

Guide to Venue Booking

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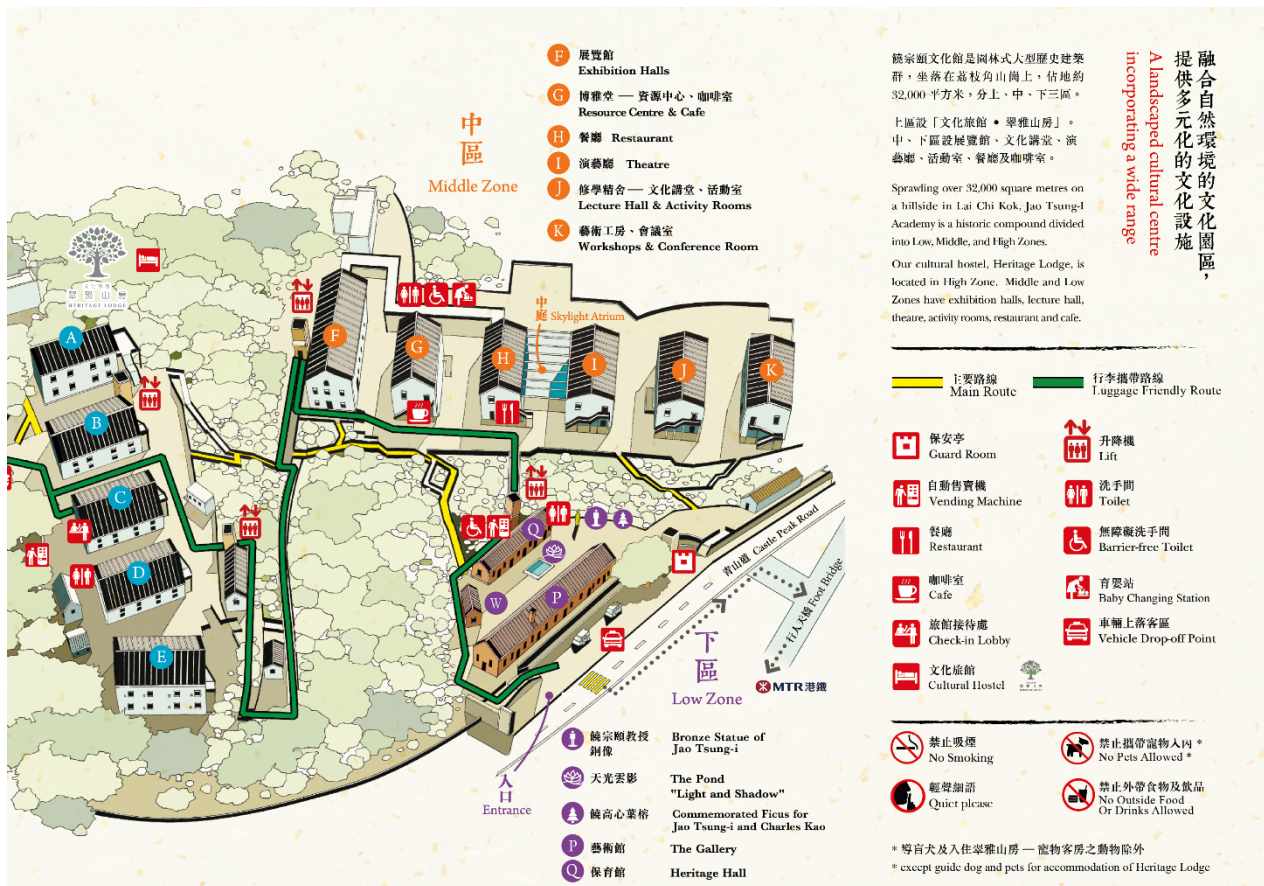
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ABOUT THE JAO TSUNG-I ACADEMY (JTIA)

The Jao Tsung-I Academy (JTIA) is a historic compound that has been selected by the Development Bureau of the HKSAR Government as one of the first batch of the cultural conservation projects under the “Revitalising Historic Buildings Through Partnership Scheme. The Hong Kong Institute for Promotion of Chinese Culture (HKIPCC), a non-profit-making organization (NPO), was directly involved in this restoration project, and is responsible for the revitalisation and the daily operation of the Academy, witnessing a new milestone of the cultural conservation development in Hong Kong.

To promote the development of creative industries and support activities such as artistic exchange, filming and cultural sightseeing, JTIA provides many indoor venues such as exhibition halls, resource centre, performance halls, lecture halls, activity rooms and conference halls.



JTIA ACADEMY LOCATION

The Jao Tsung-I Academy (JTIA) is located at 800 Castle Peak Road, Lai Chi Kok, near Lai Chi Kok and Mei Foo MTR Stations. There are many available bus routes that run through the Mei Foo Bus Terminal and along the Castle Peak Road to reach JTIA.

Remarks

Car parking service is not available at JTIA.

