香港電影資料館
Hong Kong Film Archive

Scale of Hire Charges of Cinema and Exhibition Hall

(effective from 1 April 2023)

(A) Cinema

Basic Hire Charges	Normal Rate	Concessionary Rate (See General Notes)
(1) Basic charge for each function not exceeding 3 hours (with air conditioning, projection, sound services and basic ushering service)	$1,740*	$610*
(2) Charge for each half hour or part thereof in excess of 3 hours	$345	$120
Miscellaneous Charges	**Charge**	
(3) Charge for video recording with fixed camera for each hour	$230 (minimum 2 consecutive hours)	
(4) Charge for use of electric piano for each 3-hour session	$245	
(5) Charge for use of simultaneous interpretation system for each hour	$260 (minimum 2 consecutive hours)	
(6) Charge for use of wireless microphone not exceeding 3 hours	$46 per set ($15 per set for each additional hour)	
(7) Charge for audio recording for archival purpose for each hour	$115 (minimum 2 consecutive hours)	
(8) Charge for provision of sound feed not exceeding 3 hours	$300 per feed ($100 per feed for each additional hour)	
(9) Charge for sale of merchandise per designated sales point per function	$345 or 10% of the gross proceeds from sale of merchandise, whichever is the higher	
(10) Filming/videotaping of each function with hirer's own equipment (a) filming/videotaping for record/archival purpose (b) telecast/filming/videotaping for commercial or public release	(a) Waived [#] (b) $11,600 for the first 4 hours and $2,900 for each subsequent hour	

[#] Written application should be submitted to the Hong Kong Film Archive with proven justifications that the filming/videotaping is purely for record or archival purpose

(B) Exhibition Hall

Basic Hire Charges	Normal Rate	Concessionary Rate (See General Notes)
(1) Basic charge for each day (10am-8pm with air conditioning, display panels and ceiling spot lights)	$5,790**	$2,030
(2) Basic charge for 7 consecutive days (Tuesday excluded)	$28,400**	$9,940
(3) Charge for additional booking of a 3-hour session for set-up or dismantling (8-11pm)	$2,320	-
Miscellaneous Charges	**Charge**	
(4) Charge for sound system with a maximum of 2 wireless microphones for each hour (with technician)	$225 (minimum 2 consecutive hours)	
(5) Charge for sale of merchandise per designated sales point per function	$345 or 10% of the gross proceeds from sale of merchandise, whichever is the higher	

General Notes

Charges Based on Sales

(1) "Charges Based on Sales" shall mean the difference, if any, between the actual hire charges payable (excluding any charges for miscellaneous services) as specified hereunder and the basic charges as likewise specified.

(2) The rates marked with an asterisk (*) for functions at the Cinema are the basic charges only. The actual hire charges payable shall be the said basic charges or 10% of the gross ticket proceeds per function, whichever is the greater.

(3) For the purpose of calculating the gross ticket proceeds, complimentary tickets not exceeding 6 seats per function in the Cinema will not be taken into account. Any quantities in excess will be regarded as tickets sold at the top price category as shown on the ticket price scale approved by the Hong Kong Film Archive.

(4) For functions at the Exhibition Hall which involve sale of any of the exhibits, the rate marked with an asterisk (**) comprises the basic charges only. The actual hire charges payable for each day to which the rates relates shall be double the amount of the said basic charges. Applicants eligible for the Concessionary Rates for Non-profit Organisations Scheme can enjoy waiver of the "Charges Based on Sales".

Concessionary Rates for Non-profit Organisations Scheme

Concessionary rates are applicable for 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.

(2) 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.

(3) 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.

(4) The function should be open to the public, except for rehearsals linked with a public performance.

(5) 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 to cultural, scientific, literary or visual arts functions. Visual arts include painting, calligraphy, photography, sculpture, print, ceramics, floral and cinematography display.

(6) Concessionary rates are not applicable to bookings outside normal booking hours of the venues (10 am to 8 pm) and miscellaneous charges.

(7) If a booking is eligible for the concessionary rates and the applicant is a non-profit-making arts organisation with a clearly stated aim to promote arts in its memorandum (if any) and articles of association or the constitution, a 65% reduction on "Charges Based on Sales" (if applicable) for the Cinema or the Exhibition Hall will be provided.

(8) For charitable fund-raising event organised by an applicant eligible for the 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 cases, 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.