

**Leisure And Cultural Services Department**  
**Hong Kong Science Museum Booking Arrangements**  
(with effect from **1 October 2023**)

**Lecture Hall / Special Exhibition Hall**

**Ordinary Bookings** Ordinary Booking applications are accepted not less than 3 months but not more than 7 months in advance of the month of hire (e.g. applications for April – August 2019 are accepted in January 2019) and processed collectively (See Note 1).

Completed application forms should reach the Booking Office of the Museum (Address : Booking Office, Hong Kong Science Museum, 2 Science Museum Road, Tsimshatsui East, Kowloon, Hong Kong.) before 5:30pm of the last working day of each month (Monday to Friday except public holidays). A reply will be provided within 14 working days thereafter.

When more than one applicant apply for the same date(s), applications will be considered in accordance with the content, science promotion value of the proposed event, popularity of previous events and the organizing ability of the applicant.

Note 1: Applications for non-science-and-technology activities or non-arts activities will only be accepted 3 months in advance of the month of hire, with the exception for booking applications by the Government, District Councils and Registered Schools.

**Late Bookings** Applications received between 1 and 3 months in advance of the month of hire are considered as Late Bookings. Applications will be processed collectively subject to operational feasibility and in accordance with the criteria as for the Ordinary Booking applications. Completed application forms should reach the Booking Office of the Museum before 5:30pm of the last working day of each week (Monday to Friday except public holidays). They will be processed in one lot on a weekly basis and a reply will be provided within 7 working days thereafter.

**Special Bookings** Events requiring a longer lead-time for planning and preparation are eligible to apply for Special Bookings. Special Booking applications are accepted not less than 8 months and not more than 24 months in advance of the month of hire. Completed application forms should reach the Booking Office of the Museum before 5:30pm of the last working day of the processing month (Monday to Friday except public holidays). A reply will be provided within 14 working days thereafter.

**Supporting Documents** For organizations, applications should include copies of:

- 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.

For individuals, applicants should present their identity cards / passports for checking when they submit applications in person. If applications are submitted by post / fax / third party, copies of the applicants' identity card/ passport should be enclosed.

For organizations which apply for Concessionary Rates, applications should also include a copy of the following duly signed by the Chairman and one other office bearer (together with

the date of signature and official chop of the organization) to the effect that it is a true copy:

- i) Constitution; or
- ii) Memorandum and Articles of Association.

For details, please refer to the guidelines on “Concessionary Rates for Non-Profit Organizations Scheme”

## **Enquiries**

Office Hours: Monday to Friday from 9am to 1pm and 2pm to 5:45pm (except public holidays)

Tel: (852) 2732 3231 or (852) 2732 3230

Fax: (852) 2311 2248

Email: [hkscmbooking@lcsd.gov.hk](mailto:hkscmbooking@lcsd.gov.hk)

## **Conditions of Use**

All the following conditions will be applied to all bookings in addition to the Hong Kong Science Museum 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 Hong Kong Science Museum 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 Function;
  - (iv) obtain or change a co-presenter, organiser or sponsor;
  - (v) transfer a Confirmed Booking to another dates or times; and
  - (vi) change an artist or performer or film or programme from the one 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 shall start at least half hour after the commencement of the hired session. 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, the Hirer shall reserve two hours for the setting up of the screen before the commencement of the activity.

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 hired venue is needed. In general, audio or video recording of the performance should only be for archival/ educational purposes. In case the audio or video records are used for commercial uses or purposes other than archival/ educational purposes, a rights fee at the prevailing rate will be levied.

**Arrangements of Prolonged Booking**

4. Overnight Booking/ Meal Break Booking  
Provision of overnight to the Hirer is subject to the availability of manpower resources and is solely at the discretion of the Manager. In the case of meal break booking, technical staff and stage crew should be given time for taking their meals by turns. Only limited service will be provided during such time.
6. Booking for Prolonged Function/ Moving In, Dismantling and Moving Out of Settings  
The Hirer occupying the venue outside the confirmed booking period for prolonged function, or for moving in, dismantling and moving out of settings is required to seek prior permission from the Manager and to pay for the additional services/ extended booking involved.

**Licenses**

7. A copy of the licence 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: 2594 5788 / 2594 5762). The Hirer shall forward to the Manager the copy of a valid certificate at least seven 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 hired venue. 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” (WR(1)).
- (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 games, devices or activities for distributing or allotting prizes by luck draw or game of chance, the Hirer shall apply in advance for a “Trade Promotion Competition Licence” from the Office of the Licensing Authority (Enquiry: 2117 3916 / 2117 3798) of the Home Affairs Department as governed by the Gambling Ordinance (Cap. 148).

(iv) Donation inside the Venue

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 Permits” 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) 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 (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.

(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) shall apply for relevant approval from the Labour Department (Tel: 2717 1771).

- Publicity Materials** 8. (i) The Hirer shall submit to the Leisure and Cultural Services Department (“the Department”) the sample of publicity materials, including banners, flags, display boards and backdrop etc., and provide details of the content, design and wordings. The publicity materials shall only be displayed after getting the approval of the Department;
- (ii) The Hirer shall not make, publish, display or disseminate Event-related publicity materials that contain false, biased, misleading or deceptive information; and
- (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 of the Manager.
- (iv) The Hirer shall make his own arrangements for publicity and promotion of his programme. The Hong Kong Science Museum will assist in placing or displaying programme information produced by the Hirer at suitable locations of the venue where practicable.

- Public Order and Safety** 9. 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** 10. 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** 11. 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 (Hiring & Services) 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\\_occasions.htm](https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm)

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

12. 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@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)

**Safeguarding National Security**

13. 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**

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 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)