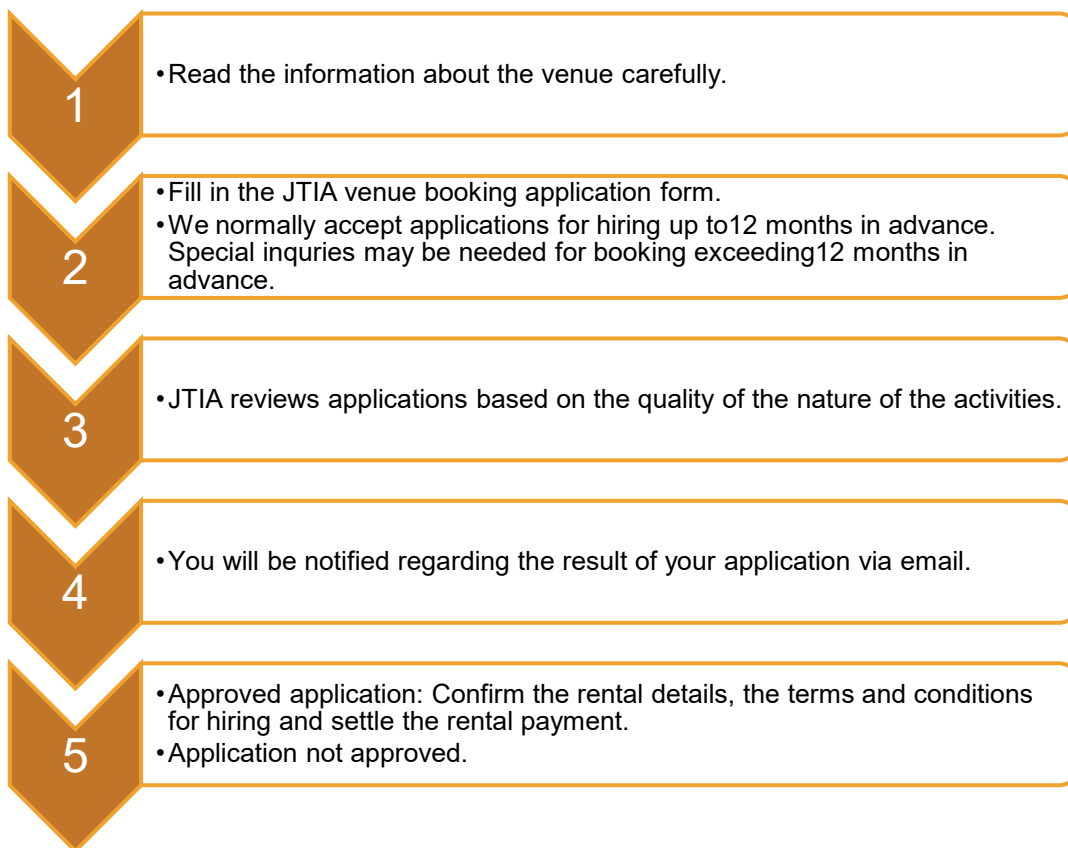
- Please use the car park service at 1) 9 Po Lun Street, Lai Chi Kok; 2) Lai Chi Kok Manhattan Hill Carpark; and 3) Wilson Parking at Broadway Street, Mei Foo Sun Chuen.
- Please register with us in advance for coaches or tour buses for pick-up and drop-off if this service is needed for visitors.



For details please refer to our website: <http://www.jtia.hk/hk/about-us/contact-us/location-and-access/>.

APPLICATION PROCEDURES

Individuals or organizations who are interested in using our facilities please fill in JTIA's venue booking form and send it to JTIA by post, fax, email, or in person. After we have received the application form, we will review the application based on the nature and content of the activities and we will reply by email within 14 working days. All successful applications need to have confirmation made by JTIA. JTIA reserves the right for final approval of venue booking.



APPLICATION TESTIMONIALS

All venue booking applications need to be supported with copies of the following testimonials:

- Organization application
 - Business Registration Certificate; or
 - Certificate of Incorporation issued under the Companies Ordinance or Certification of Registration of a Society issued under the Societies Ordinance.
- Individual application
 - Copy of HKID / passport
 - Individual resume

DISCOUNTED RATES

- Registered Charity and Non-profit-making organizations can enjoy a discount rate in booking. The following testimonials need to be submitted together with the application form:
 - A copy of the Memorandum (if any) and Articles of Association or the Constitution duly signed by the chairman and another office-bearer to the effect that it is a true copy. 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 assets upon dissolution.
- Or**
- A document details that the organization is exempt from tax under *Section 88* of the Inland Revenue Ordinance.
- Users who book exhibition venues at least 14 consecutive days ahead may enjoy a 10% discount.

PAYMENT

When a venue booking application is approved, the hirer will receive an automated confirmation letter/email. The total rental payment will need to be settled on or before a specified payment date, otherwise JTIA will charge an additional 10% of the administrative fee or hold the right to cancel the application without further notification. Please take note!

Payment Method:

(Please write the hirer's name and contact number, booked venue and date, etc. on the back of the bank-in slip (copy) or cheque and send it to us.)

- Bank-in payment: Transfer the payment to the Hang Seng bank account below, then email us the pay-in slip and the Venue Booking Reply:
Bank: Hang Seng Bank
Account name: The Hong Kong Institute for Promotion of Chinese Culture Ltd.
Account Number: 239-483266-883
- Cheque payment: Send a crossed cheque (payable to "The Hong Kong Institute for Promotion of Chinese Culture Ltd.") and the Venue Booking Reply to Jao Tsung-I Academy, 800 Castle Peak Road, Kowloon, Hong Kong (Venue Booking).
- Cash payment: Pay by cash at the Jao Tsung-I Academy

PAYMENT PROCEDURES

- Once JTIA accepts the venue rental application it will issue a reply to the hirer. The hirer has to sign the confirmation slip and pay the deposit immediately. The remainder of the fee must also be paid before the scheduled date of the booking.
- For periods under three months: the hirer must pay the full payment immediately after receiving the confirmation letter for the booking. There is no refund for any change.
- For periods of over three months: The hirer must pay 50% of the deposit immediately after receiving confirmation of the booking. The deposit is not refundable and it must be paid in full one month before the hiring. There is no refund for the payment.
- To enjoy the wedding venue and catering arrangements at JTIA, a deposit of 50% must be paid upon confirmation.

