

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

1. The applicant should either be:
 - a. a bona-fide non-profit district organisation supported by the District Office of the Home Affairs Department, or
 - b. a non-profit 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, educational, library or visual arts functions. Visual arts include painting, calligraphy, photography, sculpture, print, ceramics, floral and cinematography display.
5. Concessionary rates are not applicable to bookings outside normal booking hours of the venues (Exhibition Gallery: 9am–8pm; Lecture Theatre: 9am–10pm; Activity Rooms: 10am–9pm and 1pm–9pm on Wednesday) and all the miscellaneous charges.
6. 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.

Application Procedure

1. The applicant should furnish the following together with the application form:
 - a. (i) Certificate of incorporation under the Companies Ordinance; or
 - (ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance; or
 - (iii) Certificate of registration on the list of approved charitable institutions or trusts of a public character; and
 - 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.
2. For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant has to provide a confirmation letter issued by the charitable institution(s) that will accept the raised funds. The said charitable institution(s) must be registered on the list of approved charitable institutions or trusts of a public character.
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.
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 to Scale III (C) of the Hong Kong Central Library Scales of Hire Charges) 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 all outstanding amounts.
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.