

EAST KOWLOON CULTURAL CENTRE

Booking Arrangements

(with effect from August 2025)

	The Hall / The Theatre / The Turns / The Beats	The Lab / Incubators
Ordinary Bookings and Late Bookings	<p><u>The Hall / The Theatre</u> Arts-related Activities / Arts Tech Activities Ordinary Booking applications for arts-related activities are accepted not less than 3 months but not more than 12 months in advance of the month of hire and processed in one lot (e.g. applications for March – December 2026 are accepted in December 2025). (See Note 1)</p> <p><u>The Turns / The Beats</u> The Turns – Dance / Drama / Arts Tech Activities The Beats – Music / Arts Tech Activities Ordinary Booking applications are accepted not less than 3 months but not more than 12 months in advance of the month of hire and processed in one lot (e.g. applications for March – December 2026 are accepted in December 2025).</p> <p><u>The Turns / The Beats</u> Other Arts-related Activities Ordinary Booking applications for other arts-related activities are accepted not less than 3 months but not more than 7 months in advance of the month of hire and processed in one lot (e.g. applications for March – July 2026 are accepted in December 2025). (See Note 1)</p> <p>Completed application forms shall reach the office of the Centre or via online application of e-APS at https://eaps.lcsd.gov.hk before 5:30 p.m. on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p> <p>Applications submitted between 1 and 3 months prior to the month of hire will be considered as Late Bookings, and will only be considered on individual merit subject to operational feasibility. Applications will be processed in one lot on a weekly basis. Completed application forms shall reach the office of the Centre on working days* before 5:30 p.m.</p> <p>If there is more than one applicant applying for the same slot, applications will be considered by taking into account the following factors and weightings:</p>	<p><u>The Lab</u> Arts Tech Activities The Lab only accepts applications for Arts Tech activities. Ordinary Booking applications are accepted not less than 3 months but not more than 12 months in advance of the month of hire and processed in one lot (e.g. applications for March – December 2026 are accepted in December 2025).</p> <p>Completed application forms shall reach the office of the Centre or via online application of e-APS at https://eaps.lcsd.gov.hk before 5:30 p.m. on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p> <p>Applications submitted between 1 and 3 months prior to the month of hire will be considered as Late Bookings, and will only be considered on individual merit subject to operational feasibility. Applications will be processed in one lot on a weekly basis. Completed application forms shall reach the office of the Centre on working days* before 5:30 p.m.</p> <p><u>Incubator 1 / 2 / 3</u> Arts-related Activities Ordinary Booking applications are accepted not less than 3 months but not more than 6 months in advance of the month of hire and processed in one lot (e.g. applications for March – June 2026 are accepted in December 2025).</p> <p>Completed application forms shall reach the office of the Centre or via online application of e-APS at https://eaps.lcsd.gov.hk before 5:30 p.m. on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p> <p>Applications submitted within 3 months prior to the month of hire will be considered as Late Bookings. They will be processed on a first-come-first-served basis. Applications received less than 14 days prior to the date of hire will only be considered subject to operational feasibility. Completed application forms shall reach the office of the Centre on working days* before 5:30 p.m.</p>

