1,370	\$ 1,310
	(b) Charge for each half-hour or part thereof in excess of 4 hours (See Note 1)	A004B	485	465	170 (Not applicable after 11pm)	165 (Not applicable after 11pm)
	(c) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the rehearsal with the services listed in Schedule D for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm	A004C	970	925	340	325
(3) Meetings, conferences and other functions which are not considered as entertainment by the Manager, and school functions where no admission charges are made, during the hours 9am to 6pm only (See Note 2)	(a) Charge for each function for a session not exceeding 4 hours with the services listed in Schedule A during 9am – 1pm or 2pm – 6pm	A005A	3,910*	3,730*	1,370*	1,310*
	(b) Charge for each half-hour or part thereof in excess of 4 hours function (See Note 1)	A005B	485	465	170	165

(B) Exhibition Gallery

Purpose	Services	Charge Code	Normal Rate	Concessionary Rate (See Scale III (C))
(1) Exhibition (See Note 2)	(a) Basic charge for a full day from 9am to 8pm with the services listed in Schedule C	C001A	\$ 1,080*	\$ 380*
	(b) Charge for each hour or part thereof after 8pm (for mounting, dismantling or extension of opening hours) (See Note 1)	C001B	205	-

* See Scale III (A) "Charges Based on Sales" and (B) "Incentive Booking Scheme"(3)

Purpose	Services	Charge Code	Normal Rate	Concessory Rate (See Scale III (C))
(2) Reception or any other function considered as appropriate by the Manager	(a) Basic charge for a minimum of 4 hours with the services listed in Schedule C during 9am-1pm, 2pm-6pm or 7pm-11pm	C006A	\$ 825*	\$ 290*
	(b) Charge for each hour or part thereof in excess of a 4-hour session booking (See Note 1)	C006B	205	72 (Not applicable after 11pm)

* See Scale III (A) "Charges Based on Sales" and (B) "Incentive Booking Scheme"(3)

Note 1 Provision of extension of booking is subject to availability of venue, staff resources and at the discretion of the Manager.

Note 2 Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire, with the exception for applications by government departments, District Councils or registered schools.

(C) Rehearsal Rooms

Purpose	Services	Facilities	Charge Code	Normal Rate (See Scale III (B2))	Concessory Rate (See Scale III (B2) &(C))
Rehearsal, practice, class or function of any nature considered as appropriate by the Manager	Basic charge per hour with the services listed in Schedule C	Rehearsal Room (1), (2)	B001A	\$ 165	\$ 83
		New Wing Rehearsal Room (1)	B001A	585	295
		New Wing Rehearsal Room (2),(3)	B001A	310	155

(D) Committee Room

Purpose	Services	Charge Code	Normal Rate (See Scale III (B2))	Concessory Rate (See Scale III (B2) &(C))
Meeting, lecture, seminar, class or function of any nature considered as appropriate by the Manager	Basic charge per hour with the services listed in Schedule C	B001A	\$ 135	\$ 70

(E) Singing Practice Rooms

Purpose	Services	Facilities	Charge Code	Normal Rate (See Scale III (B2))	Concessionary Rate (See Scale III (B2) &(C))
Rehearsal, practice, class or function of any nature considered as appropriate by the Manager	Basic charge per hour with the services listed in Schedule C	Singing Practice Room (1)	B001A	\$ 290	\$ 145
		Singing Practice Room (2),(3)	B001A	185	93

(F) Function Room

Purpose	Services	Charge Code	Normal Rate (See Scale III (B2))	Concessionary Rate (See Scale III (B2) &(C))
Meeting, lecture, seminar, class or function of any nature considered as appropriate by the Manager	Basic charge per hour with the services listed in Schedule C	B001A	\$ 410	\$ 205

(G) Covered Terrace

Purpose	Services	Charge Code	Normal Rate
Reception or function of any nature considered as appropriate by the Manager Must be booked together with Function Room/Singing Practice Room(2)/ Singing Practice Room(3) Priority will be given to hirers of Function Room	Basic charge per hour (minimum 2 hours)	D004A	\$ 260 (A minimum booking of two consecutive hours within the hiring period of Function Room/Singing Practice Room(2)/Singing Practice Room(3))

(H) VIP Lounges

Purpose	Services	Facilities	Charge Code	Normal Rate
Reception or function of any nature considered as appropriate by the Manager (for hirers of the Theatre, Auditorium or Exhibition Gallery). Priority of VIP Lounges will be given to Theatre and Auditorium hirers.	Basic charge per hour with the services listed in Schedule C	VIP Lounge	\$ A099A	\$ 225
		New Wing VIP Lounge	A099A	310

Service Schedules

Schedule A (for performance)

Air-conditioning, electricity (for Ko Shan Theatre and New Wing fixtures and equipment only), water, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale II), basic ushering service, sound system, service from electrical technicians and sound controllers as necessary, and the use of dressing rooms.

