

**LEISURE AND CULTURAL SERVICES DEPARTMENT
KO SHAN THEATRE AND KO SHAN THEATRE NEW WING**

BOOKING ARRANGEMENTS

(with effect from 1 March 2023)

	Theatre / New Wing Auditorium / New Wing Exhibition Gallery	Rehearsal Room / Committee Room / New Wing Rehearsal Room / New Wing Singing Practice Room / New Wing Function Room												
Ordinary Bookings and Late Bookings	<p><u>Theatre / New Wing Auditorium</u> Full-length Cantonese Opera and Opera Excerpts Ordinary Booking applications for Full-length Cantonese Opera and Opera Excerpts performances are accepted not less than 3 months but not more than 12 months in advance of the month of hire and processed collectively (e.g. applications for March to December 2021 are accepted in December 2020).</p> <p>Other Activities Ordinary Booking applications for other arts activities including Cantonese Operatic Songs Concerts are accepted not less than 3 months but not more than 7 months in advance of the month of hire and processed collectively (e.g. applications for March to July 2021 are accepted in December 2020). (See Note 1).</p> <p><u>New Wing Exhibition Gallery</u> Ordinary Booking applications are accepted not less than 3 months but not more than 7 months in advance of the month of hire and processed collectively. (See Note 1).</p> <p>Completed application forms should reach the booking office of the Ko Shan Theatre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30 p.m. on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p> <p>Late Booking applications are accepted between 1 and 3 months prior to the month of hire and will only be considered on individual merit subject to operational feasibility. Applications will be processed in one lot on a weekly basis. Completed application forms will be accepted during office hours from Monday to Friday (except Public Holidays) before 5:30 p.m.</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>Theatre / New Wing Auditorium</u></p> <ul style="list-style-type: none"> • Nature of the proposed function (40%) 	<p><u>Rehearsal Rooms / Committee Room / New Wing Rehearsal Rooms (1) & (2) / New Wing Singing Practice Rooms / New Wing Function Room</u></p> <p>Ordinary Booking applications are accepted twice a year in January and July for a maximum period of half-year 6 months in advance. Details are as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Ordinary Booking Submission Month</u></th> <th style="text-align: center;"><u>Booking Period</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">January</td> <td style="text-align: center;">July – December of the same year</td> </tr> <tr> <td style="text-align: center;">July</td> <td style="text-align: center;">January – June of the following year</td> </tr> </tbody> </table> <p><u>New Wing Rehearsal Room (3)</u> Priority Booking Scheme for Cantonese Opera Rehearsals Applicable to booking of <u>New Wing Rehearsal Room (3)</u>.</p> <p><u>New Wing Rehearsal Room (3) accepts bookings for Cantonese opera rehearsals and related activities only</u> during the Ordinary Booking and Late Booking periods until 2-month before the month of hire. The applications are accepted twice a year in January and July for a maximum period of half-year 6 months in advance. Details are as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Ordinary Booking Submission Month</u></th> <th style="text-align: center;"><u>Booking Period</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">January</td> <td style="text-align: center;">July – December of the same year</td> </tr> <tr> <td style="text-align: center;">July</td> <td style="text-align: center;">January – June of the following year</td> </tr> </tbody> </table> <p>Applications of New Wing Rehearsal Room (3) for activities not related to Cantonese Opera will only be accepted 2 months or less prior to the month of hire.</p> <p>Completed application forms should reach the booking office of the Ko Shan Theatre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30p.m. on the last working day* of the month of January or July. In general, it requires two months to process the booking applications of Rehearsal</p>	<u>Ordinary Booking Submission Month</u>	<u>Booking Period</u>	January	July – December of the same year	July	January – June of the following year	<u>Ordinary Booking Submission Month</u>	<u>Booking Period</u>	January	July – December of the same year	July	January – June of the following year
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Arts-related activities such as Full-length Cantonese opera or excerpts, other Chinese opera, Chinese operatic songs or excerpts, concerts (orchestral, chamber, instrumental, vocal or jazz), opera, drama/musical, dance will be given preference

