

康樂及文化事務署
香港太空館
為非牟利團體提供的特惠場租計劃

(2018年4月1日起生效)

甲. 特惠場租計劃準則

申請人須符合以下各項準則方可享用特惠場租：

- (1) 申請人須為：
 - (a) 獲民政事務總署各區民政事務處支持的真正非牟利地區團體；或
 - (b) 符合以下條件的非牟利團體：
 - (i) 根據《社團條例》註冊；或
 - (ii) 根據《公司條例》註冊成立；或
 - (iii) 根據法規成立；或
 - (iv) 註冊的認可慈善機構或慈善信託。

申請團體的章程或組織章程大綱及章程細則、或有關條例或信託契約中，必須明文規定，若團體解散，其成員不得分享其利潤或資產。

- (2) 若與不符合上文第(1)項規定的團體合辦活動，申請人不可享用特惠場租。
- (3) 除與公開表演節目有關的排演外，有關活動須公開讓公眾人士入場。
- (4) (i) 活動如在表演場地舉行，應以推廣表演藝術為目的。表演藝術包括舞蹈、音樂、戲劇、電影及各類舞台表演。

(ii) 在演講或展覽場地舉行的文化、科學、文學或視覺藝術活動，均可獲享用特惠場租。(視覺藝術包括繪畫、書法、攝影、雕塑、版畫、陶瓷、花藝及放映電影。)
- (5) 特惠場租不適用於非正常的租用時段(平日下午一時前、公眾假期和週末上午十時前和所有日子晚上十時後)，亦不適用於雜項收費、設備收費，以及其他可付還的費用。
- (6) 若訂租申請符合特惠場租的規定，申請人為非牟利藝術團體，並已在會章列明以推廣藝術、太空科學、天文及科學、文學活動為宗旨，在適用情況下，基本場租和「根據門票銷量計算的收費」可減免 50%。
- (7) 合資格享用特惠場租的申請人若舉辦慈善籌款活動，可選擇獲豁免「根據門票銷量計算的收費」，全數繳付基本場租的標準收費。此等情況下，申請人必須提供受惠慈善機構簽發的確認書。該機構必須為註冊的認可慈善機構或慈善信託。
- (8) 對於這個計劃的準則，以及是否給予特惠場租，康樂及文化事務署擁有絕對決定權，任何人均不得異議。

乙. 申請程序

- (1) 所有申請書必須詳細填妥，並由申請團體的負責人簽署。
- (2) 申請人須於遞交申請表格時，夾附下列文件：
 - (a) (i) 按社團條例發出的註冊證書或社團成立通知；或
 - (ii) 按公司條例發出的公司註冊證書；或
 - (iii) 證明為認可慈善機構或慈善信託的註冊證書；及
- (b) 一份由申請團體的主席及另一名幹事正式簽署的章程或組織章程大綱及章程細則。
- (3) 至於非牟利團體舉辦的慈善籌款活動，申請人須提供接受捐款的慈善機構的確認書。而有關慈善機構必須已註冊為認可慈善機構或公共性質的信託團體。
- (4) 申請人須在活動舉行前的一個月，遞交所有有關的宣傳資料各一份，並在活動舉行當日或之前遞交場刊一份。
- (5) 申請人能否獲得特惠場租，須視乎申請人是否完全符合準則及遵守租用條款而定。如申請人不遵守這項規定，或提供虛假資料，康樂及文化事務署有權索回全部特惠場租。

Leisure and Cultural Services Department
Hong Kong Space Museum
Concessionary Rates for Non-profit Organizations Scheme

(with effect from 1 April 2018)

A. Criteria for Concessionary Rates

The applicant should fulfill all of the criteria below:

- (1) The applicant should either be:
 - (a) a bona-fide non-profit-making district organization supported by the District Office of the Home Affairs Department, or
 - (b) a non-profit-making organization
 - (i) registered under the Societies Ordinance; or
 - (ii) incorporated under the Companies Ordinance; or
 - (iii) formed by Statute, or
 - (iv) registered on the list of approved charitable or trusts of a public character

The memorandum (if any) and articles of association or the constitution of the applicant must include a clause specifying that members do not take any share of the profits or any share of the profits or any share of the assets upon dissolution.

- (2) An applicant who co-presents the function with any organization which does not meet the criteria as an eligible applicant under Item (1) above is not eligible for the concessionary rates.
- (3) The function should be open to the public, except for rehearsals linked with a public performance.
- (4) (i) In the case of performance venues, the function should be in furtherance of the performing arts e.g. dance, music, drama, film art or theatrical performance of any kind.

(ii) In the case of lecture and exhibition venues, concessionary rates may apply to cultural, scientific, literary or visual arts functions (Visual arts include painting, calligraphy, photography, sculpture, print, ceramics, floral and cinematography display.)
- (5) Concessionary rates are not applicable to bookings outside normal booking hours of the venue (before 1 p.m. on weekdays, before 10 a.m. on Public Holidays and weekends, and after 10 p.m. on all days) and all miscellaneous charges, equipment and other reimbursables.
- (6) If a booking is eligible for concessionary rates and the applicant is a non-profit-making arts organizations with a clearly stated aim to promote arts, space science, astronomy, science and literary functions in its constitution, a 50% reduction on Basic Hire Charges and Charges Based on Sales, if applicable, will be provided.
- (7) For any charitable fund-raising event organized by an applicant eligible for concessionary rates, the applicant can opt for waiver of the “Charges Based on Sales” and pay the full basic hire charges at standard rates. In such cases, confirmation letter(s) issued by charitable institution(s) that will accept the raised funds must be provided. The said charitable institution(s) must be registered on the list of approved charitable institutions or trusts of a public character.
- (8) The Department reserves all rights to interpret the criteria for “Concessionary Rates for Non-profit Organizations” scheme and to decide whether to offer concessionary rates or not. The Department’s decision shall be final.

B. Application Procedure

- (1) All application forms must be completed in full and should be duly signed by a senior official of the organization.
- (2) The applicant should furnish the following documents together with the application form:
 - (a) (i) certificate of registration or notification of establishment of society under the Societies Ordinance; **or**
 - (ii) certificate of incorporation under the Companies Ordinance; **or**
 - (iii) certificate of registration on the list of approved charitable institutions or trusts of a public character; **and**
 - (b) a copy of the Constitution or Memorandum and Articles of Association duly signed by the Chairman and one other office-bearer to the effect that it is a true copy.
- (3) For a charitable fund-raising function held by a non-profit-making organization, a confirmation letter from the charitable institution(s) for whom funds are being raised should be provided. The said charitable institution(s) must be registered on the list of approved charitable institutions or trusts of a public character.
- (4) The applicant is required to submit a copy each of all relevant publicity materials one month before the function. A copy of the house programme should also be submitted on or before the first day of the function.
- (5) Concessionary rates are granted subject to the applicant's absolute compliance with the criteria for concessionary rates and observance of the Terms and Conditions of Hire. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Leisure and Cultural Services Department reserves the rights to recover the full amount of the concessionary rates.