

## 賽馬會創意藝術中心 藝廊運作指引

1. 藝廊內所有牆壁、天花、地板均不能打釘或鑽孔。在租用期間，如場地租用者所租用或由中心供應的器材或物件或牆壁遭遺失、損壞、遭破壞、盜竊或移走，租用者須在接獲通知後，繳付重新安裝、更換器材或物件的全部或任何部分的費用。
2. 除幼針或縐紋膠紙外，整個場地均不能使用任何種類的膠紙，而雙面膠紙及海棉膠紙更加不能於中心任何地方使用。
3. 場地租用者可以使用寶貼萬用膠。
4. 中心將按展覽需要提供吊索或 S 形掛鉤予場地租用者使用。若未能歸還或有關物品已損壞，租用者需作出賠償，每條吊索為港幣\$45。
5. L0 藝廊頂部共設有 4 組圓形掛架，但不能升降，每組可承受重量為 10kg，倘若租用者需要利用圓形掛架吊掛展覽裝飾，請先與場地經理協調及獲批准後，方可使用。
6. 此外，L0 藝廊亦設有 16 組可升降掛架，每組可承受重量為 45kg，位置及長度可參考 L0 藝廊平面圖。
7. 若需中心提供投影器、音響設備或其他技術服務，中心將按現行收費指引收取器材及技術服務費用。
8. 中心備有燈光器材作展覽物品的照明，請場地租用者最少預留 3 小時（每層藝廊）的燈光對焦及設置時間，若涉及較大形或複雜的展品，租用者需預留更多時間供中心作燈光設置及對焦。另外，**場租只包一次燈光對焦及設置**，如租用人確認燈光對焦及設置正確後需要再調整，需要另付技師費用，JCCAC 保留權利視乎人手分配情況，而決定是否提供額外燈光對焦及設置服務。
9. 因涉及衛生及確保藝廊整潔，於藝廊範圍內**絕對不能飲食**。若節目備有開幕酒會或簡單茶點招待，租用者須依據中心指示在指定地方進行，並確保地方清潔。
10. 場地租用者亦須自行處理個人及場內一切物品的安全。在租場完畢後，租用者亦須把帶來的所有橫額、活動佈置、花籃等搬離，亦請勿將它們棄置於中心內任何範圍，多謝合作！
11. 為讓場地租用者在中心藝廊舉辦的節目更臻完美，請於實際租用前四星期把活動內容、展示形式、嘉賓名單、開幕禮安排、工作日程時間及技術要求等節目資料交至中心，以便中心預先作出安排及協調，臨時要求的設備及技術支援或許未能提供，敬請見諒。如對藝廊資料有任何查詢或進行場地視察，歡迎致電中心與場地主任聯絡，電話 2353-1311。
12. 此外，藝廊亦備有 AutoCad 檔案的場地平面圖供場地租用者索取使用，詳情請與中心場地主任聯絡。

### 13. **關於使用音樂及錄像版權**

JCCAC 已與香港作曲家及作詞家協會達成版權協議，在正常情況下於場地內進行音樂演奏或播放，場地租用者無須繳付作曲、填詞等的音樂版權費用予香港作曲家及作詞家協會。

有關播放 CD, DVD 等音像製品，JCCAC 亦已經與香港音像聯盟有限公司達成版權協議，在正常情況下於場地內播放它們的錄音製品、音樂錄像及/或卡拉 OK 錄像製品，場地租用者無須繳付音樂版權費用予香港音像聯盟有限公司。

至於其他涉及不同版權代理公司及涉及版權費用的收費計算，場地租用者應徵得版權持有人同意下，方可在中心場地內播放有關音像製品。

如對音像製品版權事宜有任何查詢，歡迎與下列機構直接聯絡：

香港作曲家及作詞家協會 (CASH)