CANCELLING, CHANGING, OR EXTENDING THE BOOKING TIME

- If the hirer cancels the booking, they must submit the application in writing at least three months before the date of the booking. The deposit will not be refunded; however any amount paid over this will be refunded.
- If the hirer cancels the booking, they must submit the application in writing at least three months before the date of the booking. There will be no refund if the cancellation is made less than three months before the booked date. JTIA is not responsible for any loss caused by the changes. Other situations will be handled on a case by case basis.
- If the hirer would like to change the booking date after the application is confirmed, a written notice should be made at least 30 days before the booking date; otherwise, the change will not be accepted. However, JTIA may still accept the change depending on the availability of the venue. JTIA will not be responsible for any loss due to the change.
- If the hirer requests to extend the booking time after the confirmed booking, the change needs to be approved by JTIA in view of venue availability and workforce arrangements.
- Approval from JTIA is needed for change to the leased space or reduction of the number of leased hours. If the changed venue fee is less than the confirmed venue fee before the change, the difference will not be refunded.
- If the type and quantity of furniture is determined and paid for before the use of the venue, unless the cancellation or reduction is notified 1 week in advance, any change made on the date of the booked event date will not be acceptable for refund in difference.

INCLEMENT WEATHER OR OTHER UNEXPECTED SITUATIONS

- In the event of inclement weather during the rental period, all activities, whether they are taking place or not must be suspended. The Academy will close 30 minutes after a black rainstorm warning or typhoon signal no. 8 or above has been issued. If typhoon signal No. 8 or higher or the black rainstorm warning signal is still in effect during the first 3 hours of the rental period, the venue will remain closed. The Academy will re-open three hours after the warning or “extreme situation” has been lifted. In general, venue activities will be open as usual three hours after the warning or “extreme situation” has been lifted. (Note: The Academy may make the final decision whether the on-site environment is suitable for activities and in consideration of public safety.) When typhoon warning signals no. 1 and no. 3, or the yellow or red rainstorm warning signal are in effect, the Academy will be open as usual. JTIA reserves the right to cancel the booking if there is bad weather or any further unexpected situations. If the cancellation of the booking does not involve the fault of the hirer, the paid fee will be refunded or the booking rescheduled.
- If the hirer decides to not to use the venue when the facility is open, the venue fee is not refundable.

VISITING THE SITE

- JTIA provides a site-visiting service to potential hirers; please send a site visit request to venue@jtia.hk at least one week before your planned visit date. Please state the desired date and time in the email. The general venue visiting time is approximately 11:00 am to 1 pm or from 3 pm to 5 pm on work days.
- Site visit applications are not accepted for Saturdays, Sundays, or public holidays.
- Applications for site visits must be made in advance, any on-site or temporary requests for site visits will not be accepted.

PARKING ARRANGEMENTS

- We recommend that visitors and venue users use public transport as much as possible.
- No parking is available for general visitors and activity participants.
- Applications for parking by visitors must be made at least one work day in advance. JTIA will make arrangements as appropriate.
- The car park only accepts registered vehicles. Temporary registration will not be accepted.
- Due to limited parking spots, approval by JTIA is needed if extra parking space is needed. A parking fee will be required. Please get in touch with JTIA staff for further details. It is recommended that renters apply for parking spaces a minimum of 5 working days before the event.
- Parking in a large vehicle or truck must be arranged in advance with JTIA staff.

PERSONAL DATA (PRIVACY) ORDINANCE

■ Collecting personal data

1. Personal data collected from the Venue Booking Application Form or Site Visit Application Form is for the purpose of:
 - A. processing applications for venue booking; and
 - B. Communicating with the applicants under normal or emergency circumstances.
2. Personal data is provided by applicants voluntarily. If an applicant is unwilling to provide required information, the booking may be delayed or even rejected.

■ Transfer of data

3. For the purpose mentioned in Clause 1 above, JTIA may be required to disclose the data provided by an applicant to the corresponding organization(s) or department(s) of the Government.

■ Access to personal data

4. According to Principle Six of Section 18, Section 22, and Clause 6 of Appendix 1 of the Personal Data (Privacy) Ordinance, applicants are eligible to access or modify the personal data in the application form.

■ Inquiries

5. For checking and modifying personal data in our records, please get in touch with the Venue Booking Department of JTIA via hotline 2100 2828 or by fax 2100 2882.

NOTES FOR VENUE BOOKING

- Regular hours for venue booking: 10 am - 10 pm, other arrangements can be made for alternative time slots.

Unavailable period	Sat/ Sun/ Public Holiday
Available period	Monday to Friday
Overrun period	The hirer staying in the rented venue after the booked time is treated as overrun time. Overrun time exceeding 0.5 hour will be regarded as 1 hour, and more than 1.5 hours will be regarded as 2 hours, etc.. Overrun hourly rate is the same as the extra-hourly rate. Please refer to the extra-hourly rate for overrun time. The hirer must report and negotiate ASAP with the responsible venue operator within the booked period. Otherwise, the hirer must return the venue back to JTIA on time as per the booked schedule.

- For bookings other than regular periods, hirers need to state clearly on the Venue Booking Application Form and pay the additional fee for the special periods (please refer to the “Extra Chargeable Items”).

The minimum duration for booking an exhibition venue is four consecutive days.

- All venue bookings should be for at least one session.

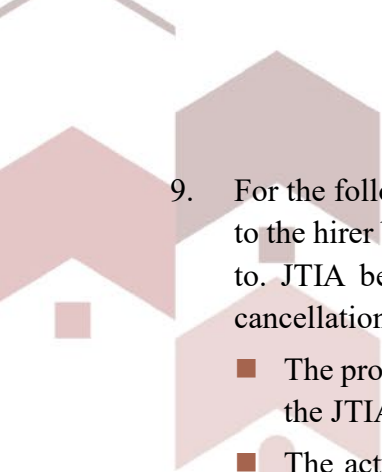
Please find below the suggested timeslots for reference: (The actual session time can be adjusted according to client’s request.)

