

Guidelines on Hiring Galleries, Central Courtyard and Jockey Club Black Box Theatre

Type of Venue Booking	Ordinary Booking	Late Booking
	<p>For applications submitted 3 to 12 months in advance.</p> <p>(Bookings of over 12 months in advance are not normally accepted but will be considered case by case. Such application should be made directly to the Venue Manager and include justifications, detailed programme plan and activity information. JCCAC reserves the right to decide whether or not to accept any booking in advance of 12 months.)</p>	<p>For applications submitted less than 3 months in advance.</p> <p>(JCCAC will consider any late booking case by case according to circumstances. JCCAC reserves the right to decide whether or not to accept any late booking.)</p>
Submission of application	<p>Applicant must submit the completed application form together with programme details, participants' information, summary of the artwork/ activity plan, etc. PLUS the following documents to L1 Front Desk of JCCAC in person during office hour, or by post marked "Hiring of JCCAC Venue" on the envelop:</p> <p>a) For Organisations, the applicant must submit copies of the following documents:</p> <ul style="list-style-type: none"> - list of key members of the organisation, and - certificate of business registration; or - certificate of incorporation under the Companies Ordinance; or - notification of establishment of society; or - certificate of registration under the Societies Ordinance. <p>OR</p> <p>b) For Individuals, the applicant must submit a copy of his/her valid Hong Kong Identity Card or passport for reference. (For guidelines on handling of personal data (privacy), please refer to information overleaf)</p>	
Application for Concessionary Hiring Charges	<p>If the event meets the following criteria, the venue hirer may apply for Concessionary Hiring Charges (i.e. the 2nd tier prices on the venue hiring rate cards). JCCAC reserves the right to decide whether or not the hirer and the event is eligible for the concession:</p> <ol style="list-style-type: none"> 1. The event must be <u>non-profit, free admission and open to the public exhibition, performance, opening ceremony or seminar which is arts/cultural in nature</u>; and 2. The applicant, whether in the role of presenter or co-presenter, must be: <ol style="list-style-type: none"> a) An individual who is a <i>bone fide</i> artist (proof of artistic achievement and resume must be submitted as support) <p>OR</p> <ol style="list-style-type: none"> b) A registered non-profit making organisation (the following document must be submitted for reference): <ul style="list-style-type: none"> ▪ Registration certificate and articles of organisation (which must include a section stating the non-distribution of profits); or ▪ Tax exemption confirmation letter issued by the Inland Revenue Department for charitable institutions and trusts of a public character (according to Section 88 of the Inland Revenue Ordinance). <p>For any applicant not abiding by the guidelines stipulated by JCCAC or who provides JCCAC with untrue information during the application process, JCCAC has the right to withdraw its approval for concession and request the applicant to pay the difference, and /or to entirely cancel its approval for the booking.</p>	
Application Processing, Notification and Other Reminders	<ol style="list-style-type: none"> 1. JCCAC will issue an acknowledgement receipt within 7 working days after receiving an application. Applicants are advised to call JCCAC at 2353-1131 for assistance if no acknowledgement receipt is received over 10 working days after application 	