網址 <https://www.cash.org.hk/home>

香港音像聯盟有限公司 (HKRIA)  
網址 <https://www.hkria.com/b5/>

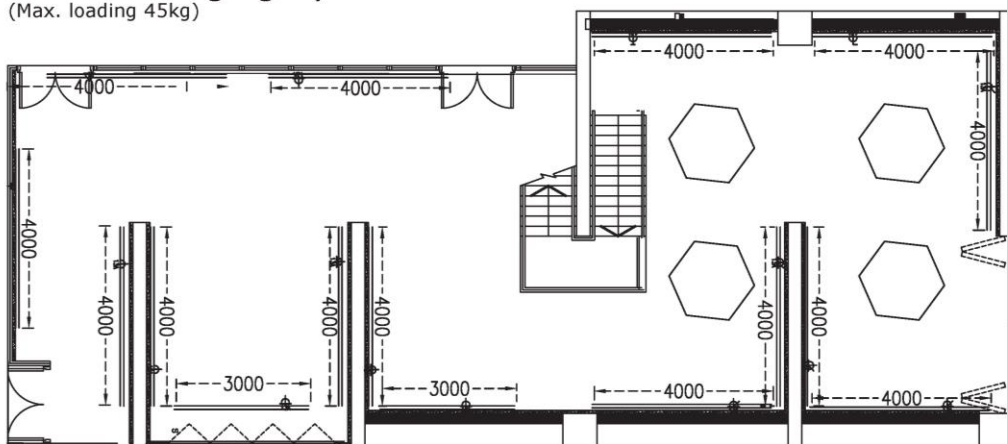
香港音像版權有限公司 (PPSEAL)  
網址 <https://www.ppseal.com/zh-hant/>

國際唱片業協會(香港會)有限公司 (ifpi)  
網址 <https://www.ifpihk.org/zh/>

## L0 Gallery

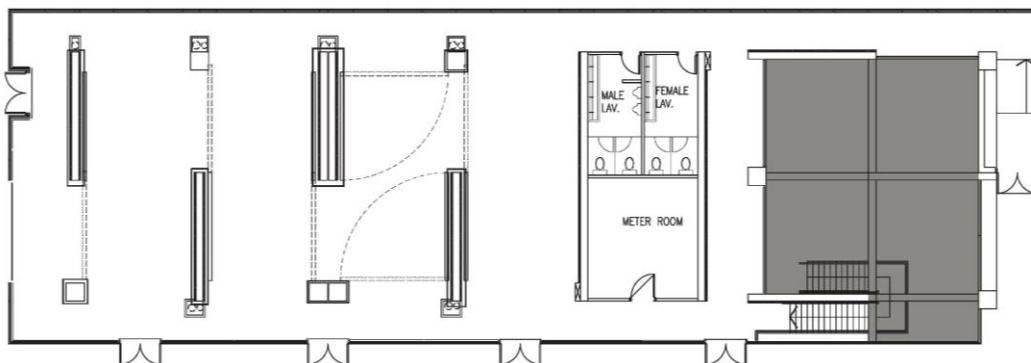
### Electric Hanging System

(Max. loading 45kg)