Venue	Timeslots
<ul style="list-style-type: none"> ■ Resource Centre ■ Theatre ■ Lecture Hall ■ Exhibition Hall 	One session is 3 hours. Exceeding one session is charged on an hourly basis.
<ul style="list-style-type: none"> ■ Activity Rooms 6-10 ■ Workshop 1-2 ■ Conference Room 	One session is 2 hours. Exceeding one session is charged on an hourly basis.

- Hirers are only eligible to use the venue according to their booked time which includes the time for set-up and venue clearing.

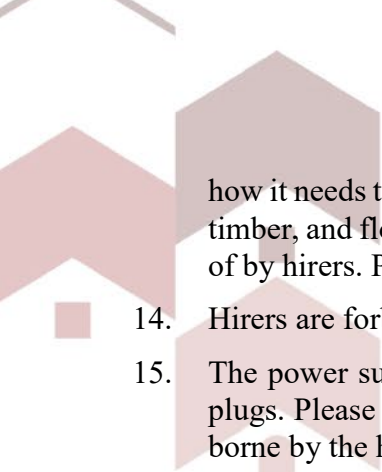
[Overrunning more than 30 minutes will be charged as 1 hour.]

- Venue fees charged include the use of basic facilities and site cleaning. An extra charge will be levied for extra chargeable items (please refer to the Extra Chargeable Items for details). Discount rates will not be applied to extra chargeable items.
- Venue fees are charged as stated in the Venue Booking Confirmation Reply It is the hirers’ responsibility to clarify with JTIA for any unclear items and charges.
- Hirers must comply with the rules and conditions of JTIA in using the venue and facilities.
- Hirers of the Theatre, Lecture Hall, or Exhibition venue have priority in booking the Atrium.

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9. For the following reasons, JTIA can cancel an application with verbal or written notification to the hirer before the booked date or during the booked event. The hirer has no right to object to. JTIA bears no responsibilities for any loss, financial or otherwise, as a result of the cancellation:
 - The proposed activities and display contents are not consistent with or violate the aims of the JTIA;
 - The actual purpose and operation of the activities are not consistent with what is originally stated in the venue booking form;
 - The hirer re-rent or transfer the booked venue to another individual or organization;
 - The number of participants exceeds the maximum capacity which was agreed at the time of the venue application;
 - The hirer violates the Terms and Conditions for using the site and facilities;
 10. JTIA retains the right to allocate any area beyond the hirer's venue without objection by the hirer, but the hirer may buy a "non-interference warranty" to ensure JTIA does not rent out the area adjacent to the hirer's venue. The captioned outdoor area remains open to the public, and normal sounds, light, temperature, or any other interference are not included in the warranty. Please read the Extra Chargeable Items for details
 11. For any public announcements, promotional materials, or advertisements, hirers cannot directly or indirectly promote their events or activities as being under the auspices of JTIA without our prior approval. Hirers can only mention JTIA as the physical location of an event.
 12. Hirers who use the exhibition venues for over 2 weeks or hire function rooms/venues for at least a month consecutively may apply for JTIA's approval to display promotional materials (e.g., banners, roll-up stands, posters, leaflets, etc.) in designated places. Hirers need to pass these materials to JTIA after the application is approved for display arrangements. Display charges will be determined by JTIA according to the relevant rates.
 13. Selling of activity related souvenirs need approval from JTIA with payment of fees (For details, please refer to the section on "Extra Chargeable Items").
 14. JTIA will issue a Venue Booking Reply once the venue application is successful.
 15. JTIA reserves the right to revise the related information about the venue booking without prior notification. Please consult us for updated information if required.
 16. JTIA reserves the right of final decisions for all booking applications.

TERMS AND CONDITIONS FOR USING THE SITE AND FACILITIES

1. Hirers have to coordinate with JTIA on the arrangement of venues and facilities booking.
2. In order to maintain a comfortable environment, smoking is prohibited in all areas at JTIA.
3. Hirers can only use the venue and facilities agreed in the Venue Booking Reply from JTIA. Hirers are responsible for checking whether the venue and facilities are in satisfactory condition before using. The Hirers need to follow appropriate procedures in using the venue and facilities, and need to restore the venue and facilities back to their original state.
4. All activities requiring fire or open flames are forbidden in all areas at JTIA, including cooking, smoking, and fire or open flames. Prior approval must be made when there are events which require the lighting of candles or fire sticks. Hirers are responsible for any loss and damage caused. (In general, JTIA may allow lighting of not more than 2 candles which are not larger than 2 cm in diameter and 20 cm in length; or 2 fire sticks which are 1 cm in diameter and 30 cm in length. All those objects need to be handled with a container so as to avoid residue or ash falling onto the floor.)
5. Hirers are not allowed to use, move, or remove facilities which are not booked in advance, nor to affix additional items onto the ceiling, walls, floors, furniture, equipment, or fixtures in the venue. If there is any loss or damage due to misuse of facilities, the hirer is responsible for the repair or replacement cost.
6. All the decoration materials and props can only be shipped in within the booked timeslots. JTIA will not receive or transfer any materials on behalf of the hirers.
7. Hirers can only occupy the area outside the booked venue with prior approval by JTIA, including corridors, stairways, open space, etc. Any damage caused in the un-booked areas will be the responsibility of the hirers, and compensation will need to be paid.
8. Hirers are forbidden to sell any commodities or engage in any cash transactions in or outside the booked venue, including corridors, stairway, etc., without prior written approval from JTIA.
9. JTIA will prepare all furniture and equipment according to the hirer's requirements, and the hirer needs to inform JTIA at least 5 working days before the event. JTIA is not responsible for any change venue setup; if a client wants such a service, JTIA will charge according to the venue setup. Please refer to the "Extra Chargeable Items" for details.
10. A 50% surcharge will be levied on top of the regular fee if extra furniture or equipment is needed on the day of the event.
11. Hirers have to take care of their belongings. JTIA is not responsible for any loss or damage caused.
12. Hirers have to remove all of their belongings after the venue booking time has been reached. Any physical items left at the venue may be considered as abandoned items by the hirers. JTIA may handle the items without prior notification to the hirers. JTIA may impose a handling fee on the hirers for any cost whatsoever caused. Hirers have to keep the venue clean. Eating or drinking is strictly forbidden in JTIA venues unless with prior permission. Requests for eating or drinking activities must be submitted in advance and receive approval from JTIA. Hirers need to return the venue to its original state after eating or drinking. JTIA has the right to charge the hirers for such additional handling, and the hirers are responsible for any extra cleaning fees incurred. (Please refer to the "Extra Chargeable Items").
13. Please save the environment by controlling the amount of garbage produced. Garbage that exceeds the normal designated capacity will be charged according to the type of garbage and



