

## House Rules for JCCAC Venues

### I. Terms and Conditions for hiring JCCAC Communal Facilities

- (1) This set of House Rules is to be read in conjunction with the “Terms and Conditions of Hiring Jockey Club Creative Arts Centre’s Venue”.
- (2) No Organisation, Group, Company, Artist or Group of Artists, other than those as confirmed having been accepted in the booking form, may participate in the proposed function or publicity campaign except with prior written permission from JCCAC.
- (3) Any breaching of the “Terms and Conditions of Hiring Jockey Club Creative Arts Centre’s Venue” and the hiring requirement specified in this House Rules may result in the cancellation of the confirmed booking and the Centre will not be responsible for any loss to the hirer.
- (4) Hirers are welcome to consult the Center staff in case of any doubt when organising their proposed function.
- (5) JCCAC will not be responsible for any possible damage or loss or the relevant compensations to the activities or exhibits or displays in the Venue.
- (6) Hirer should ensure the safety of activities or exhibits or displays in the hiring venue and engage service of insurance company if necessary.

### II. Use of Venue Facilities and Services

- (1) The Centre attaches great importance to providing hirers with good facilities and quality services. In order to make performances and functions run smoothly, hirers are requested to contact the Venue Management Team on 2353-1311 at least one month ahead of the first date of hiring, so that necessary arrangements such as site visit and use of facilities can be made by the technical staff of the venue.
- (2) For Jockey Club Black Box Theatre, hirers are requested to submit a “Technical Requirement Checklist” at least 4 weeks before the date of hiring, specifying clearly the required venue facilities, lighting, sound and equipment as well as services, where available.
- (3) For Gallery or Central Courtyard, hirers should provide information such as the facilities required, weight and dimensions of the artworks, exhibition layout plan, ceremonial arrangement, if applicable, as well as dates open to the public, setting up and dismantling, etc. one month prior to the first date of the hiring.

### III. Rules Regarding the Hiring of Venues

- (1) Prior application to the Centre is necessary in case video recording, filming, making of TV films, tea reception or press conference conducted within the Centre or the hired venue is needed.
- (2) It should be stated in the admission ticket, house programme or any other publicity materials in case the hirer prefers to prohibit photography in the hired venue. Prior notice should also be given to the Venue Manager for arrangement of taking appropriate action while the function is being presented.
- (3) Smoking is prohibited throughout the Jockey Club Creative Arts Centre premises.
- (4) Unless prior approval has been given by the Centre, eating or drinking is not allowed inside the hired venue.
- (5) Other than the space designated for displaying purposes, posters, notices and banners are not allowed to be displayed on walls, facilities or furniture of any other space within the Centre.
- (6) The Hirer shall not, without the prior permission of the Centre, sell and market souvenirs, novelties or other merchandise items within the centre premises.
- (7) The hirer shall obtain copyright permit or permission of use from its composer, author or licensing representative for the broadcast or use of music and / or song or its product not already registered with CASH or related licensee.
- (8) The hirer shall obtain written permission from the copyright owner for displaying or public performing to the related works or products.
- (9) Any organisation intending to allow children under the age of 13 to appear on stage in a performance is required to notify the Labour Department 14 days before the commencement of the performance. And attendants or chaperones shall be deployed by the organiser when children are included in the performance(s). At least one attendant/chaperone per 50 children is required under the normal circumstances.
- (10) Any organisation arranging performances including overseas artists, musicians or technicians is required to apply for working visas from the Immigration Authority.
- (11) Standard house rule recordings must generally be played by the Jockey Club Black Box Theatre prior to the performance. Exception can be made when the house rule is printed in the house programme, or the house rule is to be announced by the hirer by means of narrator, MC, Voice Over or manner otherwise agreed in advance by the Centre.
- (12) Any and all scenery, installation, equipment brought into the Centre must meet with fire and public safety or other related regulations.
- (13) In general, all scenery shall be fireproof, and/or made of fire retardant material. Scenery of paper as primary material must demonstrate that flameproof treatment had previously been carried out.
- (14) Inflammable spray painting is not permitted in any part of the Centre.
- (15) Any temporary structure built in the Venue shall allow an unobstructed gangway of not less than 1.2m in width as a path towards any exit door. All temporary stairs, ramps, platforms, landings, balconies, and galleries built in the hiring venue as part of the performance design, that exceeds 0.38m in height and accessible to the public