All measurements are for reference only

## L1 Gallery



## Jockey Club Creative Arts Centre Gallery Operation Guide

- Never use any nails, screws, tacks or messy adhesives that damage the walls or the ceiling. Should any JCCAC equipment or property or the walls issued to or hired by the Hirer be lost, damaged, destroyed, stolen or removed during the period of hire, the Hirer shall pay to JCCAC on demand for the same at the same at total original cost or the cost of reinstating or replacing any part of such equipment or property or any part thereof.
- Except for fine pins or masking tape, please never apply any double side tapes, foam tapes or other kinds of tapes in the gallery.
- Blu Tack is another alternative for tapes and pins.
- The exhibits could be hung by cable wires or S shape hook. Compensation for its loss or defect will be charged at HK\$45 per wire.
- L0 Gallery offers four (4) sets of non-adjustable, round hanging racks which suspend from the ceiling. Maximum loading for each rack is 10kg. Advance arrangement of using hanging racks should be arranged with Centre Management.
- L0 Gallery consists of sixteen (16) sets of moveable bars attach to each track secure against the ceiling. These tracks may support up to maximum loading of 45kg. Their locations and lengths may refer to the floor plan provided below.
- If multi-media projectors, audio service, equipment facilities or other venue service is required, the charges will be imposed accordance with the prevailing rate as set by the JCCAC for the use of it.
- Hirer should allow three (3) hours for venue technician to conduct track light focusing to the artworks. Longer period is expected for large scale exhibition or complex display. **Only one time light focusing is included in the venue hire charge.** After confirmation of the light focusing, additional technician charge will be charged if any amendment of light focusing or adding or removing of lights is required. Provision of the service subject to duty staff availability and at the sole discretion of the Centre.
- **No food or drinks** are allowed in the gallery. Light refreshments or reception can be arranged at specific locations assigned by JCCAC. The venue hirers are advised to keep the area clean.
- Patrons are responsible for their personal possessions at all times. The venue hirers are responsible for removing all litter or waste resulting from the activity. The venue hirers should be responsible for disposing all banners, decorations or broquet and remove beyond JCCAC premises.
- To facilitate venue operation and activity arrangement, the venue hirer should forward the event contents, display layout, guests list, opening ceremony arrangement, set up schedule and technical requirement to JCCAC at least four (4) weeks before the hiring commence. Apologise if we may not be able to accommodate requests at short notice.
- To schedule a site visit or require AutoCAD file of Galleries layout, please contact Venue Officer at 2353 1311.
- **Use of Sound Recordings, Music Video and/ or Karaoke Videos**  
  
JCCAC has got an agreement with Composers and Authors Society of Hong Kong (CASH). During normal situation of using of sound recordings, music video and/ or Karaoke video or live music performance, application of license from CASH is not necessary.

During playing CD, DVD or any other sound recordings (Recorded Music), JCCAC also has got an agreement with Hong Kong Recording Industry Alliance limited (HKRIA). During normal situation of using their sound recordings, music video and/ or Karaoke video, application of license from HKRIA is not necessary.

However, during other situations, Hirer should approach different copy right management organisations in order to get their approval in using such sound recordings before using in JCCAC.

Please contact directly with the following organisations for any enquiry about license of use of sound recordings.

Composers and Authors Society of Hong Kong (CASH)

Website <https://www.cash.org.hk/home>

Hong Kong Recording Industry Alliance limited (HKRIA)

Website <https://www.hkria.com/en/>

Phonographic Performance (South East Asia) Limited (PPSEAL)

Website <https://www.ppseal.com/en/>

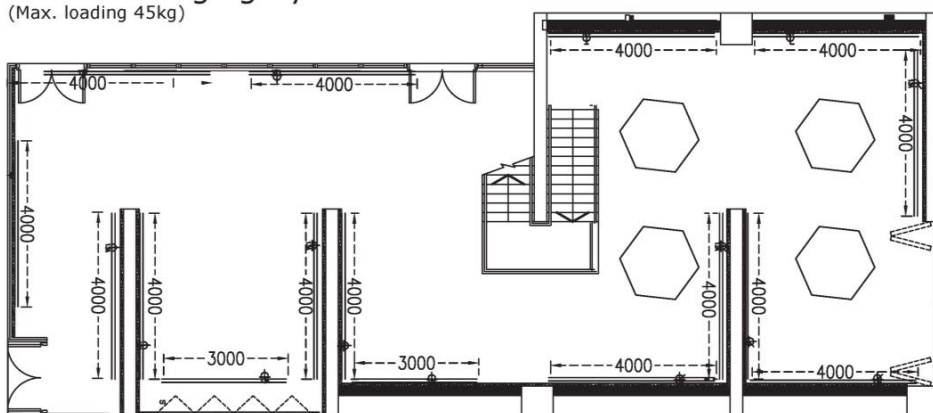
International Federation of the Phonographic Industry (Hong Kong Group) Limited (IFPI)

Website <https://www.ifpihk.org/en/>

- L0 Gallery

### Electric Hanging System

(Max. loading 45kg)



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### L1 Gallery

