

東華三院東蒲 胡李名靜體育館
TWGHs TungPo Kitty Woo Stadium
場地租用價目表 (2024/2025財政年度)
Rental Price List (2024/2025 Financial Year)
租用日期 Rental Period: 1/4/2024 - 31/3/2025

租用類別 Nature of Hire 可租用節數 Daily Booking Sessions: 09:00 – 13:00; 14:00 – 18:00; 19:00 – 23:00 每節 = 4小時^ 1 Session = 4 Hours^ (不包括音響、燈光、舞台服務及器材費用) (Not including audio, lighting, stage other service and equipment costs.)	基本場租 Basic Venue Charge 主節目 (提前一年接受申請) Performance (Applications are accepted one year in advance) 體育活動 (提前三個月接受申請) Sports (Applications are accepted three months in advance)
演出 (P) Performance (P)	HK\$16,000
技術裝拆 / 技術綵排 (R) Technical set up / Rehearsal (R)	HK\$9,000
佈置或清場* (A) Set up / Move-out * (A)	HK\$7,000
佔用 © (C) Occupancy © (C)	HK\$5,000
研討會 / 會議 / 典禮等 # (M) Seminar, Conference, Ceremony etc. # (M)	HK\$13,000
公開綵排/表演者見面會 ^ (O) – 上限200人 Open Rehearsal, Performer Meet-and-Greet – maximum 200 attendants	HK\$12,500
體育訓練 (SPT) Sports Training	每小時HK\$1,800 (最少2小時) HK\$1,800 /hour (At least 2 hours)
體育比賽 (SPC) – 包 LED wall 作籃球計分器 Sports Competition – including LED wall for scoring	HK\$12,000

備註 Remarks:

- 慈善/非牟利團體(持有IR88文件的團體)、政府機構及註冊學校均可享有基本場租折扣優惠 (不包括服務及器材費用)。
Charitable/Non-Profit-Making organizations (with IR88), The Government of the HKSAR and the registered schools in Hong Kong are entitled to a discount offer for basic venue charge, not including the charges for service and equipment.
- 租用者須填妥「場地租用申請表」, 如獲東蒲確認申請, 請依照場地申請回覆上的資料付款。訂金為租用場地總費用的50%, 須於在發票發出後3個星期內繳付; 餘額須於在租用日期前最少14天前繳付。如租用日期與申請獲批准日期距離不足14天, 租用者須於接獲批准租用申請結果後7天內繳付全費。如租用日期與申請獲批准日期距離不足7天, 租用者須於接獲批准租用申請結果後3天內繳付全費。如租用者未能於指定日期內繳付全數費用, 而未有通知或提供合理解釋, 將視作放棄申請租用論, 所有已支付的場租及按金不設退換, 而不作另行通知。
Applicant should complete the "Venue Application Form" for the venue reservation. 50% of the total rental fee should be paid by the applicant as a deposit for the venue reservation within 3 weeks after the invoice has been issued, the balance needs to be paid at least 14 days before the rental date. The applicant should pay the full payment within 7 days after receiving the venue confirmation notice if the first date of using the venue is less than 14 days. The applicant should pay the full payment within 3 days after receiving the confirmation notice from TungPo if the first date of using the venue is less than 7 days. The venue reservation will be treated as invalid if the applicant fails to pay all the rental fee within the specified date without notice or a reasonable explanation and all paid fees and deposits are non-refundable without further notice.