	The Hall / The Theatre / The Turns / The Beats	The Lab / Incubators
	<p><u>The Hall / The Theatre</u></p> <ul style="list-style-type: none"> Nature of the proposed function (30%) Arts Tech activities, arts-related activities such as concerts (orchestral, chamber, instrumental, vocal or jazz), opera, drama / musical and dance will be given preference Artistic merit of the proposed function (30%) Activities with good artistic merit will be given preference Value of the proposed function to the promotion of arts and culture in the community (20%) Activities contributing to the promotion of arts and culture in the community will be given preference New applicant organising arts-related activities or not/ organising ability of past successful hirer, and duration of period applied for (20%) <p><u>The Turns / The Beats</u></p> <ul style="list-style-type: none"> Nature of the proposed function (45%) Arts Tech activities, dance/ drama (at The Turns) and music (at The Beats) will be given preference Artistic merit of the proposed function (25%) Activities with good artistic merit will be given preference Value of the proposed function to the promotion of arts and culture in the community (10%) Activities contributing to the promotion of arts and culture in the community will be given preference New applicant organising arts-related activities or not/organising ability of past successful hirer, and duration of period applied for (20%) <p>Should competing applicants score the same marks in the aforesaid stage, the applications will be further considered by taking into account the following factors which carry the same scoring weighting:</p> <ul style="list-style-type: none"> Interval between the proposed date of hire and the last successful booking of the same facility Number of days booked for the same facility within the 12 months preceding the proposed date of hire Attendance at the last function held at the same facility 	<p>If there is more than one applicant applying for the same slot, applications will be considered by taking into account the following factors and weightings:</p> <p><u>The Lab</u></p> <ul style="list-style-type: none"> Nature of the proposed function (35%) Only Arts Tech activities will be accepted Facilities hired (30%) Applicants who have hired other major facilities of the Centre for related activities will be given preference Artistic merit of the proposed function (20%) Activities with good artistic merit will be given preference New applicant organising arts-related activities or not/organising ability of past successful hirer, and duration of period applied for (15%) <p>Should competing applicants score the same marks in the aforesaid stage, the applications will be further considered by taking into account the following factors which carry the same scoring weighting:</p> <ul style="list-style-type: none"> Interval between the proposed date of hire and the last successful booking of the same facility Number of days booked for the same facility within the 12 months preceding the proposed date of hire <p><u>Incubator 1 / 2 / 3</u></p> <ul style="list-style-type: none"> Nature of the proposed function (35%) Rehearsals for performances will be given preference Facilities hired (5%) Applicants who have hired major facilities of the Centre will be given preference Duration of booking period applied for (40%) Booking of consecutive days or not (20%) <p>If, after the assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p>

	The Hall / The Theatre / The Turns / The Beats	The Lab / Incubators
	<p>If, after the aforesaid two stages of assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p> <p>(Note 1: Applications for non-arts activities will only be accepted between 1 to 3 months prior to the month of hire, with the exception of applications by government departments, District Councils or registered schools.)</p>	
Special Bookings	<p>Arts-related activities requiring a longer lead-time for planning and preparation (e.g. cultural performances involving renowned visiting artists) may apply for Special Bookings between 13 to 24 months prior to the month of the hire for the major facilities, and between 7 to 24 months prior to the month of the hire for Incubator 1 / 2 / 3. For long-running events at The Hall and complex Arts Tech events at the major facilities, applications are considered <u>on a case-by-case basis</u>. (See Note 2).</p> <p>Completed application forms shall reach the office of the Centre or via online application of e-APS at https://eaps.lcsd.gov.hk before 5:30 p.m. on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p> <p>(Note 2: Any production i) staging a minimum of 15 performances of the same presentation within a single hiring period or ii) supported by the Signature Performing Arts Programme Scheme (SPAPS) will be considered as a long-running event.)</p>	
Supporting Documents	<p>For organisations, the booking applications shall include copies of:</p> <ul style="list-style-type: none"> (i) Certificate of business registration; or (ii) Certificate of incorporation under the Companies Ordinance Cap. 622; or (iii) Notification of establishment of a society under the Societies Ordinance Cap. 151; or (iv) Certificate of registration of a society under the Societies Ordinance Cap. 151; or (v) Certificate of registration on the list of approved charitable institutions or trusts of a public character; or (vi) Certificate of registration of a school or certificate of incorporation under the Education Ordinance Cap. 279. <p>For individuals, applicants shall 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 shall be enclosed.</p>	

Application Procedure for Concessionary Rates for Non-profit Organisations Scheme	<p>(1) The applicant shall furnish the following together with the application form:</p> <ul style="list-style-type: none"> (a) <ul style="list-style-type: none"> (i) Certificate of incorporation under the Companies Ordinance Cap. 622; or (ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance Cap. 151; or (iii) Certificate of registration on the list of approved charitable institutions or trusts 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. <p>(2) For a charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for a 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.</p> <p>(3) The applicant is required to submit a copy each of all the relevant publicity materials one month before the function. A copy of the house programme shall also be submitted on or before the first day of the function.</p> <p>(4) The approval for concessionary rates is subject to the applicant’s absolute compliance with the criteria for Concessionary Rates for Non-profit Organisations Scheme (please refer to Scale V(D) of the East Kowloon Cultural Centre’s Scales of Hire Charges) and observance of the Terms and Conditions of Hire. If the applicant fails to observe this condition or if 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.</p> <p>(5) The Leisure and Cultural Services Department reserves the right to interpret the criteria under this scheme and to decide whether the applicant is eligible for concessionary rates. The Leisure and Cultural Services Department’s decision shall be final.</p>
Remarks	<p>(1) All information and documents submitted by the applicant in support of the booking application shall be update, valid and subsisting with regard to the legal status of the applicant/ organisation. The applicant shall provide any further information and documents in respect of any changes thereto.</p> <p>(2) The applicant may be liable to be prosecuted should any false information and/or invalid documents be provided in the booking application.</p> <p>(3) It is an offence under the Prevention of Bribery Ordinance Cap. 201 for any applicant/ its members, employees, agents and contractors to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.</p>
<p>Enquiries : (852) 3166 2844 [*Working Days from 9 a.m. to 5:45 p.m.]</p> <p>Fax : (852) 3547 2697</p> <p>Address : East Kowloon Cultural Centre Office, 3/F, 60 Ngau Tau Kok Road, Kowloon, Hong Kong</p>	

