

**Hong Kong Baptist University  
Academic Community Hall  
Charges Schedule for 2023-24**

**Venue hire charges** <sup>Notes 1 - 4</sup>

Price schedule / Hiring session	Time period	Basic hire charges (HK\$)	
		One show	Two shows*
<b>Schedule I (Performance)</b>			
a. Morning, or b. Afternoon, or c. Evening	09:00-13:00 14:00-18:00 19:00-23:00	\$17,600	\$26,400
d. Whole day	09:00-23:00	\$21,600	\$32,400
<b>Schedule II (Non-performance)</b>			
a. Morning, or b. Afternoon	09:00-13:00 14:00-18:00	\$10,000	\$15,000
c. Evening	19:00-23:00	\$17,600	\$26,400
d. Whole day	09:00-23:00	\$21,600	\$32,400

\* Hire charges will be multiplied by the number of shows with a standard 25% discount.

**Additional equipment and service charges**

Item	Equipment/ Content	Charges (HK\$)
1. Additional audio/ video equipment/ technical support	a. Multi-media projector	\$800/ set/ hour \$1,500/ set/ 2 hours \$2,500/ set/ 4 hours
	b. Subtitle board	\$800/ first 2 hours \$200/ hour thereafter
	c. Multi-media projector + Subtitle board	Basic charges of the multi-media projector + \$200/ hour
	d. Wireless microphone	\$300/ set/ 4-hour session
	e. Follow spot	\$500/ set/ 4-hour session
	f. Moving lights	\$2,000/ 4-hour session
	g. Sound system A: 16 cable channels and fold-back monitor (max. 4 sets)	\$1,500/ 4-hour session \$2,500/ day
	h. Sound system B: Sound system A + 8 wireless microphones	\$4,500/ day
2. Musical instrument rental/ Piano tuning	a. Piano: Kawai ( <i>concert grand</i> ) Steinway ( <i>concert grand</i> )	\$750/ set/ day \$1,000/ set/ day
	b. Piano tuning <sup>Note 5</sup>	\$875/ set during office hours \$1,050/ set during non-office hours

Item	Equipment/ Content	Charges (HK\$)
3. Telecasting/ Filming/ Video taping (with hirer's equipment, max. 3 cameras)	a. Archival	\$200/ hour
	b. Non-archival	\$2,000/ hour
4. Radio recording/ Broadcasting/ Recording (with hirer's equipment)	a. Archival	\$100/ hour
	b. Non-archival	\$1,000/ hour
5. Sale of merchandise	Commercial	\$300/ designated sales point, or 10% of the gross sales proceeds, whichever is higher
6. Additional usher		\$250/ person/ 4-hour session
7. Tea reception	Foyer / VIP lounge	\$350/ hour (min. 2 hours)
8. Location shooting	At foyer / dressing room	\$2,000/ hour
9. Parking	Charge paid by hirer ( <i>for evening event from 18:00 only</i> )	\$24/ hour for the first 3 hours \$30/ hour thereafter (max. 10 nos.)

**Notes:**

1. Set-up and dismantle time must be included for all bookings.
2. **Schedule I:** It is applicable to performance of music, drama, dance, opera, recital, film show, location shooting and other events which are considered as entertainment by the Manager.

**Schedule II:** It is applicable to conferences, meetings, lectures, assemblies, school functions and other events where no admission fees are charged and are not considered as entertainment by the Manager. For graduation ceremonies/ speech days/ inauguration ceremonies, the duration of performance shall not exceed 20 minutes with a maximum number of 4 items, or else the event will be considered as entertainment and the rate under Schedule I will be charged accordingly. If the event involves sale of commodities or commercial activities, the rate under Schedule I will be charged.

Standard service includes:

- (a) Supply of basic sound and stage lighting systems.
- (b) Provision of air conditioning, electricity (*for ACH fixtures and equipment only*), electrical equipment, and dressing rooms.
- (c) The use of box-office (*unmanned*) prior to occupation date is provided to hirers of Schedule I only and is subject to availability.
- (d) Basic ushering service is provided to hirers of Schedule I, Schedule IIc and IId. Bookings with rental discount granted is excluded.

A hirer is required to pay additional amounts, which will be determined by the Director of Finance or his/her delegate, for any special requests other than those listed in this Charges Schedule or services beyond normal provisions.

3. If the actual use of the venue exceeds the original hiring time, or if the duration of the event exceeds three hours (*which is calculated as per the commencing time stated on the ticket or the Loading Chart until the ending time, when interaction of any kind between hirer and audience in the auditorium completed*), the consent of the Manager should be sought and an overrun charge will be levied as below. The overrun time will be charged on a half-hour basis. Incomplete half hour will be counted as half hour. This charge is applicable to both internal and external hirers and no discount will be given.

Price schedule	Show over-run charge	Dismantle over-run charge
Schedule I	HK\$2,650/ 30 minutes	HK\$1,200/ 30 minutes
Schedule II	HK\$1,200/ 30 minutes	

## Notes (Cont'd)

4. Provision of the service for extra hour/ overnight booking is subject to availability of staff resources and is at the sole discretion of the Manager. Hire charge will be levied as below:

Overnight booking (00:00 - 09:00)	HK\$16,000
Extra hour booking prior to the prescribed hiring time	HK\$1,200/ 30 minutes

5. Piano tuning

Office hours:	Monday to Friday, 09:00 - 17:30
Non-office hours:	Any time other than office hours, Saturday, Sunday and Public Holiday

6. Ticketing surcharge

If the average admission fee per seat reaches or exceeds HK\$40, a surcharge will be levied as follows:

	Average admission fee per seat (HK\$)	% of basic hire charge
(a)	\$40 - \$49.99	40% of basic hire charge
(b)	\$50 - \$59.99	50% of basic hire charge
(c)	\$60 - \$69.99	60% of basic hire charge
(d)	\$70 - \$79.99	70% of basic hire charge
(e)	\$80 - \$89.99	80% of basic hire charge
(f)	\$90 - \$99.99	90% of basic hire charge
(g)	≥ \$100	100% of basic hire charge

7. Complimentary tickets

The number of complimentary tickets to be issued by the hirer shall not exceed 150 per event, or else the exceeding number of tickets will be regarded as tickets sold at face value and will be taken into account when calculating the surcharge.

8. For external hirer

- (a) A non-refundable reservation fee of HK\$1,000 per day of booking is payable upon submission of the Application Form. A garbage removal deposit at HK\$1,000 per day of booking will be levied upon confirmation of venue booking and will be returned to the hirer if no garbage removal service required.
- (b) For fresh applicant, the booking application must be duly supported with a copy of the hirer's 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. Individual hirer will not be accepted.

9. Meal-break of one hour (*lunch: 13:00-14:00, dinner: 18:00-19:00*) should be provided for booking in excess of one session.

10. Discount on basic hire charge may be given upon written request by the hirer at the time of submitting the booking application.

	<u>Discount</u>
(a) Charitable organisations under Section 88 of the Inland Revenue Ordinance	20%
(b) The Baptist Convention	30%
(c) Non-UGC-funded activities or HKBU activities which collaborate with external organisations	50%

11. Please observe the Terms and Conditions of Hire and the Booking Guidelines before applying for venue hire.

12. All charges and Terms and Conditions of Hire are subject to change without notice.