- should be provided with an appropriate safety barrier.
- (16) Any independent moving scenic structure shall have a safe base to height ratio of 1:3, or other mitigating design and construction factors rendering it stable; otherwise a surveyor's report on stability will be required.
  - (17) No house equipment or furniture such as chairs, tables, etc., is permitted to be used as props or set pieces within the hiring venue.
  - (18) Any brought-in electrical installation/equipment shall be mechanically and electrically safe and suitable for its intended use in the Venue. Plugged installations/equipment to a socket outlet are considered non-fixed installations. Wiring work on MCB boards down-stream of any plug and socket connection shall only be carried out by a Registered Electrical Worker. Electrical connection work to the venue fixed installation shall only be undertaken by a Registered Electrical Worker and/or contractor (company) and will require a work completion certificate (WR1).
  - (19) Only competent personnel will be permitted to operate in-house equipment subject to prior approval from Venue Manager. Where permitted, such person(s) and the hirer shall be responsible for the safe use and continued good condition of the equipment under their operation. A competent person means a person who:
    - (i) is qualified because of knowledge, training and experience to organise the work and its performance,
    - (ii) is familiar with the regulations that apply to the work, and
    - (iii) has full knowledge of the workplace.
  - (20) Any use of lit candle, shall be kept away from costumes, curtains, draperies and other scenery for at least 1 meter, and requires application and permission in advance from the Centre management. The Centre reserves all rights to request the hirer to perform any flameproof treatment and provide a relevant certificate whenever necessary.
  - (21) Subject to appropriate grid, harness, and hardware condition, any mechanism that purportedly supported airborne performance requires a surveyor's report to the every time of the installation and use of the mechanism.

#### **V. Admission of Audience**

- (1) During the admission of audience to a function, the hirer should arrange for a representative to remain at the admission points to assist ticketing matters and in dealing with any matters that may arise.
- (2) To avoid affecting the performers and disturbing the seated audience, the hirer may arrange with JCCAC in advance concerning admission time for latecomers.

#### **VI. Ticketing (applicable to hirers using manual tickets)**

- (1) The hirer should provide information on admission arrangements for the event two months prior to the first date of the function. The ticket sample, the classification of ticket pricing and the seating plan should be forwarded to the Centre management for endorsement before printing.
- (2) Admission Tickets should be printed in accordance with the content and the layout of the ticket sample as provided by the Centre management. All the Admission Tickets should be stamped by the Centre before use.
- (3) Having obtained the prior approval of the Centre management, hirer may sell or distribute admission tickets at such location in the Centre as may be assigned to the hirer by the Centre one hour before and during the first 30 minutes of each function.
- (4) The number of tickets sold or distributed should not exceed the total number of seats as specified on the seating plan unless with the written approval of the Centre management.

#### **VII. Posters, Leaflets and House Programmes**

- (1) The hirer must provide sample of publicity materials including posters, leaflets and house programmes of the confirmed function for approval one month in advance of the function or before the printing.
- (2) Contents of the publicity materials or printed matters to be distributed at the hiring facilities are restricted to information that matches the objectives and nature of the confirmed function only. Prior approval of the Centre management should be sought and the materials or printed matters concerned are to be distributed in approved locations and in a manner as specified by the Centre management.
- (3) Any publicity materials or printed matters not related to the confirmed function must not be distributed or displayed at the venue.
- (4) The hirer may provide the Centre management with one pre-approved poster one month in advance of the function for display in the Centre premises. The size of the poster should not exceed 50cm x 76cm (20" x 30").

