

Scale I. Basic Hire Charges

A. Exhibition Gallery

Purpose	Service	Exhibition Gallery	Charge Code	Hire Charges for Functions Without Admission Charges nor Sale of Exhibits	
				Normal Rate	Concessionary Rate (See Scale III(B)(2) & (C))
Exhibitions	Basic charge for a full day from 9am to 8pm (for mounting, dismantling or display of exhibition)	Whole Gallery	A1 a	\$34,000*	\$11,900
		Gallery 1	A1 b	\$4,840*	\$1,690
		Gallery 2	A1 c	\$7,110*	\$2,490
		Gallery 3	A1 d	\$6,280*	\$2,200
		Gallery 4	A1 e	\$7,830*	\$2,740
		Gallery 5	A1 f	\$8,030*	\$2,810
	Charge for each hour after 8pm (for mounting, dismantling or extension of opening hours) (provision of extension of booking and/or overnight service is subject to availability of venue, staff resources and at the discretion of the Manager)	Whole Gallery	A2 a	\$3,090*	-
		Gallery 1	A2 b	\$445*	-
		Gallery 2	A2 c	\$650*	-
		Gallery 3	A2 d	\$565*	-
		Gallery 4	A2 e	\$710*	-
		Gallery 5	A2 f	\$730*	-
Receptions or any other functions considered as appropriate by the Library	Basic charge for a minimum of 4 hours	Whole Gallery	A3 a	\$13,600*	\$4,760
		Gallery 1	A3 b	\$1,960*	\$685
		Gallery 2	A3 c	\$2,780*	\$975
		Gallery 3	A3 d	\$2,470*	\$865
		Gallery 4	A3 e	\$3,090*	\$1,080
		Gallery 5	A3 f	\$3,190*	\$1,120
	Charge for each hour or part thereof in excess of 4 hours	Whole Gallery	A4 a	\$3,400*	\$1,190
		Gallery 1	A4 b	\$495*	\$175
		Gallery 2	A4 c	\$700*	\$245
		Gallery 3	A4 d	\$620*	\$215
		Gallery 4	A4 e	\$775*	\$270
		Gallery 5	A4 f	\$805*	\$280

* See Scale III (A) "Charges for Functions with Admission Charges or Sale of Exhibits at the Exhibition Gallery"

B. Lecture Theatre

Purpose	Service	Charge Code	Normal Rate	Concessionary Rate (See Scale III (C))
1. Paid admission functions / performances of any nature considered as entertainment by the Library	Basic charge for each performance or paid admission function not exceeding 3 hours during the period between 9am-10pm with the services listed in Schedule A	B1a	\$2,270	\$795
	Charge for each half-hour or part thereof in excess of 3 hours	B1b	\$380	\$135
2. Meetings, lectures, conferences and other functions which are not considered as entertainment by the Library and school functions with no admission charges	Basic charge for a session for a period not exceeding 3 hours during the period between 9am –10pm with the services listed in Schedule A	B2a	\$1,550	\$545
	Charge for each half-hour or part thereof in excess of 3 hours	B2b	\$260	\$91
3. Rehearsals / setting up / use / occupation of any kind without audience (For the above two items)	Charge for each hour with the services listed in Schedule A	B3a	\$465	\$165
	Charge for each hour with the services listed in Schedule B	B3b	\$360	\$125
	Charge for use /occupation for a period between 10pm to 9am with services listed in Schedule C (provision of overnight service is subject to availability of venue, staff resources and at the discretion of the Manager)	B3c	\$1,320	-
4. Film shows	Basic charge for each screening for a period not exceeding 2 hours including time allowance for testing of films and admission of audience with the services listed in Schedule D	B4a	\$2,310	\$810
	Charge for each half-hour or part thereof in excess of 2 hours	B4b	\$575	\$200

C. Activity Room

Purpose	Room	Service	Charge Code	Normal Rate (See Scale III (B) (1))	Concessionary Rate (See Scale III (B)(1) &(C))
Rehearsals, meetings, lectures, conferences, etc. (Booking hours must be within the opening hours of the Library i.e., 10am-9pm)	Activity Room 1	Basic charge per 2 hours minimum hiring with the services listed in Schedule E during the opening hours of the Library	C1a	\$660	\$330
		Charge for each half-hour in excess of 2 hours	C1b	\$165	\$83
	Activity Room 2	Basic charge per 2 hours minimum hiring with the services listed in Schedule E during the opening hours of the Library	C2a	\$515	\$260
		Charge for each half-hour in excess of 2 hours	C2b	\$135	\$70

