

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

(with effect from 1 July 2021)

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;

and have acquired a non-profit making status at least twelve (12) months before the first day of the event with application for concessionary rates. 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.