東華三院東蒲 綜合會堂（黑盒劇場）
TWGHs TungPo Multi-Purpose Hall (Black Box Theatre)

場地價目表 （2024/2025財政年度）
Price List (2024/2025 Financial Year)
有效日期 Period: 1/4/2024 - 31/3/2025

使用類別 Nature of Hire	**基本收費 Basic Charge**
可使用節數: 10:00 – 14:00; 14:00 – 18:00; 18:00 – 22:00 Daily Booking Sessions: 10:00 - 14:00; 14:00 - 18:00; 18:00 - 22:00 每節 = 4小時^ 1 Session = 4 Hours^ 每日 = 3節 1 Day = 3 sessions	不包括音響&燈光控制人員及其他器材費用 Not including audio & lighting, operator and other equipment costs.
1) 技術綵排 / 典禮 / 演出（舞蹈、音樂演出或舞台劇等）(P) **Technical Rehearsal / Ceremony / Performance (Dance, Musical Performance, Drama, etc.)** 配備： - 舞台：6米（闊）x 4米（深）x 0.6米（高） - 130張觀眾椅子（使用者自行安排位置） - 音響系統、配以4支無線咪（不包括操作員，使用者只可自行調節音量） - 不包括任何技術人員，聲音及燈光控制人員的支援 - 9個獨立13A電源插座、工作燈及冷氣 Included: - Stage Size: 6m(W) x 4m(D) x 0.6m(H) - 130 movable audience chairs (User-arranged seats) - Sound system, including 4 wireless mics (not including sound operator, user can only adjust volume themselves) - Not including any services of technician(s), sound and lighting operator(s) - 9 Independent 13Amp sockets; working light and air-conditioning	HK$10,000/ 日Day
2) 工作坊 / 研討會 / 會議等 (W) **Workshop / Seminar / Conference, etc.** 配備： - 舞台：6米（闊）x 4米（深）x 0.6米（高） - 120張觀眾椅子（使用者自行安排位置） - 音響系統、配以4支無線咪（不設操作員，使用者只可自行調節音量） - 不包括任何技術人員，聲音及燈光控制人員的支援 - 9個獨立13A電源插座、工作燈及冷氣 Included: - Stage Size: 6m(W) x 4m(D) x 0.6m(H) - 120 movable audience chairs (User-arranged seat) - Sound system, including 4 wireless mics (not including sound operator, user can only adjust volume themselves) - Not including any services of technician, sound and lighting operator(s) - 9 Independent 13Amp sockets; working light and air-conditioning	HK$5,000/ 節Session

3) 綵排（不設參加者/ 觀眾進入場地）(R) **Rehearsal (No participants/ audience shall enter the venue)** 配備： - 舞台：6米（闊）x 4米（深）x 0.6米（高） - 不包括音響、燈光、任何器材 - 不包括場地人員、聲音及燈光控制人員的支援 - 9個獨立13A電源插座、工作燈及冷氣 Included: - Stage Size: 6m(W) x 4m(D) x 0.6m(H) - Not including sound, lighting or any equipment - Not including any services of technician(s), sound and lighting operator(s) - 9 Independent 13Amp sockets; working light and air-conditioning	HK$3,000/ 節Session
4) 佔用 (C) **Occupancy** 不提供任何服務，場地只用作保留佈置，禁止申請者及其團隊進出場地。 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.	HK$1,000/ 節Session

備註 Remarks:

1. 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收費折扣優惠（不包括技術服務及額外器材費用）。
   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.

2. 申請者須填妥「場地申請表」，如獲東蒲確認申請，請依照場地申請回覆上的資料付款。場地總費用須於發票發出後14天內繳付。如使用日期與申請獲批准日期距離不足14天，申請者須於接獲批准使用申請結果後 7 天內繳付全費。如使用日期與申請獲批准日期距離不足 7 天，申請者須於接獲批准申請結果後 3 天內繳付全費。如申請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，將視作放棄申請論，所有已支付的費用不設退換，而不作另行通知。
   Applicant should complete the "Venue Application Form" for the venue reservation. Total fee should be paid by the applicant within 14 days after the invoice has been issued. The applicant should pay the full payment within 7 days after receiving TungPo's 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 TungPo's confirmation notice 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 fee within the specified date without notice or a reasonable explanation and all paid fees and deposits are non-refundable without further notice.