how it needs to be handled. Bulky garbage, for example, exhibition items like large foam boards, timber, and flower arrangements may require special handling. Bulky items need to be disposed of by hirers. Please refer to the Extra Chargeable Items for charges on garbage handling.

14. Hirers are forbidden to create any nuisance to visitors and other users of JTIA.
15. The power supply in JTIA is set at 13 Amps. Hirers are required to use sockets for 13 Amp plugs. Please make the necessary applications if in need of additional power. All costs will be borne by the hirer.
16. No staffing cost of JTIA is included in the charge of venue booking, as no operating staff of JTIA will be stationed in the venue during the hirer's event. Hirers may call the general line 2100 2828 for urgent support or in case they have to be away from the booked venue; hirers may contact security guards (2100 2777) for assistance if in case general line is not connected.
17. If there are any construction needs within the venue, such as using aluminum ladders, hanging objects outside designated areas, or performing work at heights, it is necessary to inform the venue staff in advance and obtain permission.
18. JTIA provides free wireless internet service to renters. Renters can inquire with the venue staff for access. JTIA is not responsible for any losses incurred due to the transmission speed or connectivity of the wireless internet service.
19. The renter is responsible for any losses incurred from the use of equipment brought by themselves at the venue.
20. If hirers cannot comply with the above terms or cannot follow the reasonable requests put forward by the staff of JTIA, or if hirers violate the Terms and Conditions for using our venue and facilities, JTIA reserves the right to terminate the activity at once without any refund or compensation. JTIA also reserves the right to seek compensation regarding any loss caused to them.

**** Hirers are responsible for ensuring that their users of the venue comply with the above terms at all times.**

LIST OF VENUES, BOOKING RATES, AND FACILITIES FLOOR PLAN

Venue for Exhibitions		
Block F – Ground Floor	Exhibition Hall 1 (Ground Floor)	P14
Block G – Upper Floor	Resources Centre (For exhibitions)	P16
Other Venues		
Block F – Ground Floor	Exhibition hall 1 (Ground Floor)	P18
Block G – Upper Floor	Resources Centre	P19
Block I	Theatre (Block I)	P20
Block J – Upper Floor	Lecture Hall (Upper Floor)	P22
Block J – Ground Floor	Activity Rooms 6 - 7 (Ground Floor)	P24
Block J – Ground Floor	Activity Rooms 8 - 10 (Ground Floor)	P25
Block K – Ground Floor	Workshop (Ground Floor)	P27
	Conference Room (Ground Floor)	P29
Atrium (Skylight)	Outdoor Area	P31
Upper Zone	Common Room (R1)	P33
Commercial Filming Areas	All Indoor and Outdoor Areas	P35

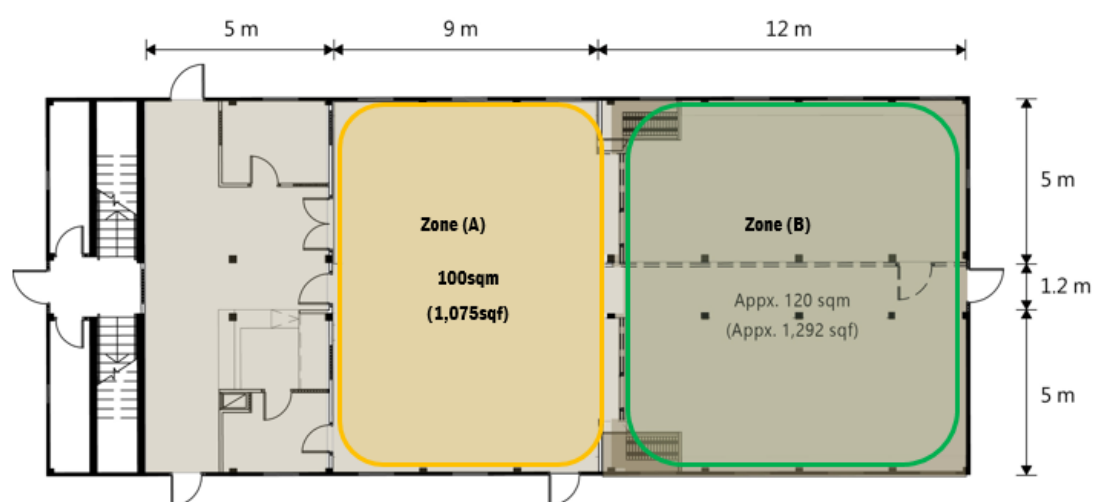
VENUES FOR EXHIBITIONS

EXHIBITION HALL 1 (BLOCK F GROUND FLOOR)

The Exhibition Hall is located on the ground floor of Block F, and is around 120 m² in area. This exhibition hall is suitable for small-scale lectures/exhibitions.

