

(with effect from 1 March 2023)

	Exhibition Gallery / Lecture Theatre	Activity Room
<b>Ordinary Booking</b>	<p>Ordinary Booking applications are accepted not less than 3 months but not more than 12 months in advance of the month of hire and processed collectively in one lot on monthly basis (e.g. applications for March 2023 – December 2023 are accepted in December 2022).</p> <p>Completed application forms should reach the booking office of Hong Kong Central Library <u>before 5:30 pm on the last working day* of the month</u>. A reply will be provided within 14 working days thereafter.</p> <p>If there is more than one applicant applying for the same slot, the applications will be considered by taking into account the following factors and weightings:</p> <p><u>Exhibition Gallery</u></p> <ul style="list-style-type: none"> <li>• Nature of the proposed function (40%)</li> <li>• Merit and public appeal of the proposed function (36%)</li> <li>• New applicant organising library, literary arts, arts-related functions or not / organising ability of past successful hirer, number of gallery and duration of period applied for (24%)</li> </ul> <p><u>Lecture Theatre</u></p> <ul style="list-style-type: none"> <li>• Nature of the proposed function (50%)</li> <li>• Merit and public appeal of the proposed function (38%)</li> <li>• New applicant organising library, literary arts, arts-related functions or not / organising ability of past successful hirer (12%)</li> </ul> <p>Should competing applicants score the same marks in the aforesaid stage, the applications will be further considered by taking into account the following factors which carry the same scoring weighting:</p> <ul style="list-style-type: none"> <li>• Interval between the proposed date of hire and the last successful booking of the same facility</li> <li>• Number of days booked at the same facility within the 12 months preceding the proposed date of hire</li> <li>• Attendance at the last function held at the same facility (not applicable to the Exhibition Gallery)</li> </ul> <p>If, after the aforesaid two stages of assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot by the Hong Kong Central Library booking office.</p>	<p>Ordinary Booking applications for a maximum period of 6 months can be accepted in the 7<sup>th</sup> month prior to the 1<sup>st</sup> month of the proposed booking and processed collectively on monthly basis (e.g. applications for July 2023 – December 2023 are accepted in December 2022).</p> <p>Completed application forms should reach the booking office of Hong Kong Central Library <u>before 5:30 pm on the last working day* of the month</u>. A reply will be provided within 14 working days thereafter.</p> <p>If there is more than one applicant applying for the same slot, the applications will be considered by taking into account the following factors and weightings:</p> <ul style="list-style-type: none"> <li>• Nature of the proposed function (60%)</li> <li>• Number of hours of hire applied for (30%)</li> <li>• New applicant organising library, literary arts, arts-related functions or not / organising ability of past successful hirer (10%)</li> </ul> <p>If, after assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot by the Hong Kong Central Library booking office.</p>
<b>Late Booking</b>	<p>Late Booking applications are accepted between 1 and 3 months prior to the month of hire. They will only be considered on individual merit subject to operational feasibility and in accordance with the criteria as for the Ordinary Booking applications. Applications will be processed in one lot on a weekly basis. Completed application forms will be received each week <u>during office hours from Monday to Friday (from 9 a.m. to 5:30 p.m.)</u> except Saturdays, Sundays and public holidays.</p>	<p>Applications received after Ordinary Booking Period and six months prior to the first day of hire are considered as Late Bookings, which will be processed on a first-come-first-served basis. Applications received less than 14 days prior to the date of hire will only be considered subject to operational feasibility.</p>

