

Ordinary Booking of the Hong Kong Academy for Performing Arts Venues: applications for hire can be made 4 to 12 months in advance of the commencement of the Period of Hire.

Venue Hire enquiry forms should reach the Customer Services office or via on-line application at <http://www.hkapa.edu/venue/hire> An initial reply will be provided within 3 working days thereafter. For general enquiry, please contact Customer Services office at 2584 8633.

Late Booking applications are accepted less than 3 months but not less than 1 month prior to the hiring date and will only be considered on individual merit subject to operational feasibility. Venue Hire enquiry forms should reach the Customer Services office or via on-line application at <http://www.hkapa.edu/venue/hire> A reply will be provided within 3 working days thereafter. For general enquiry, please contact Customer Services at 2584 8633.

Normally, all application will be served on “first come first serve” basis. However, if there is more than one applicant applying for the same slot at the same date and time, the applications will be considered by taking into account the following factors and weightings:

- Performing arts related activities will be given preference
- Activities with good artistic merit, international reputation and high professional standard will be given preference
- Organising ability of past successful hirer, and duration of period applied for

Special Bookings

Events requiring a longer lead-time for planning and preparation (e.g. events at international circuit, international arts festivals, major government events, etc.) are eligible to apply for **Special Bookings**. Such booking applications are processed 13 months or above in advance of the month of the hire. Completed Venue Hire enquiry forms should reach the Customer Services office or via on-line application at <http://www.hkapa.edu/venue/hire> An initial reply will be provided within 3 working days thereafter. For general enquiry, please contact Customer Services office at 2584 8633.

Supporting Documents

- (A) For organisations, the booking applications should include copies of :
- (i) Certificate of business registration; or
 - (ii) Certificate of incorporation under the Companies Ordinance; or
 - (iii) Notification of establishment of a society under the Societies Ordinance;
or
 - (iv) Certificate of registration of a society under the Societies Ordinance; 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.
- (B) For individuals, applicants should present their identity cards/passports for checking when they return applications in person. If applications are returned by post/fax/email, copies of the applicants' identity card/passport should be enclosed.

General Procedures

- (C) The booking sessions are normally from 0900 to 1300, 1400 to 1800 and 1900 to 2300 hours. For all booking application, detailed booking schedule and event information should be presented at time when the booking is confirmed and the quotation should be signed accordingly.
- (D) The completion and return of a completed Booking Application Form shall only constitute an offer to hire and the Manager shall have the sole discretion for the acceptance and refusal of applications for the hire of a Venue and in the allocation of dates and Venues.
- (E) All supporting document and signed quotation should be sent to Customer Services office by post/fax/email, or submitted in person within 14 days upon the acceptance of the booking by the Manager. The venue reserved will be cancelled should the applicant fail to submit the said document before the deadline. Any deviation, approval from H(CS) should be sought with justifications and decision must be well documented.
- (F) Transfer of booking is strictly prohibited. Change of name of “hirer” during the process of booking reservation is not allowed.
- (G) Unless otherwise agreed by the Manager, all hire charges shall be payable to the Manager in accordance with the schedule below:

- (i) In the case of booking made less than 3 months in advance, the hire charges shall be payable in full immediately upon the acceptance of the booking by the Manager.

 - (ii) In the case of a booking made more than 3 months in advance of the date of hire (or the earliest date in a series of dates booked), 50% of the total hire charges shall be payable within 14 days upon the acceptance of the booking by the Manager and the balance of 50% of the hire charges shall be payable not later than 3 months before the date of hire (or the earliest date in a series of dates booked).
- (H) Upon signing of the Hire Agreement, the booking is confirmed. However, the Manager reserves the right of cancelling a confirmed booking under extremely exceptional and unforeseen circumstances. All booking terms should be referred to the Terms & Conditions of Hire.