Daily rental charge / 10 am-6 pm	Mon - Fri	Sat/ Sun/ Public Holiday
(1) General/commercial organizations	<u>For details, please call 21002828 or email to venue@jtia.hk</u>	
(2) Organizations / individuals in culture, arts, or Education	(A):\$1,900 (B):\$2,100 (A) + (B):\$3,800	(A):\$2,900 (B):\$3,200 (A) + (B):\$5,900
3) Charity groups / NGOs (need local certification documents)	(A):\$1,500 (B):\$1,600 (A) + (B):\$2,900	(A):\$2,300 (B):\$2,500 (A) + (B):\$4,600
■ Basic facilities	Basic lighting, air-conditioning, one large non-removable table, fixed hanging lines	

■ Floor plan (for reference only)



Block F (Ground Floor)
Exhibition Hall 1



Exhibition Hall A



Exhibition Hall B

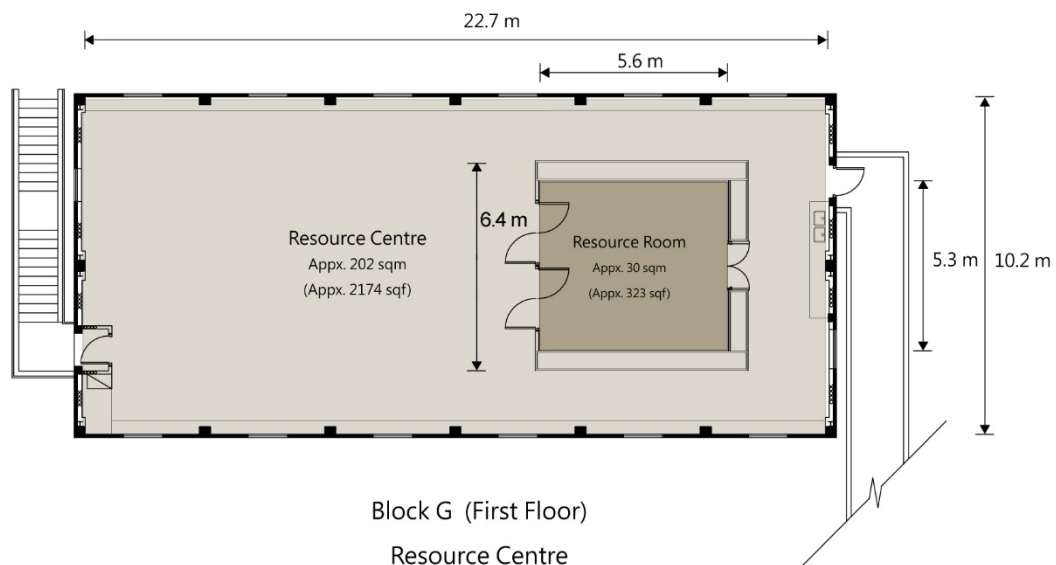
RESOURCE CENTRE (BLOCK G UPPER FLOOR) (FOR EXHIBITIONS)

Around 232 m² in area, equipped with cleaning facilities and a water supply

Daily rental charge / 10 am-6 pm	Mon - Fri	Sat/ Sun/ Public Holiday
(1) General/commercial organizations	<u>For details, please call 21002828 or email to venue@jtia.hk</u>	
(2) Organizations / individuals in culture, arts, or education	\$3,600	\$5,700
(3) Charity groups / NGOs (need local certification documents)	\$2,700	\$4,400

<p>■ Basic facilities</p>	Essential lighting, air-conditioning, water supply, cleaning facilities, storage shelves
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■ **Floor plan (for reference only)**





Resource Centre



Resource Centre

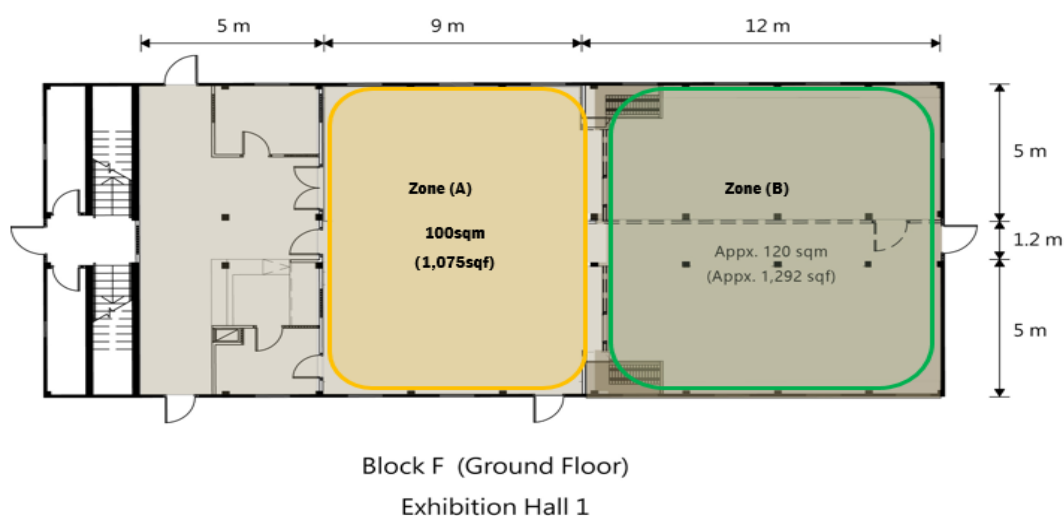
VENUES FOR OTHER ACTIVITIES

EXHIBITION HALL 1 (BLOCK F GROUND FLOOR)

The Exhibition Hall is located on the ground floor of Block F and is around 220 m² in area. It is located next to Té Bottega. This exhibition hall venue is suitable for small-scale exhibitions and activities.