- Artistic merit of the proposed function (35%)
Activities with good artistic merit will be given preference
- Value of the proposed function to the promotion of arts and culture in the community (10%)
Activities contributing to the promotion of arts and culture in the community will be given preference
- New applicant organising arts-related functions or not/ organising ability of past successful hirer, and duration of period applied for (15%)

New Wing Exhibition Gallery

- Nature of the proposed function (30%)
Arts-related exhibitions will be given preference
- Artistic merit of the proposed function (40%)
Activities with good artistic merit will be given preference
- Value of the proposed function to the promotion of arts and culture in the community (15%)
Activities contributing to the promotion of arts and culture in the community will be given preference
- New applicant organising arts-related functions or not/ organising ability of past successful hirer, and duration of period applied for (15%)

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:

- Interval between the proposed date of hire and the last successful booking of the same facility
- Number of days booked at the same facility within the 12 months preceding the proposed date of hire
- Attendance at the last function held at the same facility (not applicable to the New Wing Exhibition Gallery)

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 through the computerised booking system.

(Note 1: Applications for non-arts activities will

Rooms / Committee Room / New Wing Rehearsal Rooms / New Wing Singing Practice Rooms / New Wing Function Room.

Applications received after that 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.

Submission schedule for Late Bookings –

<u>Late Booking</u>	<u>Booking Period</u>
<u>Submission Month</u>	
April	July – December of the same year
October	January – June of the following year

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:

- Nature of the proposed function, and whether the proposed function complies with the designated use of the facility (30%)
Arts-related activities that comply with the designated use of the facility will be given preference
(the designated use of the Rehearsal Rooms, New Wing Rehearsal Rooms (1) & (2) and New Wing Singing Practice Rooms is rehearsal related to the performing arts; the designated use of New Wing Rehearsal Room (3) is rehearsal and other activities related to Cantonese opera; the designated use of the Committee Room and New Wing Function Room is meetings, lectures, seminars or other activities related to the arts)
- Number of hours of hire applied for and whether arts-related functions will be held for a continuous period of six months (40%)
Arts-related activities will be given preference.
- Value of the proposed function to the promotion of arts and culture in the community (15%)
Activities contributing to the promotion of arts and culture in the community will be given preference
- New applicant organising arts-related functions or not/ organising ability of past successful hirer (15%)

If, after assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.

	<p>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.)</p>	
<p>Special Bookings</p>	<p>Events requiring a longer lead-time for planning and preparation (e.g. cultural performances involving renowned visiting artists) are eligible to apply for Special Bookings.</p> <p><u>Theatre / New Wing Auditorium</u> Full-length Cantonese Opera and Opera Excerpts Special Booking applications for Full-length Cantonese Opera and Opera Excerpts performances, including those for the first 14 days of the Lunar New Year for paid function, are accepted not less than 13 months and not more than 24 months in advance of the month of hire.</p> <p>Applications from Cantonese opera organisations for a continuous booking period of not less than 5 days (including Saturday and Sunday) for 6 performances of Full-length Cantonese Opera and Opera Excerpts by local professional troupes will be accepted within 13 months prior to the month of hire. Booking application will be processed on a first-come, first-served basis upon receipt of application form.</p> <p>Other Activities Special Booking applications for other activities including Cantonese Operatic Songs Concerts are accepted not less than 8 months and not more than 24 months in advance of the month of hire.</p> <p><u>New Wing Exhibition Gallery</u> Special Booking applications are accepted not less than 8 months and not more than 24 months in advance of the month of hire.</p> <p>Completed application forms should reach the booking office of the Ko Shan Theatre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30p.m. on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p>	<p>Will only be exceptionally considered on individual merit.</p>

