

# Hong Kong Central Library

## Conditions of Use

(1.4.2021)

All the following conditions will be applied to all bookings in addition to the Hong Kong Central Library Terms and Conditions of Hire. Unless otherwise specified, the words and expressions used in these conditions shall have the meanings assigned to them by the Hong Kong Central Library Terms and Conditions of Hire.

### Use of a Unit

1. The Hirer shall not or shall not attempt to, without the prior permission of the Manager, do any of the following:-
  - (i) assign, sublet or part with possession of the Unit or any part of it in any manner whatsoever other than by way of admission to the Unit for the purpose of participation in or attendance at the Event for which the Unit is hired;
  - (ii) use the Unit for a purpose other than that stated in the Application Form;
  - (iii) change the nature of the Event;
  - (iv) obtain or change a sponsor;
  - (v) transfer a Confirmed Booking to another dates or times; and
  - (vi) change any artist or performer or film from those named in the Application Form.

### Rules Regarding the Hiring of Venues

2. Prior application to the Hong Kong Central Library Management is necessary in case video recording, filming, the making of TV films, tea reception or press conference conducted within the Hong Kong Central Library or the hired venue is needed. Having obtained the approval of the Management, hirers should observe the following rules in regard to the use of audio and video recording services of the Hong Kong Central Library or self-recording:-
  - (i) Audio & Video Recording Service
    - (a) In general, audio or video recording of the performance should only be for archival purpose. In case the audio or video records are used for commercial purposes, a right fee for telecast/filming/commercial photography charge at the prevailing rate will be levied.
    - (b) Application should be made to the Hong Kong Central Library Management no later than two weeks before the date of the performance by completing the requisite application forms if audio or video recording of the performance is required.
  - (ii) Audio Recording Service  
To facilitate the provision of audio recording services, the hirer should supply sufficient CDs to cover the whole performance. The use of mono or stereo recording will be decided by the Hong Kong Central Library having regard to the nature of the performance.
3. Notice should be stated in the admission tickets and the event posters in case the hirer prohibits photography in the hired venue. Prior notice should also be given to the venue management for arrangement for taking appropriate actions in due course.

4. Smoking is not allowed inside all the hiring facilities of the Hong Kong Central Library.
5. Unless prior approval has been given by the Hong Kong Central Library management, eating and drinking is not allowed inside the hired venue.
6. The Hirer shall not, without the prior permission of the Manager, admit children under six years of age into the Lecture Theatre and Activity Rooms of the Hong Kong Central Library.
7. Except for specified location as assigned inside the Exhibition Gallery, no objects such as posters or notices are allowed to be displayed on the walls, facilities or furniture of any other hired venues.
8. The Hirer shall not, without the prior permission of the Manager, sell at any part of the Hong Kong Central Library or the hired venue any souvenirs or other merchandise items.
9. For functions relating to the projection of films, the Hirer shall reserve two hours for the setting up of the screen before the commencement of the activity so as to ensure ample time for the setting up of the screen and testing of the film.

#### Venue Set Up, Decoration and Props

10. The Hirer should note that venue set up and decoration should be in line with the objectives and nature of the confirmed booking.
11. Not until the commencement of the booking period can the hirer bring any goods or properties into the venue, or make preparations or rehearse in the venue.
12. All goods and properties/props brought into the hired facilities by the Hirer must be removed from the premises before the end of a hiring period.
13. In order to facilitate hanging exhibits, the Hirer of the Exhibition Gallery should bring in step platform or mobile working platform which must be in compliance with Labour Department Safety Guide.  
(Labour Department (Tel: 2559 2297) , Occupational Safety and Health Council (Tel: 2739 9377))

#### Licenses

14. A copy of the license or certificate mentioned below (where applicable) shall be forwarded to the Manager before the Event.
  - (i) Projection of Films
    - (a) In compliance with the Film Censorship Ordinance (Cap. 392), the Hirer whose functions include the projection of films, slides or video shall obtain a “Certificate of Approval” or a “Certificate of Exemption” from the Office of Film, Newspaper & Article Administration (OFNAA) (Enquiry: 2594 5788/2594 5762). The Hirer shall forward to the Manager the copy of a valid certificate at least 7 working days before the day of projection.
    - (b) The Hirer must obtain one of the aforesaid certificates before publicising the Event and making ticketing arrangements. All publicity materials must include the appropriate censorship symbol and accompanying notice under OFNAA’s classification:

Category I	:	“Suitable for all ages”
Category IIA	:	“Not suitable for children”
Category IIB	:	“Not suitable for young person and children”
Category III	:	“Only person aged 18 or above shall be admitted”