Schedule B (for rehearsal)

Air-conditioning, electricity (for Ko Shan Theatre and New Wing fixtures and equipment only), water, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale II), sound system, service from electrical technicians and sound controllers as necessary, and the use of dressing rooms.

Schedule C (for Exhibition Gallery and minor facilities)

Air-conditioning, electricity (for Ko Shan Theatre and New Wing fixtures and equipment only), and the use of furniture as provided.

Schedule D (for occupation/move-in/move-out)

Ventilation, working light for stage and the use of dressing rooms.

Scale II. Miscellaneous Charges

(A) Technical Services (See Note 1)	Charge Code	\$
a. Charge for the use of each set of sound system with 1 sound technician stand-by and a maximum of 2 microphones (available at Exhibition Gallery, Rehearsal Rooms, Singing Practice Rooms, Function Room and Committee Room) (not exceeding 2 hours)	E004K3 E004K2	630 (not exceeding 2 hours) 315 (for each additional hour)
b. Charge for the use of self-operated sound system (a maximum of 2 microphones provided)(available at Exhibition Gallery and minor facilities) (not exceeding 2 hours)	E004E3 E004E2	205 (not exceeding 2 hours) 105 (for each additional hour)
c. Charge for use of each wireless microphone (not exceeding 4 hours) (subject to availability)	E004J1 E004J2	52 (not exceeding 4 hours) 15 (for each additional hour)
d. Charge for the provision of each sound feed for video/audio recording per function (not exceeding 4 hours) with hirer's own equipment and technician for Theatre and New Wing Auditorium only.	E004G1 E004G2	350 (not exceeding 4 hours) 88 (for each additional hour)
e. Charge for audio recording service for archival/educational purpose per function (not exceeding 4 hours) (See Note 2)	E004A1 E004A2	390 (not exceeding 4 hours) 98 (for each additional hour)
f. Charge for video-recording with fixed position camera for archival/educational purpose per function (available at Theatre and New Wing Auditorium only) (not exceeding 4 hours) (See Note 2)	E004I1 E004I2	720 (not exceeding 4 hours) 180 (for each additional hour)
g. Charge for the use of each set of video playback equipment	E001G1 E001G3 E001G2	410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour)
h. Charge for the use of multimedia projector (per projector)	E001C1 E001C3 E001C2	410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour)
i. Charge for surtitle system for Theatre and New Wing Auditorium (See Note 3)	E001F1 E001F3 E001F2	515 (per function per day) 260 (not exceeding 2 hours) 130 (for each additional hour)
j. Charge for pre-setting of the orchestral pit/extension stage (See Note 4)	E005A1	2,680
(B) Others (See Note 1)	Charge Code	\$
k. Charge for sale of merchandise per designated sales point per session (sale of exhibits for exhibitions at Exhibition Gallery not applicable)	E003C1	310
l. Right fee for telecasting/location filming (including commercial photography)/ broadcasting and video/audio recording other than archival/educational purpose at indoor hiring units (per function not exceeding 4 hours) with hirer's own equipment and technician (See Note 2)	E004D1 E004D2	4,430 (not exceeding 4 hours) 1,110 (for each additional hour)

(B) Others (See Note 1)	Charge Code	\$
m. Location filming (including commercial photography) at outdoor areas and indoor non-hiring units	E006A1 E006A2	Prevailing rate as set by the Government plus basic hire charges if applicable
n. Charge for ushering services per 4-hour session for functions in venues other than performances at Theatre and New Wing Auditorium	E003D4	At cost at the hourly rate with MPF of the ushers
o. Charge for use of timpani per set (4 pieces) per function per day (available at New Wing Auditorium (on stage); for use at New Wing Rehearsal Room (1),(2),(3), subject to availability)	E002G1	340
p. Charge for use of locker per month per locker	F002A3 F002A2 F002A1	Small size 52 Medium size 105 Large size 310

Note 1: Provision of services is subject to availability of venue, equipment, staff resources and the discretion of the Manager.

Note 2: Written application has to be submitted to the Manager with proven justifications that the recordings/filming/ photography will be used for archival purpose or education research with no commercial use.