Rental charge / each section (3 hours)	Mon - Fri	Sat/ Sun/ Public Holiday	Every Extra hour	Overrunning Charge (Apply on the same day)
(1) General/commercial organisations	<u>For details, please call 21002828 or email venue@jtia.hk</u>			The hourly rate is \$1,700 per hour. The hirer must arrange with the responsible venue operator for the overrun. ** For details please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
(2) Organizations/individuals in culture, arts, or education	(A): \$1,400 (B): \$1,800 (A)+(B): \$3,100	(A): \$2,300 (B): \$2,500 (A)+(B): \$4,700	\$1,650	
(3) Charity groups / NGOs	(A): \$1,200 (B): \$1,300 (A)+(B): \$2,400	(A): \$1,900 (B): \$2,000 (A)+(B): \$3,800		
<ul style="list-style-type: none"> Basic facilities 	Basic lighting, air-conditioning, 2 wireless mic, 40 foldable chairs, and 1 long table			

■ Floor plan (for reference only)

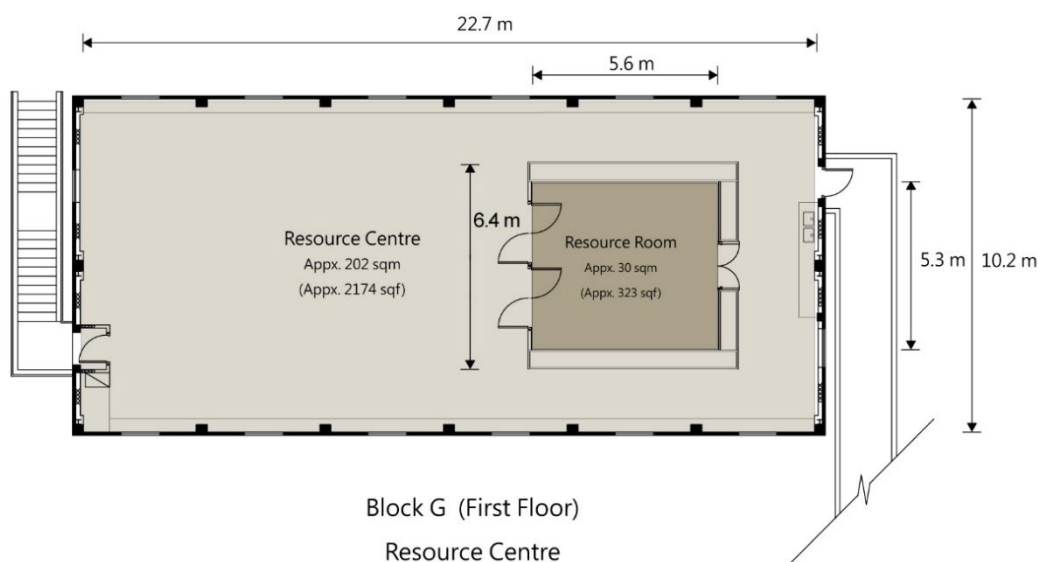


RESOURCE CENTRE (BLOCK G UPPER FLOOR)

Around 232 m² in area, equipped with cleaning facilities and a water supply, suitable for various kinds of activities.

Rental charge / each section (3 hours)	Mon - Fri	Sat/ Sun/ Public Holiday	Every extra hour	Overrunning Charge (Apply on the same day)
(1) General/commercial organisations	<u>For details, please call 21002828 or email venue@jtia.hk</u>			The hourly rate is \$1,600 per hour. The hirer must arrange with the responsible venue operator for the overrun. ** For details please refer to Note 1 on Overrun Sessions, on P.9 of Note for Venue Booking.
(2) Organizations / individuals in culture, arts, or education	\$2,800	\$4,100	\$1,500	
(3) Charity groups / NGOs	\$2,200	\$3,200		
■ Basic facilities	Basic lighting, air-conditioning, water supply, sink, storage shelves, 75" display, portable speaker, 80 foldable chairs, and 1 long table			

■ Floor plan (capacity: 100 persons)

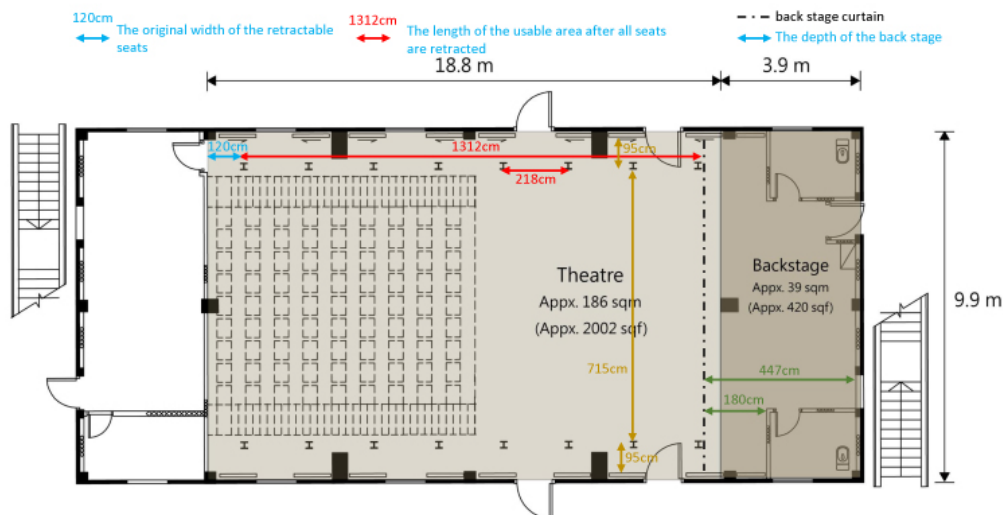


THEATRE (BLOCK I)

The theatre is suitable for various kinds of performing events and seminars. The venue is around 225m² in area with 94 retractable theatre seats. It has an auditorium audio system, lighting, and projector facilities. It also comes with an interpretation system.