- (ii) Electrical Installation and the Use of Laser
  - (a) The Manager must be informed if any additional electrical apparatus or fitting is needed or to be used in conjunction with existing electrical fittings in the hired venue. In compliance with the Electricity Ordinance (Cap. 406), relevant electrical works should be carried out by registered electricians who shall issue a “Work Completion Certificate” (WR(1)).
  - (b) For the use of laser, the laser contractor must first obtain a permit issued by the Electrical and Mechanical Services Department.
- (iii) Lottery or Game of Chance

In case there is any game, device or activities for distributing or allotting prizes by luck draw or games of chance, the Hirer shall apply in advance for a “Trade Promotion Competition Licences” from the Office of the Licensing Authority (Enquiry: 2117 3916 / 2117 3798) of the Home Affairs Department as governed by the Gambling Ordinance (Cap. 148).
- (iv) Donation inside the Auditorium

For fund-raising activities where on-site collection of donation will be arranged, the Hirer shall apply in advance for a “Public Subscription Permit” from the Social Welfare Department (Enquiry: 2832 4311) or a “Public Fund-raising Permits” from the Home Affairs Department (Enquiry: 2835 1492). Such permit should be available for on-site inspection and display when required by the venue staff.
- (v) Entry Permit for Overseas and Mainland Performer/ Artist, Adjudicator and Working Staff

Overseas or mainland performer/ artist, adjudicator and working staff of the Event working in Hong Kong shall apply for relevant visa or entry permit from the Immigration Department (Tel: 2824 6111) in advance. Visitors are not allowed by law to take up employment (paid or unpaid), to establish or join in any business.
- (vi) Employment of Children under the Age of 15

The Hirer whose functions include the participation of child entertainer (a person under the age of 15 years) shall apply for relevant approval from the Labour Department (Tel: 2717 1771).

#### Publicity Materials

- 15.
- (i) The Hirer shall submit to the Leisure and Cultural Services Department (“the Department”) the sample of publicity materials, including banner, flags, display boards and backdrop etc., and provide details of the content, design and wordings. The publicity materials shall only be displayed after getting the approval of the Department;
  - (ii) The Hirer shall not make, publish, display or disseminate Event-related publicity materials that contain false, biased, misleading or deceptive information; and
  - (iii) The Hirer shall not, with a view to promoting or publicising the Event, make, publish, display, disseminate or cause to be made, published, displayed, disseminated any publicity materials which either expressly or by implication make reference to the Department without prior written permission of the Manager.

#### Public Order and Safety

16. To maintain good public order and safety, the Hirer, the performer(s) or any person authorised by the Hirer shall not carry out any activities which may incite the audience to behave in such a way as to cause disorder, or in any way put the safety of the audience at risk during the Event. The Hirer shall not permit the performance of any act, or the display of any material which is likely to encourage hatred against or fear of any person; or which is based on malicious or unfounded allegations and is likely to encourage hatred against or fear of any person.

### Public Health

17. To prevent the spread of communicable disease and to maintain public health, members of the public may be required to undergo temperature check or health check before entering the venue, and admission may be prohibited if such person refuses to undergo the above-mentioned check. The Hirer shall also pay attention to participants' personal health care conditions, and remind those having respiratory symptoms should refrain from participating in the events and seek medical advice promptly.

### National Anthem Ordinance

18. The Hirer is required to observe and comply with the National Anthem Ordinance (Instrument A405) should the events involve the playing and singing of the national anthem. The Hirer is also requested to inform the Assistant Manager (Hiring Services) of any playing and singing of the national anthem in the events at least 4 weeks in advance. For details, please visit: <https://www.elegislation.gov.hk/hk/A405>. The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau:  
[https://www.cmab.gov.hk/en/issues/national\\_anthem\\_occasions.htm](https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm)

### National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance

19. In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), the Hirer who would like to display and use the national and regional flags or emblems during their booking periods shall ensure that their designs are in compliance with the specifications set out in the respective Ordinances and make prior written applications to the Deputy Director of Administration (Email: [flags&emblems@cso.gov.hk](mailto:flags&emblems@cso.gov.hk) or Fax: 2804 6552). The processing time required varies and it takes about 3 to 4 weeks in general. For details, please visit:

<https://www.elegislation.gov.hk/hk/capA401> (National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602> (Regional Flag and Regional Emblem Ordinance)

### Safeguarding National Security

20. The Hirer shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security, and shall not engage in any act or activity which are not in compliance with the said legislation.

### Other Legislation

21. The Hirer shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Public Health and Municipal Services Ordinance Cap. 132 and all subsidiary legislation made thereunder, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the booking and/or in connection with the booking application.

(End)