	<p>submission.</p> <ol style="list-style-type: none"> 2. For Ordinary Booking where the application form has been properly completed with all supporting documents submitted, JCCAC will generally be able to confirm application result within 30 working days. 3. In case of inadequate information or missing supporting documents, the applicant may be required to provide them by a deadline, failing which JCCAC may cease processing the application and cancel the booking without further notice. 4. JCCAC reserves the right to request the applicant to provide additional information to assess the event's programme content, venue use and the background/nature of the applicant and co-organiser(s). 5. Venue reservation service is not available and any party interested to hire a JCCAC venue must book by submitting a proper application. JCCAC will only start processing the booking after receiving the full set of application documents (including the completed form and all required supporting documents). 6. Factors that JCCAC may take into consideration when processing and assessing the application will include but be not limited to the following: <ul style="list-style-type: none"> ■ conditions stipulated in the Rate Card(s) ■ venue availability ■ content and nature of the event ■ background/nature, ability and track record of the hirer/presenter(s) 7. JCCAC reserves the right to decide whether or not to approve any application without the need to provide any explanation to the applicant. 8. Unless and until written approval by JCCAC is received by the applicant, the applicant should treat the status of the application as not approved and refrain from promoting the event. 9. Failure to pay the venue hiring fee by the stipulated deadline will be construed as giving up the booking by the applicant. JCCAC has the right to render such application invalid, cancel the booking without further notice and refuse the refund of any deposit or amount already paid by the applicant. 10. The applicant must also make a "House Debris Removal" deposit of \$ 2,000 or 10% of basic hiring charge (whichever is the higher) when paying the venue hiring charges. 11. Applicants should ensure the safety of the activities or exhibits or displays in the hired venue and engage appropriate insurance services if necessary. JCCAC will not be responsible for any possible accident, damage, loss or compensation for the activities or exhibits or displays in the hired venue. Applicants should determine any risk of the activity or exhibits/displays and take appropriate measures to protect them; for assistance, please contact JCCAC staff at L1 Front Desk. 12. The hirer must remove all material from the venue upon expiry of the hiring period, otherwise anything remaining will be treated as unwanted and disposed without further notice by JCCAC at a cost charged to the hirer. 13. JCCAC respects the freedom of artistic expression, but must also consider the impact, nature and timing of the hirer's event on the operation of JCCAC and its tenants, in order to balance the needs of different stakeholders. Hence, if and when necessary during the event, the Centre reserves the right to make reasonable and feasible requests to the hirer and venue users for actions of immediate cooperation and compliance. Failure to comply fully with the Centre's requests will be deemed as breach of hiring conditions, for which the Centre reserves the right to terminate the event without making any refund or compensation to the hirer. 14. JCCAC reserves the right to amend this Guideline and the Venue Booking Rate Cards as and when necessary.
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Payment Procedures

Type of Booking	Payment schedule	
Ordinary Booking	1st installment:	<ul style="list-style-type: none"> - 25% of Basic Hiring Charge due within one month upon approval of booking by JCCAC - For Jockey Club Black Box Venue Subsidy Scheme, 10% of Basic Hiring Charge due within one month upon approval of booking by JCCAC
	Remaining Balance:	Due 3 months prior to start of approved venue use
Late Booking	Total amount of Basic Hiring Charge due within one week upon confirmation by JCCAC	

Submission of Applications and Enquiries

Completed application forms with all supporting documents should be submitted to the Venue Manager during office hour or by post to L1 Front Desk, Jockey Club Creative Arts Centre, 30 Pak Tin Street, Shek Kip Mei, Kowloon. (Please mark “Attn: Venue Manager; Re: Hiring of JCCAC Venues” on the envelop)
 Applications via fax or email are not accepted.

JCCAC enquiry hotline tel: 2353-1311 is available 7 days a week 10a.m. to 7:30pm.

Handling of Personal Data (Privacy)

Purpose of collecting personal data

1. All personal data provided in the venue booking forms may be used by JCCAC for the following purposes:
 - Processing bookings of JCCAC venues;
 - Contacting applicants in normal or emergency conditions where needs arise; and
 - Contacting applicants regarding other services provided by JCCAC.
2. All personal data on the booking forms should be voluntarily provided by the applicant. Insufficient data may cause delay in application processing, or even cancellation of booking.

Data transmission

3. To fulfill the purposes stated in part 1 of the above, JCCAC may pass the information provided by the applicant to relevant parties such as managing organisations or government departments.

Access to and correction of personal data

4. Applicants have the right to request for access to or correction of their personal data as according to Section 18, Section 22 and the 6th principle in Schedule 1 of Personal Data (Privacy) Ordinance.

Enquiries

5. Applicants who want to access and/or correct the personal data on the submitted forms may contact the Venue Manager at 2353-1311 or fax to 2353-1296 (please remark “Personal Data Access or Correction” on the cover page).