3. 場地只可容納150人，包括工作人員及參與者。
   The venue can only accommodate 150 people, including staff and participants.

4. 如需拆卸舞台請向東蒲職員查詢，東蒲亦會收取額外服務費用。
   Please ask TungPo's staff if the stage needed to be dismantled. Additional service fee will be charged.

5. 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%。
   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.

6. 如活動期間會展示非申請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).

7. 如活動期間會派發打氣棒、場刊、食物或飲品、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.

8. 除經東蒲批准外，任何人士（包括申請者、工作人員及觀眾）嚴禁於場館內飲食，如有違規，東蒲會向申請者收取三千港元作額外清潔費。
No eating and drinking are allowed for hirers, crews and audiences unless approved by TungPo, TungPo will charge additional cleaning fees HK$3,000 to the hirer for any violation.

9. ^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)

10. 如需要延長晚上的租用時段，即晚上10時至11時（22:00-23:00），東蒲將會收取一千港元。場地在11時（23:00）後不提供服務，所有使用者必須離場。
For prolong booking after the night session, which is 10pm to 11pm (22:00-23:00), HK$1000 will be charged. No service will be provided after 11pm, all participants must leave at 11pm.

11. 工作坊/研討會/會議等：由東蒲總經理定義該活動性質。
Workshop, Seminar, Conference, etc.: Functions which are classified as non-entertainment by the TungPo Chief Manager.

額外服務及器材租用 Charges For Service And Equipment

服務及器材 Service And Equipment	
拆卸舞台 **Dismantling Stage**	**舞台面積：6 米（闊）x 4 米（深）x 0.6 米（高）** **每次收費 HK$3,500** **Stage Size: 6m(W) x 4m(D) x 0.6m(H)** **HK$3,500 per provision**
額外清潔費 **Additional Cleaning Fee**	**每場 HK$1,000（例如：打氣棒、螢光棒、場刊等）** **HK$1,000 per performance / ceremony (such as pong pong stick, glow stick, brochure etc.)** **每場 HK$3,000 （例如：紙碎、場內飲食等）** **HK$3,000 per performance / ceremony (such as confetti, eating and drinking etc.)**
面光燈 **Face Light**	**每日 HK$1,000** **HK$1,000 per day**
基本舞台燈光 **（不包括操作員）** **Basic Stage Light** **(Without operator)**	**每日 HK$2,000** **HK$2,000 per day**
舞台 LED 燈操作員 **Stage Light Operator**	**每日 HK$3,500** **HK$3,500 per day**
額外無線咪 **Additional Wireless Mic**	**每日每支 HK$200** **HK$200 per day for 1 wireless mic**
投影機及投影幕 **（不包括操作員）** **Projector & Screen** **(Without operator)**	**每日 HK$1,000** **HK$1,000 per day**
音響系統操作員 **Sound System Operator**	**每日 HK$4,000** **HK$4,000 per day**
舞台數碼鋼琴 **Stage Piano** **(Roland RD-2000, 88 keys)**	**每日 HK$1,500** **HK$1,500 per day**
備註： Remarks:	

2024/2025 Financial Year Promotion

- ◆ 如連續使用 84 小時或以上，基本收費可享 9 折。
  Enjoy 10% discount with 84 consecutive hours or more.
- ◆ 如連續使用 168 小時或以上，基本收費可享 8 折。
  Enjoy 20% discount with 168 consecutive hours or more.
- ◆ 如連續使用 252 小時或以上，基本收費可享 7 折。
  Enjoy 30% discount with 252 consecutive hours or more.

備註 Remarks:

- 優惠只適用於基本收費，不包括額外服務及器材租用費用。
  Promotion for basic venue charge of the Multi-Purpose Hall, not including the extra charges for service and equipment.
- 適用於所有申請者。
  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，須以中文版本爲準。

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