D. Service Schedules

Schedule A	For performance and full scale rehearsal Air-conditioning, electricity (for Hong Kong Central Library fixtures and equipment only), the use of furniture as provided, stage and electrical equipment as installed, sound system other than broadcast or recording services, basic ushering service (except for rehearsals), service from electrical technicians and sound controllers as necessary.
Schedule B	For occupation and set up with limited technical support Air-conditioning and working light, the use of furniture as provided, stage equipment as installed and sound system other than broadcast or recording services.
Schedule C	For occupation / move-in / move-out Ventilation and working light.
Schedule D	For film show Air-conditioning, the use of the projection equipment and service from projectionists and basic ushering service for functions with audience only.
Schedule E	For Activity Room Air-conditioning, the use of furniture and electrical equipment as provided.

All activities to be held at the Exhibition Gallery, Lecture Theatre and Activity Room of the Hong Kong Central Library should be relating to arts, education, literary arts, library services and government services.

Scale II. Miscellaneous Charges

Purpose	Service	Charge Code	\$
Miscellaneous additional services	Charge for the use of sound system (not exceeding 2 hours) (including audio recording services)	D1	\$630 (\$315 for each additional hour in excess of 2 hours)
	Charge for each broadcast or audio recording of each function (not exceeding 3 hours)	D2	\$295 (\$98 for each additional hour in excess of 3 hours)
	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	D3	\$4,430 (\$1,110 for each additional hour in excess of 4 hours)
	Charge for each video recording with camera fixed to cover the whole view of the stage for archival purpose (Lecture Theatre only) (not exceeding 3 hours)	D4	\$540 (\$180 for each additional hour in excess of 3 hours)
	Charge for the provision of each sound feed for self-video / audio recording of each function (not exceeding 3 hours) with hirer's own equipment and technician	D5	\$265 (\$88 for each additional hour in excess of 3 hours)
	Charge for the use of each projection equipment (multimedia projector or visualizer) (not exceeding 2 hours)	D6	\$205 (\$105 for each additional hour in excess of 2 hours)
	Charge for the use of each wireless microphone per session subject to availability (not exceeding 3 hours)	D7	\$41 (\$15 for each additional hour in excess of 3 hours)
	Charge for the use of simultaneous interpretation system (not exceeding 3 hours)	D8	\$700 (\$235 for each additional hour in excess of 3 hours)
	Charge for the use of video playback equipment (not exceeding 2 hours)	D9	\$205 (\$105 for each additional hour in excess of 2 hours)
	Charge for sale of merchandise per designated sales point per session (not applicable to selling of exhibits in the Exhibition Gallery)	D10	\$310 or 10% of the gross proceeds from sale of the merchandise whichever is the greater
	Location filming (including commercial photography) at outdoor areas and indoor non-hiring units	D11	Prevailing rate as set by the Government plus basic hire charges if applicable

Scale III. General Notes

(A) Charges For Functions with Admission Charges or Sale of Exhibits at the Exhibition Gallery

For exhibitions or functions at the Exhibition Gallery which involve admission charges or with sale of any of the exhibits, the rate marked with an asterisk (*) in Scale I (A) “Basic Hire Charges of Exhibition Gallery” comprises the basic hire charges only. The actual hire charges payable to which the rates relate shall double the amount of the said basic charges.

(B) Incentive Booking Scheme

- (1) Non-prime time rates: 50% discount to be offered for bookings of Activity Rooms 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.
- (2) For functions at the Exhibition Gallery that are eligible for concessionary rates, charges based on sales as specified at (A) 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 ordinance or Trust Deed or the constitution of the applicant must include a clause specifying that members do not take any share of the profits nor 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 made 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 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.

(D) Miscellaneous Services

Provision of miscellaneous services as listed in Scale II “Miscellaneous Charges” is subject to availability of venue, equipment, staff resources and the discretion of the Manager.

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