Rate Card for Hiring the Galleries and the Central Courtyard for Approved Events⁽¹⁾
(effective 1 April 2015)

General applicability:

Tier 1 – Commercial organisations and private hirers

Tier 2 – Bona fide artists and art groups, and non-profit making organisations

Galleries & Central Courtyard

Venue	L0 Gallery	L1 Gallery	Central Courtyard
Usable area	Approximate 195 m ²	Approximate 302 m ²	17M x 8M
Ceiling height	Approximate 4 m	Approximate 2.6 m	N/A

Hiring charges⁽²⁾ for non-profit, free admission and open to the public Approved Events, Set-up and Dismounting⁽⁶⁾

	L0 Gallery		L1 Gallery		Central Courtyard	
	Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2
Daily Rate ⁽⁴⁾ 10:00 – 22:00	\$2,800	\$1,400	\$4,800	\$2,400	Subject to negotiation ⁽³⁾	\$ 1,500
Hourly rates for 22:00 – 23:00 or 23:00 – 24:00 or 08:00 – 09:00 or 09:00 – 10:00	\$400	\$200	\$200	\$400		\$200
Hourly rates between 2400 – 0800 ⁽⁵⁾	\$1,600	\$800	\$800	\$1,600		\$800

Note 1: In general, Approved Events are defined as exhibitions, performances, opening ceremonies and seminars of arts/cultural in nature. The Centre has sole discretion to decide whether any activity falls under the definition of Approved Events.

Note 2: The hiring charges in this rate card only apply to non-profit, free admission and open to the public Approved Events. Generally for any non-profit, free admission and open to the public usage which partly or wholly does not fall under the Approved Events definition, Tier 1 charges will apply. For any event which is private/not open to the public, and/or includes selling, commercial purposes or paid admission, the hiring charge is subject to negotiation depending on the nature, scale, complexity and impact of the event.

Note 3: For commercial organisations and private hirers using the Central Courtyard irrespective of activity type, the hiring charges are subject to negotiation depending on the nature, scale, complexity and impact of the event.

Note 4: Inclusive of air-conditioning and electricity supply (for existing equipment and installation only).

Note 5: Provision of overnight service subject to duty staff availability and at the sole discretion of the Centre.

Note 6: The hirer must pay a house debris removal deposit of \$2,000 or 10% on basic hiring charge, whichever is higher, which is refundable upon completion of the event.

**Galleries and Central Courtyard
 Venue Services and Technical Equipment Charges
 (effective 1 April 2015)**

Venue Services and Technical Equipment	Charges	
Multi-Media Projector	Per unit/ per day	\$ 300
Projection Screen Screen size: 12 feet(W) x 9 feet(H) or 6.5 feet(W) x 5 feet(H)	Per day	\$ 100
Full Scale of Sound Services ⁽³⁾ Including 1 Audio operator and 2 wireless microphones	Session within 4 hours (including set up and strike)	\$ 600
	Additional 1 hour	\$ 150
Stage Size: maximum size 24 feet(W) x 8 feet (D), height: 8 inches or 24 inches	Per set up or use	\$ 2,000
Backdrop Size: 24 feet (W)x 8 feet (H), canvas print out provided by hirer	Per set up or use	\$ 2,000
Stage and Backdrop (Same time set up and use)	Per set up or use	\$ 2,500
Gallery Backdrop, canvas print out provided by hirer and stapled by in-house technician Size: L1 Gallery 144 inches (W) x 89 inches (H) L0 Gallery 96 inches (W) x 96 inches (H)	Per set up or use	\$ 480
Gallery Technician	Session within 4 hours Additional 30 minutes	\$ 480 \$ 80
Security Guard	Session within 8 hours Additional 1 hour	\$ 800 \$ 100
Cleaner	Session within 4 hours Additional 1 hour	\$ 300 \$ 75
Additional 30Amp power supper (Installation must be conducted by the local registered electrical workers and WR1 should be provided by hirer)	First day of use and installation After per day	\$ 1,000 \$ 200
Designated sales point for Approved Events ⁽¹⁾ (Generally only one allowed and subject to JCCAC approval ⁽²⁾)	Per sales point	\$ 200
Location filming for commercial purpose	Per hour	\$ 1,000

Note 1: In general, Approved Events are defined as exhibitions, performances, opening ceremonies and seminars of arts/cultural in nature. The Centre has sole discretion to decide whether any activity falls under the definition of Approved Events.