3. 如活動期間會出售商品、紀念品、食物或飲品，必須預先獲得東蒲批准，東蒲亦會收取總銷售額的 10%。演出時段前兩小時方可開設售賣處售賣商品，演出時段完結前半小時必須停止售賣商品並關閉售賣處，如果演出時段完結時還未關閉售賣處，東蒲將會向租用者收取一千港元。
If there are any commodities, souvenirs, food, beverage, and alcoholic drinks sales for the event, prior approval from TungPo is required, and the venue will also charge 10% of the total gross sales. Merchandise booth can be set up 2 hours before the Performance Session, and it should be closed and stop selling merchandise half an hour before the Performance Session end. If merchandise booth have not been closed at the end of the Performance Session, TungPo will charge HK\$1,000.
4. 如活動期間會展示非租用團體的商標如贊助商商標或任何廣告（如海報/橫額），東蒲將會作出收費。
TungPo will charge on the captioned if there are any non-booking organization brand(s) (e.g. sponsors brand or any advertisements displayed in the event (e.g. banners/posters).
5. 如活動期間會派發打氣棒、場刊、放紙炮等安排，東蒲會收取額外清潔費。
TungPo may charge an additional cleaning fee, if there are pong-pong stick, brochure, food or drinks distribution in the event.
6. 除經東蒲批准外，任何人士（包括租用者、工作人員及觀眾）嚴禁於場館內飲食，如有違規，東蒲會向租用者收取六千港元作額外清潔費。
No eating and drinking are allowed for hirers, crews and audiences in the venue unless approved by TungPo, TungPo will charge additional cleaning fees HK\$6,000 to the hirer for any violation.
7. ^每節 = 4 小時（不足 4 小時亦作 4 小時計）
^1 session = 4 hours (Any booking less than 4 hours will be counted as 4 hours)
8. 東蒲保留權利視乎人手分配情況，而決定是否提供通宵租用服務。
Provision of overnight service is subject to the availability of duty staff and is at the sole discretion of TungPo.
9. 佈置或清場 *(A)：該節允許租用者使用舞台進行簡單的佈置和清場。不包括任何技術人員，聲音及燈光控制人員的支援，只提供工作燈。
Set up / Move-out *(A): The session allows the hirer to use the stage for simple set up and move-out purposes. It does not include the any services of technician, lighting and sound operator. Working light to the venue is provided.
10. 研討會/會議/典禮等 # (M)：由東蒲總經理定義該活動性質。
Seminar, Conference, Ceremony etc # (M): Functions which are classified as non-entertainment by the TungPo chief manager.
11. 公開綵排/表演者見面會 ^ (O)：該節允許租用者帶領最多200 位參與者進入場館，作公開綵排或表演者見面會。
Open Rehearsal, Performer Meet-and-Greet ^ (O): The session allows the hirer to arrange a maximum of 200 attendants to enter the stadium for Public Rehearsal, Performer Meet-and-Greet.
12. 佔用 © (C)：不提供任何服務，場地只用作保留佈置，禁止租用者及其團隊進出場地。
Occupancy © (C): The session does not include any service. Occupancy is intended for the hirers to retain the stage setting. Entering of the space is generally not allowed during the period.

服務及器材租用 Charges For Service And Equipment

服務及器材 Service And Equipment	
帶位 Ushering	對號座位 HK\$5,000 (逾 4 小時, 額外每小時 HK\$1,250) HK\$5,000 per performance / ceremony of marked seating HK\$1,250 each additional hour for over 4 hours work
	自由座位 HK\$3,000 (逾 4 小時, 額外每小時 HK\$750) HK\$3,000 per performance / ceremony of free seating HK\$750 each additional hour for over 4 hours work
額外清潔費 Additional Cleaning Fee	每場 HK\$2,000 (例如: 打氣棒、螢光棒、場刊等) HK\$2,000 per performance / ceremony (such as pong pong stick, glowstick, brochure etc.) 每場 HK\$6,000 (例如: 紙碎、閃粉、拉炮等) HK\$6,000 per performance / ceremony (such as confetti, glitter, party popper/cracker etc.) 除經東蒲批准外, 嚴禁於場館內飲食。如有違規, 東蒲會向租用者收取 HK\$6,000 額外清潔費用 No eating and drinking are allowed unless approved by TungPo, an additional fee HK\$6,000 will be charged to the hirer for any violation.
使用舞台 Stage Usage	標準舞台面積: 14 米 (闊) x 7 米 (深) x 1 米 (高) 每次收費 HK\$20,000 Standard Stage Size: 14m(W) x 7m(D) x 1m(H) HK\$20,000 per provision
懸掛背幕 (黑) Hanging Curtain (Black)	每次收費 HK\$4,000 (同時租用舞台上的 LED 屏幕可獲豁免此收費) HK\$4,000 per time (Charge will be waived while LED Wall (on stage) rental is applied)
覆蓋表演場地地墊 Floor mat for cover to area	每次收費 HK\$9,000 (同時租用舞台可獲豁免此收費) HK\$9,000 per set (Charge will be waived while stage rental is applied)
觀眾椅子 Moveable Audience Chair	演出或典禮模式 HK\$3,000 (同時租用舞台可獲豁免此收費) (請查閱標準座位表) 演出或典禮以外模式 HK\$6,000, 最多 480 張椅 (同時租用舞台可獲豁免 HK\$3,000 收費) HK\$3,000 for performance or ceremony mode (Charge will be waived while stage rental is applied) (For details please refer to the standard seating plan) HK\$6,000 for 480 audience chairs other than performance or ceremony mode (HK\$3,000 Charge will be waived while stage rental is applied)
額外電源 Extra Electricity	125 安培 三相電源 HK\$4,500 / 個 / 日 125Amp 3-Phase HK\$4,500 per set per day
講台 Podium	每次收費 HK\$500 HK\$500 per time
拍攝及錄影服務 服務由「映誌高」提供 Photography & Videography Service Provided by "Image Pro"	詳情可致電 3104 0031 For more details, please contact 3104 0031