<p>Supporting Documents</p>	<p>For organisations, the booking applications should include copies of:</p> <ul style="list-style-type: none"> (i) Certificate of business registration; or (ii) Certificate of incorporation under the Companies Ordinance Cap. 622; or (iii) Notification of establishment of a society under the Societies Ordinance Cap. 151; or (iv) Certificate of registration of a society under the Societies Ordinance Cap. 151; or (v) Certificate of registration on the list of approved charitable institutions or trusts of a public character; or (vi) Certificate of registration of a school or certificate of incorporation under the Education Ordinance Cap. 279. <p>For individuals, applicants should present their identity cards/passports for verification when applying in person. Applications submitted by a third party/post/fax should be accompanied by a copy of the applicants' identity cards/passports.</p>	
<p>Application Procedure for Concessionary Rates for Non-profit Organisations Scheme</p>	<ul style="list-style-type: none"> (1) The applicant should furnish the following together with the application form : <ul style="list-style-type: none"> (a) <ul style="list-style-type: none"> (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 (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 can opt for 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. (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 Scale III(C) of the Ko Shan Theatre and Ko Shan Theatre New Wing 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. 	
<p>Enquiries: 2330 5661 / 2334 2545 (Monday to Friday from 9a.m. to 5:45p.m. (except public holidays))</p>	<p>Fax: 2781 4783</p>	<p>Address: Ko Shan Theatre, 77 Ko Shan Road, Hung Hom, Kowloon</p>

* Working day refers to Monday to Friday except public holidays

Ko Shan Theatre and Ko Shan Theatre New Wing Conditions of Use

All the following conditions will be applied to all bookings in addition to the Ko Shan Theatre and Ko Shan Theatre New Wing 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 Ko Shan Theatre and Ko Shan Theatre New Wing 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 co-presenter, organiser or sponsor;
 - (v) transfer a Confirmed Booking to another dates or times; and
 - (vi) change any artist or performer or film or programme from those named in the Application Form.

Rules Regarding the Hiring of Venues

2. To ensure ample time for the preparation of stage equipment/installations and the admission of audience, all functions shall start at least one hour after the commencement of the hired session. In the events that more advanced technical requirements are needed, the Manager may require the Hirer to delay the commencement of functions or advance the time of hiring as may be required by the circumstances.
3. 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. In case the time for the setting up of the screen extends across two hiring sessions (for reference, the three sessions are from 9am – 1pm, 2pm – 6pm and 7pm – 11pm), the Hirer shall also hire the preceding session so as to ensure ample time for the setting up of the screen.
4. Prior application to the Manager is necessary in case video recording, filming, the making of TV films, tea reception or press conference conducted within the Ko Shan Theatre and Ko Shan Theatre New Wing (KST) or the hired venue is needed. In general, audio or video recording of the performance should only be for archival/ educational purposes. In case the audio or video records are used for commercial uses or purposes other than archival/ educational purposes, a right fee at the prevailing rate will be levied.

Arrangements of Prolonged Booking

5. Overnight Booking/ Meal Break Booking

- (i) Provision of overnight or meal break service (1pm – 2pm and/or 6pm – 7pm) to the Hirer is subject to the availability of manpower resources and is solely at the discretion of the Manager.
- (ii) In the case of meal break booking, technical staff and stage crew should be given time for taking their meals by turns. Only limited service will be provided during such time.

6. Booking for Prolonged Function/ Moving In, Dismantling and Moving Out of Settings

The Hirer occupying the venue outside the confirmed booking period for prolonged function, or for moving in, dismantling and moving out of settings is required to seek prior permission from the Manager and to pay for the additional services/ extended booking involved.

Licenses

7. A copy of the licence 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 seven 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 KST. 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 Licence” 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

- 8. (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.
- (iv) The Hirer shall make his own arrangements for publicity and promotion of his programme. The Ko Shan Theatre will assist in placing or displaying programme leaflets and electronic/print posters produced by the Hirer at suitable locations of the venue where practicable. Where appropriate, programme details will be published on the Ko Shan Theatre’s event calendar and webpage. The Hirer shall take note of the relevant guidelines on the provision of information, and submit his information to the Ko Shan Theatre pursuant to the said guidelines before the specified deadline. The Ko Shan Theatre reserves the right to edit, delete, change, use or display/not display the information provided.

Public Order and Safety

9. 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

10. 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

11. 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 (House Management) 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.htm

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

12. 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 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

13. 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

14. 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)