Note 2: Generally only one sales point is allowed in a supportive role for selling souvenirs or other relevant items related to the main Approved Event, subject to the Centre's approval after the hirer has provided adequate information (e.g. purpose and list of items to be sold) for consideration. Hiring charges for selling activities in any other scale or for any other purpose will be subject to negotiation depending on the nature, scale, complexity and impact of the event.

Note 3: Provision of full scale of sound service subject to duty staff availability and at the sole discretion of the Centre.

Rate Card for Hiring the Jockey Club Black Box Theatre for Approved Events⁽¹⁾ (effective 1 April 2015)

Jockey Club Black Box Theatre

General applicability:

Tier 1 – Commercial organisations and private hirers

Tier 2 – Bona fide artists and art groups, non-profit making organisations

Tier 3 – JCCAC tenants

Available timeslots 0900 – 1300 1400 – 1800 1900 – 2300	Jockey Club Black Box Theatre and Side Stage		Theatre Foyer ⁽²⁾		Service
	Tier 1	Tier 2 or Tier 3	Tier 1	Tier 2 or Tier 3	
Performance/Conference/Seminar					
Slot of 4 hours	\$4,260	\$2,130	\$1,300	\$650	Air-conditioning and electricity supply (for existing equipment and installation only), sound and lighting system as installed, changing room and usher service included.
Each additional 30 minutes ⁽³⁾	\$540	\$270	\$180	\$90	
Rehearsal/Set-up/Move-out					
Slot of 4 hours	\$3,300	\$1,650	\$1,300	\$650	Air-conditioning and electricity supply (for existing equipment and installation only), sound and lighting system as installed and changing room included.
Each additional 30 minutes ⁽³⁾	\$420	\$210	\$180	\$90	
Short-term Occupancy⁽⁴⁾					
Slot of 4 hours	\$500	\$250	N/A	N/A	No service of any kind. Entering of the space is generally not allowed during the period.
Whole day (0900-2300)	\$1,500	\$750	N/A	N/A	
Overnight Rehearsal/ Set-up/ Move-out⁽⁵⁾					
0000-0800	\$1,600/hr	\$800/hr	1,600/hr	\$800/hr	Air-conditioning and electricity supply (for existing equipment and installation only), sound and lighting system as installed and changing room included.

Note 1: In general, Approved Events are defined as exhibitions, performances, opening ceremonies and seminars of arts/cultural in nature. The Centre has sole discretion to decide whether any activity falls under the definition of Approved Events. The hiring charges in this rate card only apply to non-profit and open to the public Approved Events. Generally for any non-profit, free admission and open to the public usage which partly or wholly does not fall under the Approved Events definition, Tier 1 charges will apply. In general for any event which is private/not open to the public, and/or includes selling or commercial purposes, the hiring charge is subject to negotiation depending on the nature, scale, complexity and impact of the event.

Note 2: If only the Theatre Foyer is booked and technician service is required, the additional cost will be calculated at \$480 for a slot of 4 hours and \$80 for each additional 30 minutes.

Note 3: Available timeslots include 0800-0830, 0830-0900, 1300-1330, 1330-1400, 1800-1830, 1830-1900, 2300-2330, 2330-2400. Provision of bookings is subject to the availability of duty staff and is at the sole discretion of the Centre.

Note 4: Short-term occupancy is intended for the hirers to retain the stage setting. **Entering of the space is generally not allowed during the period.**

Note 5: Provision of overnight service is subject to the availability of duty staff and is at the sole discretion of the Centre.

Remarks:

1. The total number of seats in Jockey Club Black Box Theatre is 100 plus 4 seats for wheelchair spaces.
2. To ensure the smooth running of the proposed activities, hirers should refer to the Technical Details of the Jockey Club Black Box Theatre, Operation Guide and Additional Service Charges. For enquiries, please contact venue staff at tel: 2353 1311 for assistance.