器材設備 Equipment	
基本舞台燈光 (不包括操作員) Basic Stage Light (Without operator)	每日 HK\$4,000 HK\$4,000 per day
舞台燈光操作員 Stage Light Operator	每日 HK\$4,000 HK\$4,000 per day
隨射燈 (不包括操作員) Follow Spot X 2 (Without operator)	每日每支 HK\$1,500 (共 2 支/ 2 in total) HK\$1,500 per day for 1 follow spot
隨射燈操作員 Follow Spot Operator	每日每人 HK\$2,000 HK\$2,000 per day for 1 follow spot operator
音響系統 Sound System	<p>(A) 組合式音響+操作員 (包括: 線性陣列喇叭、4 支無線咪 或 4 支有線咪、1 組立體聲訊號輸入、1 組立體聲訊號輸出) 演出: 每節 HK\$8,000 綵排: 每節 HK\$4,000</p> <p>(A) Sound System with operator: (Including Line Array speaker, wireless mic x 4 or wired mic x 4, 1 stereo line input, 1 stereo line output) Performance: HK\$8,000 per session Rehearsal: HK\$4,000 per session</p> <p>(B) ***僅租用 FOH 揚聲器以連接租用者的音訊系統 演出: 每節 HK\$4,000 綵排: 每節 HK\$2,000</p> <p>(B) Only rent the FOH speaker for connecting the audio system of the hirer Performance: HK\$4,000 per session Rehearsal: HK\$2,000 per session</p>
額外無線咪 Additional Wireless Mic	每日每支 HK\$800 (音響系統租用 已經包括 4 支無線咪) HK\$800 per day for 1 wireless mic (Including 4 wireless mic in the Sound System package)
講台鵝頸咪 Podium Gooseneck Mic	每日每支 HK\$200 HK\$200 per day for 1 podium gooseneck mic
LED 屏幕 1 個 (舞台上) (10 米(闊) X 4 米(高)) (不包括操作員、 不包括音響系統)	<p>選項一: 僅供顯示單一圖片檔案, 不可變動 HK\$12,000 (第一日); 連續租用第二日起 HK\$3,000 (日) Option 1: Only a single image file is displayed, which cannot be changed HK\$12,000 (1st day); HK\$3,000 (day) from the 2nd consecutive day</p> <p>選項二: 提供 2 個 HDMI 輸入, 接駁至租用者的播放器材/電腦 HK\$40,000 (第一日); 連續租用第二日起 HK\$10,000 (日) Option 2: Provide 2 HDMI inputs to connect to the hirer's playback equipment/computer HK\$40,000 (1st day); HK\$10,000 (day) from the 2nd consecutive day</p> <p>1 LED Wall (on Stage) (10m(W) X 4m(H)) (Without operator, excluding sound system)</p> <p>包括支援 LED 屏幕的額外電源、安裝及安全報告書 (由註冊結構工程師 (R.S.E) 簽發)。 詳情請查閱舞台設備簡表, 或操作詳情可電郵或致電 業務經理 劉先生 andrew.lau@tungpo.org.hk / 6507 4342</p> <p>Includes additional power supply to support LED Wall, installation and safety report (issued by Registered Structural Engineer). For more details, please refer to the technical information list or please contact Business Manager Mr. Lau andrew.lau@tungpo.org.hk / 6507 4342</p>

LED 屏幕 2 個 (1 樓) (不包括操作員) 2 LED Wall (1/F) (Without operator) (7.32m(W) X 2.4m(H))	顯示即時影像、影片 HK\$2,000 (節) ; HK\$4,000 (日) (註: 沒有聲音) Show Live feed, Video HK\$2,000 per session; HK\$4,000 per day (No audio provided) *如畫面有商業成份, 收費另議 *Charge to be revised by the association for commercial content
投影機及投影幕 (不包括操作員) Projector & Screen (Without operator)	每部 HK\$2,000 (節) ; HK\$4,000 (日) HK\$2,000 per session for 1 projector; HK\$4,000 per day for 1 projector
薄霧型特效煙機 Haze Machine (Martin Haze)	每日每部 HK\$600 (共 2 部) HK\$600 per day for 1 Haze Machine (2 in total)

2024/2025 Financial Year Promotion

- ◆ 如連續租用 36 小時或以上，場租可享 95 折。
Enjoy 5% discount with 36 consecutive hours or more.
- ◆ 如連續租用 84 小時或以上，場租可享 9 折。
Enjoy 10% discount with 84 consecutive hours or more.
- ◆ 如連續租用 168 小時或以上，場租可享 8 折。
Enjoy 20% discount with 168 consecutive hours or more.

備註 Remarks:

- 優惠只適用於基本場地租金，不包括服務及器材租用費用。
Promotion for basic venue charge of the stadium, not including the charges for service and equipment.
- 適用於所有租用者。
Applied to all parties.
- 此優惠不可與其他優惠同時使用，如東華三院內部團體、慈善/非牟利團體、政府機構及註冊學校優惠等。
The offer cannot be used in conjunction with other promotion offers, such as TWGHs internal parties, Charitable/Non-Profit-Making organizations, The Government of the HKSAR and the registered schools in Hong Kong etc.
- 優惠期直至 31/3/2025。
Promotion period: until 31/3/2025.

如本條款及細則的中英文版本有任何不一致，須以中文版本為準。

If there is any inconsistency between the English and Chinese versions of these Terms and Conditions, the Chinese version shall prevail.