<b>Special Booking</b>	<p>Events requiring a longer lead-time for planning and preparation (e.g. seminars or exhibitions involving renowned visiting scholars / artists) are eligible to apply for Special Bookings.</p> <p>Special Booking applications are accepted not less than 13 months but not more than 24 months in advance of the month of hire. Completed application forms should reach the booking office of the Hong Kong Central Library <u>before 5:30 p.m. on the last working day* of the month.</u></p> <p>A reply will be provided within 14 working days thereafter.</p>	<p>Events requiring a longer lead-time for planning and preparation (e.g. seminars or activities involving renowned visiting scholars / artists) are eligible to apply for Special Bookings.</p> <p>Special Booking applications for a maximum of 6-month period (<i>means the period of 6 calendar months starts from the first month of the booking and the following 5 months</i>) are accepted not less than 8 months but not more than 24 months in advance. Completed application forms should reach the booking office of the Hong Kong Central Library <u>before 5:30p.m. on the last working day* of the month.</u></p> <p>A reply will be provided within 14 working days thereafter.</p>
<b>Purpose</b>	<p>All activities to be held at the Exhibition Gallery, Lecture Theatre and Activity Rooms of the Hong Kong Central Library should be related to <b>library services, literary arts, arts, education or government services.</b></p>	
<b>Supporting Documents</b>	<p>For organisations, the booking applications should include copies of:</p> <ol style="list-style-type: none"> <li>1. Certificate of business registration; or</li> <li>2. Certificate of incorporation under the Companies Ordinance Cap.622; or</li> <li>3. Notification of establishment of a society under the Societies Ordinance Cap 151; or</li> <li>4. Certificate of registration of a society under the Societies Ordinance Cap 151; or</li> <li>5. Certificate of registration on the list of approved charitable institutions or trusts of a public character; or</li> <li>6. Certificate of registration of a school or certificate of incorporation under the Education Ordinance Cap 279.</li> </ol> <p>For individuals, applicants should present their identity cards/passports for checking when they return applications in person. If applications are returned by post/fax/third party, copies of the applicants' identity card/passport should be enclosed.</p>	

<b>Application Procedure for Concessionary Rates for Non-profit Organisations Scheme</b>	<p>(1) The applicant should furnish the following together with the application form :-</p> <p>(a) (i) Certificate of incorporation under the Companies Ordinance Cap. 622; or  (ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance Cap.151; or  (iii) Certificate of registration on the list of approved charitable institutions or trusts of a public character; and</p> <p>(b) a copy of the Memorandum (if any) and Articles of Association or the Constitution duly signed by the Chairman and one other office-bearer to the effect that it is a true copy. 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.</p> <p>(2) For charitable fund-raising event organised by an applicant eligible for concessionary rates, 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.</p> <p>(3) The applicant is required to submit a copy each of all relevant publicity materials one month before the function. A copy of the house programme should also be submitted on or before the first day of the function.</p> <p>(4) The approval of concessionary rates is subject to the applicant's absolute compliance with the criteria for Concessionary Rates for Non-profit Organisations Scheme (please refer to Scale III (C)) and observance of the Terms and Conditions of Hire. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Leisure and Cultural Services Department reserves the right to charge the full normal rates and recover any outstanding amounts.</p> <p>(5) The Department reserves all right to interpret the criteria under this scheme and to decide whether the applicant is eligible for concessionary rates. The Department's decision shall be final.</p>
<b>Remarks</b>	<p>(1) All information and documents submitted by the applicant in support of the booking application shall be update, valid and subsisting with regard to the legal status of the applicant/ organisation. The applicant shall provide any further information and documents in respect of any changes thereto.</p> <p>(2) The applicant may be liable to be prosecuted should any false information and/or invalid documents be provided in the booking application.</p> <p>(3) It is an offence under the Prevention of Bribery Ordinance Cap. 201 for any applicant/ its members, employees, agents and contractors to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.</p>
<b>Enquiries</b>	(852) 2921 0503 ( <u>Monday to Friday from 9:00 a.m. to 5:45 p.m. (except public holidays)</u> )
<b>Address</b>	Booking Office, 10/F., Hong Kong Central Library, No. 66 Causeway Road, Causeway Bay, Hong Kong
<b>Fax</b>	(852) 2504 2091
<b>Email</b>	hkclbooking@lcsd.gov.hk

\*Working day refers to Monday to Friday except public holidays