*Working day refers to Monday to Friday except Public Holidays

East Kowloon Cultural Centre

Conditions of Use

All the following conditions will be applied to all bookings in addition to the East Kowloon Cultural Centre Terms and Conditions of Hire. Unless otherwise specified, the words and expressions used in these conditions shall have the meanings assigned to them by the East Kowloon Cultural Centre Terms and Conditions of Hire.

Use of a Unit

1. The Hirer shall not or shall not attempt to, without the prior permission of the Manager, do any of the following:-

- (i) assign, sublet or part with possession of the Unit or any part of it in any manner whatsoever other than by way of admission to the Unit for the purpose of participation in or attendance at the Event for which the Unit is hired;
- (ii) use the Unit for a purpose other than that stated in the Application Form;
- (iii) change the nature of the Event;
- (iv) obtain or change a co-presenter, organiser or sponsor;
- (v) transfer a Confirmed Booking to another dates or times; and
- (vi) change any artist or performer or film or programme from those named in the Application Form.

Rules Regarding the Hiring of Venues

2. To ensure ample time for the preparation of stage equipment / installations and the admission of audience, all functions in the major facilities shall start at least 2 hours after the commencement of the booking. The duration of each performance should not be longer than 4 hours. If the Hirer intends to hold a performance that exceeds 4 hours, the Hirer is required to seek prior approval from the Manager and any such approval is subject to the availability of the facilities, staff resources and at the sole discretion of the Manager. In the events that more advanced technical requirements are needed, the Manager may require the Hirer to delay the commencement of functions or advance the time of hiring as may be required by the circumstances.

3. For functions relating to the projection of films in The Hall, the Hirer shall reserve sufficient time for the setting up of the screen.

4. Prior application to the Manager is necessary in case video recording, filming, the making of TV films, tea reception or press conference conducted within the East Kowloon Cultural Centre or the hired venue is needed. In general, audio or video recording of the performance should only be for archival,

educational and free online broadcasting purposes. In case the audio or video records are used for commercial uses or purposes other than the aforementioned purposes, a rights fee at the prevailing rate will be levied.

Arrangements for Prolonged Booking of the Major Facilities

5. Overnight Booking

Overnight booking is only applicable to the last day of the booking period. Overnight booking by the Hirer is subject to the availability of manpower resources and is solely at the discretion of the Manager.

6. Booking for Prolonged Performance / Function

The Hirer occupying the Unit outside the confirmed booking period for prolonged performance / function is required to seek prior permission from the Manager and to pay for the additional services / extended booking involved.

Ticketing

7. The East Kowloon Cultural Centre does not have a physical URBIX outlet. Nonetheless, self-service ticketing kiosks are located at the foyer on 1/F offering ticket sales and collection services for URBIX programmes. Other ticketing and enquiry services are not available.

Licenses

8. A copy of the license or certificate mentioned below (where applicable) shall be forwarded to the Manager before the Event.

(i) Projection of Films

(a) In compliance with the Film Censorship Ordinance (Cap. 392), the Hirer whose functions include the projection of films, slides or video shall obtain a Certificate of Approval or a Certificate of Exemption from the Office of Film, Newspaper & Article Administration (OFNAA) (Enquiry: 3847 7754 / 3847 7755). The Hirer shall forward to the Manager the copy of a valid certificate at least 7 working days before the day of projection.

