

Béthanie is a declared monument operated by the Hong Kong Academy for Performing Arts as a second campus. The Academy and St. John Cathedral have priority in using the venue, unless the booking has been confirmed by the Hirer with payment settled.

The Academy accepts applications for hire to be made within 12 months in advance of the commencement of the period of hire. All applications will be served on “first-come-first-serve” basis. For example, any booking in Jun 2021, Venue Performance Unit will start to accept booking at 00:00 hour on 1 Jul 2020.

Please call **2110 8655** to reserve your wedding session by using interactive voice response system. Kindly follow the instructions to enter the required information. The system will notify you the result right after your selection.

### **Booking Procedures for Bethanie Chapel**

- 1) Call **2110 8655** to reserve your wedding session by using interactive voice response system
- 2) Follow the SMS instruction to complete the application
- 3) Sign and return the quotation form to Venue Performance Unit
- 4) ***Transfer of booking is strictly prohibited. Change of name of “hirer” during the process of booking reservation is not allowed***
- 5) Submit full payment cheque with HKID/Passport Copies (To secure your wedding session, please submit your signed quotation and settle the payment on time.)
- 6) Receive the Contract with Hire Agreement Form. Sign and return the Hire Agreement Form to Venue Performance Unit

### **Wedding Ceremony at the Chapel**

Under the Laws of the HKSAR, a marriage has to take place in a licensed place of worship by a competent minister or at any other place in Hong Kong by a civil celebrant of marriages. Hence, if you are booking the Béthanie Chapel for wedding ceremony, please note the followings:

1. Non-Religious Wedding

The Hirer should engage a Civil Celebrant of Marriages.

2. Christian Wedding

The priest could be invited to preside over the wedding, and engage a civil celebrant of marriages at the same time and sign the certificate of marriage.  
(Please check with your church for arrangements).

3. Catholic Marriage

The marriage has to take place in a licensed Catholic Churches, please refer to “Guidelines for Catholic Intending Marriage” of Catholic Diocese of Hong Kong.

4. Other religious

Please contact Venue Performance Unit for more information.

**A. Booking time slots**

Mondays to Fridays: 1200-1400

Saturdays: 1000-1200, 1300-1500, 1600-1800

Sundays: 1330-1530, 1600-1800

The timeslots may vary on special days and public holidays. Please check with Venue Performance Unit.

**B. Rental Rate**

Wedding Ceremony: HKD\$6,900/ 2 hours (extra 15% surcharge on statutory public holidays) + HKD\$5,000 Cleaning and Damage deposit (refundable)

The deposit will be refund by cheque or bank transfer within one month after the wedding ceremony if there is no cleaning and damage deduction.

Additional booking: HKD\$1,725/ 30 mins

Wedding Rehearsal: HKD\$3,450/ one hour

**C. Cancellation Policy**

(1) If a booking is cancelled more than 90 days prior to the commencement of Hire, there will be 25% forfeiture on the hire charges.

(2) If a booking is cancelled less than 90 days but more than 60 days prior to the commencement of Hire, there will be 50% forfeiture on the hire charges.

(3) If a booking is cancelled less than 60 days but more than 30 days prior to the commencement of Hire, there will be 80% forfeiture on the hire charges.

(4) If a booking is cancelled less than 30 days in advance, there will be 100% forfeiture on the hire charges.

\*There will be 100% forfeiture on the hire charges and NO deposit refund for any hirer who is no show without notice.

#### **D. Adverse Weather Arrangement**

1) If Rainstorm Black warning is issued or is in force, all bookings will continue as usual.

2) a. If Typhoon Signal no.8 is hoisted, bookings will continue unless hirer wishes to cancel.

b. If signal no.8 is hoisted less than 1 hour before booking start time, the booking will continue unless hirer wishes to cancel.

c. If signal no.8 is hoisted more than 1 hour before booking start time, the booking will be cancelled.

d. If signal no.8 is lowered less than 4 hours ahead of booking start time, the booking will be cancelled.

e. If signal no.8 is lowered more than 4 hours ahead of booking start time, the booking will continue as usual.

\*If the booking has to be cancelled due to the signal no.8, the hirer shall be offered either an alternative date within 30 days, or a refund of 50% hire charges.

\*If the hirer decides to cancel the confirmed booking prior to the no.8 Typhoon Signal/ Rainstorm Black Signal being hoisted, there will be no refund of the hire charges.

#### **Sir YK Pao Studio**

This multi-purpose function room has been built with glass walls to take advantage of the view in both directions, towards the Lamma Channel to the west and the Peak to the east. The sloping glass roof above provides a high ceiling and natural light. This flexible space can be used for wedding receptions.

“Wedding Package Discount” is catered for Bethanie Chapel hirers to rent the YK Pao Studio at concession rate. Please contact the Venue Performance Unit for further details.

Enquiry: [vp@hkapa.edu](mailto:vp@hkapa.edu)

Hotline: 2584 8633/ 2584 8918