Note 3: Free use for Cantonese Opera and operatic excerpts performance.

Note 4: Request should be submitted together with the booking application form. Approval will be depended on availability of the venue to pre-setting and dismantling the orchestral pit/extension stage within 9am to 11pm beyond the booking hour.

Scale III. General Notes

(A) <u>Charges Based on Sales</u>
(1) "Charges Based on Sales" shall mean the difference, if any, between the actual hire charges payable (excluding any charges for miscellaneous services as listed in Scale II) as specified hereunder and the basic charges as likewise specified.
(2) The rates marked with an asterisk (*) in Scale I (A) for functions at Theatre, New Wing Auditorium and Exhibition Gallery are the basic charges only. The actual hire charges payable shall be the said basic charges or 10% of the gross ticket proceeds, whichever is the greater.
(3) For the purpose of calculating the gross ticket proceeds, complimentary tickets not exceeding 5% of the total number of seats per function will not be taken into account. Any quantities in excess will be regarded as tickets sold at top price category as shown on the ticket price scale approved by the Manager.
(4) For functions at the Exhibition Gallery which involve sale of any of the exhibits or with admission charges, the rate marked with an asterisk (*) in Scale I(B) comprises the basic charges only. The actual hire charges payable for each day to which the rates relates shall be double the amount of the said basic charges.
(B) <u>Incentive Booking Scheme</u>
(1) The hiring rate for use of the Theatre and the New Wing Auditorium on weekday evenings (i.e. 7pm -11pm of Monday to Thursday, except public holidays) for setting-up, rehearsal or occupation have been reduced from the performance rate to the rehearsal rate. For bookings made from Friday to Sunday and on public holidays, the evening session will be charged at rehearsal rate provided that the evening session is not used for performance and a daytime session is booked for performance by the same hirer on the same day.
(2) Non-prime time rates: 50% discount to be offered for bookings of Rehearsal Rooms, Singing Practice Rooms, Function Room and Committee Room for a minimum of 2 consecutive hours during 9am – 6pm from Monday to Friday. The rate is also applicable for applicants who are eligible for concessionary rates.
(3) For functions at the Exhibition Gallery that are eligible for concessionary rates, charges based on sales as specified at (A)(4) above will be waived.

(C) Concessionary Rates for Non-profit Organisations Scheme

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

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

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

- (2) An applicant who co-presents the function with any organisation which does not meet the criteria as an eligible applicant under Item (1) above is not eligible for the concessionary rates.
- (3) The function should be open to the public, except for rehearsals linked with a public performance.
- (4) In the case of performance venues, the function should be in furtherance of performing arts which include dance, music, drama, film art or theatrical performance of any kind. In the case of lecture and exhibition venues, the concessionary rates may apply for cultural, scientific, literary or visual arts functions. Visual arts include painting, calligraphy, photography, sculpture, print, ceramics, floral and cinematography display.
- (5) Concessionary rates are not applicable to bookings made outside normal booking hours of the venues (Theatre and New Wing Auditorium: 9am – 11pm, Exhibition Gallery: 9am – 11pm (for other functions), Exhibition Gallery: 9am – 8pm (for exhibition), Rehearsal Rooms, Singing Practice Rooms, Committee Room, Function Room: 9am - 10pm), booking of VIP Lounges, Covered Terrace and miscellaneous charges.
- (6) If a booking is eligible for concessionary rates and the applicant is a non-profit-making arts organisation with a clearly stated aim to promote the arts in its constitution, a 65% reduction on “Charges Based on Sales”, if applicable, will be provided.
- (7) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for a waiver of the “Charges Based on Sales” and pay the full basic hire charges at normal rates. In such case, a confirmation letter issued by the charitable institution(s) that will accept the raised funds has to be provided. The said charitable institution(s) must be registered on the list of approved charitable institutions or trusts of a public character.

(D) Miscellaneous Services

- (1) Provision of miscellaneous services as listed in Scale II is subject to availability of venue, equipment, staff resources and the discretion of the Manager.
- (2) Grand pianos of brand names other than Steinway/Bosendorfer and upright pianos, if available as part of the original provisions of the hiring units, will be provided free, but the service charge for any tuning, will be charged at cost levied by the venue contractor with payment settled by hirer to the contractor directly.
- (3) Charge for transportation of musical instruments from venue to venue and from facilities to facilities, if required, will be charged at cost levied by the contractor with payment settled by hirer to the contractor directly.

(Scale of Hire Charges) (as at 1.7.2021)