(b) The Hirer must obtain one of the aforesaid certificates before publicising the Event and making ticketing arrangements. All publicity materials must include the appropriate censorship symbol and accompanying notice under OFNAA's classification:

- Category I : Suitable for all ages
- Category IIA : Not suitable for children
- Category IIB : Not suitable for young person and children
- Category III : Only person aged 18 or above shall be admitted

(ii) Electrical Installation and the Use of Laser

- (a) The Manager must be informed if any additional electrical apparatus or fitting is needed or to be used in conjunction with existing electrical fittings in the East Kowloon Cultural Centre. In compliance with the Electricity Ordinance (Cap. 406), relevant electrical works should be carried out by registered electricians who shall issue a Work Completion Certificate (WR1).
- (b) For the use of laser, the laser contractor must first obtain a permit issued by the Electrical and Mechanical Services Department.

(iii) Lottery or Game of Chance

In case there is any game, device or activities for distributing or allotting prizes by luck draw or games of chance, the Hirer shall apply in advance for a Trade Promotion Competition License from the Office of the Licensing Authority (Enquiry: 3521 1496 / 2117 3798) of the Home Affairs Department as governed by the Gambling Ordinance (Cap. 148).

(iv) Donation inside the Auditorium

For fund-raising activities where on-site collection of donation will be arranged, the Hirer shall apply in advance for a Public Subscription Permit from the Social Welfare Department (Enquiry: 2832 4311) or a Public Fund-raising Permit from the Home Affairs Department (Enquiry: 2835 1492). Such permit should be available for on-site inspection and display when required by the venue staff.

(v) Visa / Entry Permit for Overseas and Mainland Performer, Artist, Adjudicator and Working Staff

Overseas or mainland performer, artist, adjudicator and working staff of the Event working in Hong Kong shall apply for relevant visa or entry permit from the Immigration Department (Enquiry: 2824 6111) in advance. Visitors are not allowed by law to take up employment (paid or unpaid), to establish or join in any business.

(vi) Employment of Children under the Age of 15

The Hirer whose functions include the participation of child entertainer (a person under the age of 15 years) shall apply for relevant approval from the Labour Department (Enquiry: 2717 1771).

Publicity Materials

9. (i) The Hirer shall submit to the Leisure and Cultural Services Department (hereinafter referred to as “the Department”) the sample of publicity materials, including banners, flags, display panels and backdrops, etc, and provide details of the content, design and wordings. The publicity materials shall only be displayed upon approval from the Department.
- (ii) The Hirer shall not make, publish, display or disseminate Event-related publicity materials that contain false, biased, misleading or deceptive information.
- (iii) The Hirer shall not, with a view to promoting or publicising the Event, make, publish, display, disseminate or cause to be made, published, displayed, disseminated any publicity materials which either expressly or by implication make reference to the Department without prior written permission from the Manager.
- (iv) The Hirer shall make his own arrangements for the publicity and promotion of his programme. The East Kowloon Cultural Centre will assist in displaying electronic posters produced by the Hirer at suitable locations of the venue where practicable. Where appropriate, programme details will be displayed on the East Kowloon Cultural Centre’s webpage where hyperlinks to external websites may also be provided. The Hirer shall take note of the relevant guidelines on the provision of information, and submit his information to the East Kowloon Cultural Centre pursuant to the said guidelines before the specified deadline. The East Kowloon Cultural Centre reserves the right to edit, delete, change, use or display / not display the information provided.

Public Order and Safety

10. To maintain good public order and safety, the Hirer, the performer(s) or any person authorised by the Hirer shall not carry out any activities which may incite the audience to behave in such a way as to cause disorder, or in any way put the safety of the audience at risk during the Event. The Hirer shall not permit the performance of any act, or the display of any material which is likely to encourage hatred against or fear of any person; or which is based on malicious or unfounded allegations and is likely to encourage hatred against or fear of any person.

Public Health

11. 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. The Hirer 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.

National Anthem Ordinance

12. The Hirer is required to observe and comply with the National Anthem Ordinance (Instrument A405) should the events involve the playing and singing of the national anthem. The Hirer is also requested to inform the Assistant Manager of any playing and singing of the national anthem in the events at least 4 weeks in advance. 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 the Constitutional and Mainland Affairs Bureau: https://www.cmab.gov.hk/en/issues/national_anthem.htm

National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance

13. In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), the Hirer who would like to display and use the national and regional flags or emblems during their booking periods shall 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@csso.gov.hk / 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)

Safeguarding National Security

14. The Hirer shall ensure the observance by himself, his 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.

Other Legislation

15. The Hirer shall ensure the observance by himself, his 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 the 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.

(End)