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 （2026/2027 財政年度）
Price List (2026/2027 Financial Year)

租用日期 Rental Period 1/4/2026 - 31/3/2027

可使用節數 Booking Sessions^

每節 One Session = 4 小時 Hours, 10:00 – 14:00; 14:00 – 18:00; 18:00 – 22:00

每日 One Day = 3 節 Sessions (10:00 – 22:00)

租用類別 **Nature of Hire** ● 不包括任何燈光、音響、舞台等服務及器材費用 Not including any light, sound and stage related service and equipment charge ● 不包括技術人員 No technician included		基本場租 **Basic Venue Charge**
1) 技術綵排 / 典禮 / 演出（舞蹈、音樂演出或舞台劇等） **Technical Rehearsal / Ceremony / Performance (Dance, Musical Performance, Drama, etc.)** 配備 Includes: - 舞台 Stage: 6m (闊 W) x 4m (深 D) x 0.6m (高 H) - 130 張可移動觀眾椅子（使用者自行安排位置） 130 movable audience chairs (User-arranged) - 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） Sound system with 4 wireless mics (not including sound operator, user can only adjust volume themselves) - 9 個獨立 13A 電源插座、工作燈及冷氣 9 Independent 13Amp sockets, working light and air-conditioning	**P**	HK$10,000/ 日 Day
2) 工作坊 / 研討會 / 會議等 **Workshop / Seminar / Conference, etc.** 配備 Includes: - 舞台 Stage: 6m (闊 W) x 4m (深 D) x 0.6m (高 H) - 120 張可移動觀眾椅子（使用者自行安排位置） 120 movable audience chairs (User-arranged) - 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） Sound system with 4 wireless mics (not including sound operator, user can only adjust volume themselves) - 9 個獨立 13A 電源插座、工作燈及冷氣 9 Independent 13Amp sockets, working light and air-conditioning	**W**	HK$5,000/ 節 Session
3) 綵排（不設參加者/ 觀眾進入場地） **Rehearsal (No participants/ audience shall enter the venue)** 配備 Includes: - 舞台 Stage: 6m (闊 W) x 4m (深 D) x 0.6m (高 H) - 9 個獨立 13A 電源插座、工作燈及冷氣 9 Independent 13Amp sockets, working light and air-conditioning - 不包括場地人員、技術人員、音響、燈光及/或器材 No venue staff, technical staff, sound and/or lighting equipment	**R**	HK$3,000/ 節 Session
4) 佔用 **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 users to retain the stage setting. Entering of the space is generally not allowed during the period.	**C**	HK$1,000/ 節 Session

備註 Remarks:

預訂及付款 Booking and Payment

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.

場地使用指引 Venue Usage Guidelines

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. 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 user, crews and audiences unless approved by TungPo, TungPo will charge additional cleaning fees HK$3,000 to user for any violation.

6. ^每節 4小時（不足 4 小時亦作 4 小時計）
   ^Each session is 4 hours. (less than 4 hours will be charged as 4 hours.)

7. 如需要提早使用早上時段，即上午9時至10時（09:00-10:00），東蒲將會收取一千港元。如需要延長晚上的使用時段，即晚上10時至11時（22:00-23:00），東蒲將會收取一千港元。場地在晚上11時（23:00）後不提供服務，所有使用者必須離場。
   For early booking before the morning session, which is 9am to 10am (09:00-10:00), HK$1000 will be charged. 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 users must leave at 11pm.

8. 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.

額外收費 / Additional Charges

9. 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 charge 10% of the total gross sales.

10. 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).

11. 如活動期間會派發應援物品、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 cheering items, brochure, food or drinks distribution in the event.

2026/2027 Financial Year Promotion

- 如連續使用 60 小時或以上，基本收費可享 8 折。
  Enjoy 20% discount with 60 consecutive booking hours or more.
- 如連續使用 84 小時或以上，基本收費可享 7 折。
  Enjoy 30% discount with 84 consecutive booking hours or more.
- 如連續使用 168 小時或以上，基本收費可享 6 折。
  Enjoy 40% discount with 168 consecutive booking hours or more.

備註 Remarks:

- 此優惠只適用於基本收費，不包括額外服務及器材租用費用。
  The promotion is applicable to basic venue charge of the Multi-Purpose Hall only, not including the extra charges for service and equipment.
- 適用於所有申請者。
  The promotion is 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 31/3/2027。
  Promotion period: until 31/3/2027.

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.

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

**請參閱 M4 --技術資料 以了解更多詳情 Please refer to M4 - Technical Information for more detail*

項目 Item	收費 Charge		備註 Remarks
拆卸舞台 Dismantling Stage	HK$3,500	/次 provision	舞台面積：6 米（闊）x 4 米（深）x 0.6 米（高） Stage Size: 6m(W) x 4m(D) x 0.6m(H)
基本舞台燈光 （不包括操作員） Basic Stage Light (Without operator)	HK$2,000	/日 day	僅提供基本舞台燈光以連接租用者自攜的燈光系統 Only providing the Basic Stage Light for connecting the bring-in lighting system of user
舞台燈光操作員 Stage Light Operator	HK$3,500	/日 day	中午及晚上需確保各有一小時用膳時間 One hour lunch break and dinner break are required 操作員只會操作場地現有的燈光裝置 Operator will only operate the existing lighting equipment at the venue
面光燈 Face Light	HK$1,000	/日 day	不可在活動期間調較光度 The brightness cannot be adjusted during the event
音響系統操作員 Sound System Operator	HK$4,000	/日 day	中午及晚上需確保各有一小時用膳時間 One hour lunch break and dinner break are required 操作員只會操作場地現有的音響系統 Operator will only operate the existing sound system at the venue
額外無線咪 Additional Wireless Mic	HK$200	每日每支 per day for 1 wireless mic	/
投影機及投影幕 （不包括操作員） Projector & Screen (Without operator)	HK$1,000	/日 day	投影幕尺寸：3.74 米（闊）x 2.13 米（高） Projection screen's size: 3.74m(W) x 2.13m(H)
舞台數碼鋼琴 Stage Piano	HK$1,000	/日 day	型號: Roland RD-2000, 88 鍵 Model: Roland RD-2000, 88 keys
講台 Podium	HK$200	/次 Time	不包括講台鵝頸咪 Excluding podium gooseneck mic
額外清潔費 Additional Cleaning Fee	HK$1,000	/場 performance or ceremony	例如：應援物品、場刊等 such as cheering items, brochure etc.
	HK$3,000		例如：紙碎、場內飲食等 such as confetti, eating and drinking etc.

如於活動開始前一星期**內加租任何服務或器材，東蒲或未能提供相關服務及器材，並將會每項收取 10%額外附加費。**
** Any additional service or equipment requested within **one week** before the event, TungPo may not be able to provide relevant service and equipment, and will charge an additional 10% surcharge for each item. **