



Cinema and Exhibition Hall Booking Arrangements

(effective from 1 April 2016)

Ordinary Bookings

Ordinary booking applications (for film-related activities only) are accepted on a half-yearly basis during the sixth month prior to the month of hire and processed in one lot. This means that -

<u>Booking applications should be forwarded in</u>	<u>For dates in</u>
January	July – December of the same year
July	January – June of the subsequent year

Completed application forms should reach the Administration and Venue Management Unit of the Hong Kong Film Archive before 5:30 pm on the last working day* of the month.

If there is more than one applicant applying for the same slot, the applications will be considered in accordance with the nature and duration of the proposed function, and the organising ability and nature of the applicant.

Late Bookings

Applications received after the Ordinary Booking Period are considered as Late Bookings, and will be processed on a first-come-first-served basis. Applications received less than 14 days prior to the date of hire for will be considered on individual merit.

Completed application forms should reach the Administration and Venue Management Unit of the Hong Kong Film Archive before 5:30 pm on the last working day* of each week.

*Working day refers to Monday to Friday except Public Holidays.

Supporting Documents

For organisations, the booking applications should include copies of :

- (1) Certificate of business registration; or
- (2) Certificate of incorporation under the Companies Ordinance; or
- (3) Notification of establishment of a society under the Societies Ordinance; or
- (4) Certificate of registration of a society under the Societies Ordinance; or
- (5) Certificate of registration on the list of approved charitable institutions or trusts of a public character; or
- (6) Certificate of registration of a school or certificate of incorporation under the Education Ordinance.

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.

Application Procedure for Concessionary Rates for Non-profit Organisations Scheme

- (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 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 the Hong Kong Film Archive Scale 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 the Concessionary Rates for Non-profit Organisations Scheme and to decide whether the applicant is eligible for concessionary rates. The Department’s decision shall be final.

Enquiries

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