#### **VIII. Venue Set Up, Decoration and Props**

- (1) The hirer should note that venue setup and decoration should be in line with the objectives and nature of the confirmed function.
- (2) Not until the commencement of the booking period can the hirer bring any goods or properties into the Venue, or make preparations or rehearse in the Venue.
- (3) 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.

**IX. Parking**

- (1) There is no parking facility within the Centre premises.

**X. Licences**

- (1) For function relation to the projection of films, the hirer should note the following:
  - (i) As required by the Laws of Hong Kong, the hirer must obtain a Certificate of Approval from the Office for Film, Newspaper and Article Administration (OFNAA) (Enquiry: 2594-5766/ 2594-5762) or a Certificate of Exemption before the commencement of any publicity and ticketing arrangements for the public projection of films (including films, video tapes, still films (slides) or any moving pictures).
  - (ii) The hirer should forward to the Centre management the valid Certificate of Approval at least seven working days before the day of film projection. Admission tickets and all publicity materials must bear the appropriate censorship symbol and accompanying notice under OFNAA's classification.
- (2) Electrical Installation and the Use of Laser
  - (i) If any additional electrical apparatus or fitting is needed or to be used in conjunction with existing electrical fittings in the hired venue, the Centre management must be informed in advance and the relevant works be carried out by registered electricians.
  - (ii) For the use of laser, the laser contractor must first obtain a permit issued by the Electrical and Mechanical Services Department.
- (3) Lottery or Game of Chance

In case there is any game, device or activity for distributing or allotting prizes by lucky draw or games of chance, the hirer should contact the Home Affairs Department, Office of Licensing Authority as early as possible and apply for relevant licence (Enquiry: 2117-3916/ 2117-3798). A copy of the licence should be forwarded to the Centre management before the event.
- (4) Donation inside the Venue

If fund-raising activities at the venue are intended, the hirer has to apply in advance for a Public Subscription Permit from the Social Welfare Department (Enquiry: 2832-4311). A copy of the licence should be forwarded to the Centre management before the event.
- (5) Entry Permit for Overseas or Mainland Performer / Artist, Adjudicator and Working Staff

Overseas or mainland performer / artists, 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.
- (6) Employment of Children under the Age of 15

Hirers whose functions include the participation of child entertainer (a person under the age of 15 years) should apply for relevant approval from the Labour Department (Tel: 2717-1771).

**XI. Public Health**

- (1) 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. Hirers 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.

**XII. National Anthem Ordinance**

- (1) Hirers are required to observe and comply with the National Anthem Ordinance (Instrument A405) should the events involve the playing and singing of the national anthem. Hirers are also requested to inform the Venue Management Team of any playing and singing of national anthem in the events at least one month ahead of the first date of hiring. 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 Constitutional and Mainland Affairs Bureau: [https://www.cmab.gov.hk/en/issues/national\\_anthem\\_occasions.htm](https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm)

**XIII. National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance**

- (1) In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), hirers who would like to display and use the national and regional flags or emblems during their booking periods should 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](mailto: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)

**XIV. Safeguarding National Security**

- (1) Hirers shall ensure the observance by themselves, their 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.

**XV. Other Legislation**

- (1) Hirers shall ensure the observance by themselves, their 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 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.

**XVI. Typhoon and Rainstorm Warning**

- (1) When Typhoon Signal No. 8 or above is hoisted or Black Rainstorm Warning is in force, all hiring venues of the Centre will be closed. Cancellation or postponement of the activity will be decided taking into account of the particular circumstances at the time.
- (2) Hirer should contact the Duty Officer of the Centre at 2353-1311 with regard to the arrangement of activities which are about to start or in progress when the Hong Kong Observatory announces that Typhoon Signal No. 8 or above will soon be hoisted or that the Black Rainstorm Warning will be issued.