Rental charge / each section (3 hours)	Mon - Fri	Sat/ Sun/ Public Holiday	Every Extra hour	Overrunning Charge (Apply on same day)
(1) General organisations/individuals	For details, please call 21002828 or email to venue@jtia.hk			The hourly rate is \$2,300 per hour. Hirer must arrange with the responsible venue operator for the overrun. ** For details please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
(2) Organizations/individuals in Culture, Arts or Education	\$4,400	\$6,500	\$2,100	
(3) Charity Groups / NGOs	\$3,300	\$4,800		
Basic facilities	Basic lighting, air-conditioning, projector system, audio system (with 4 wireless microphones), spotlights, HDMI/VGA connector, 94 retractable seats (or 80 foldable chairs on request), podium, 1 laptop and 1 long table.			

Floor plan (capacity: 120 persons)



Block I (Ground Floor)
Theatre



Theatre (retractable seats)



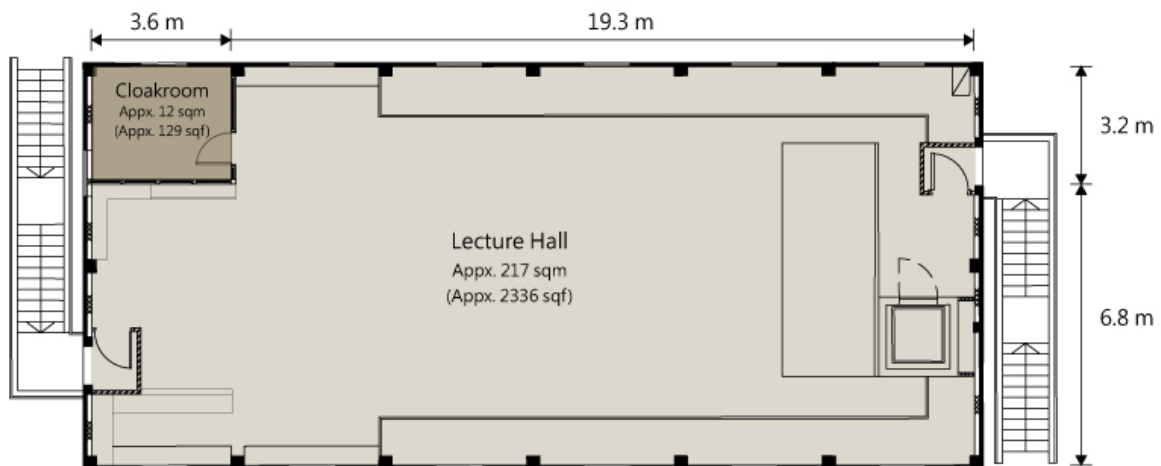
Theatre

LECTURE HALL (BLOCK J UPPER FLOOR)

The Lecture Hall has a calm and peaceful environment, and is suitable for seminars and meditation activities. Around 208 m² in area, there is also a small reception area next to the main entrance.

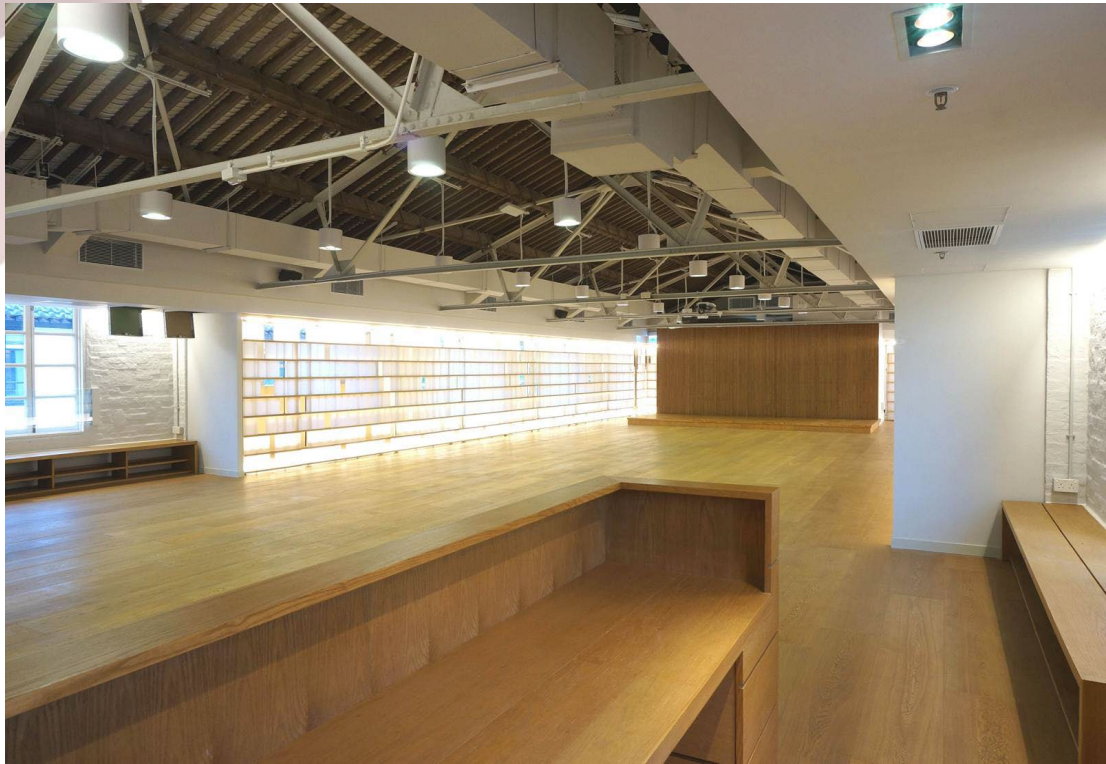
Rental charge / each section (3 hours)	Mon - Fri	Sat/ Sun/ Public Holiday	Every Extra hour	Overrunning Charge (Apply on same day)
(1) General organizations / individuals	<u>For details, please call 21002828 or email to venue@itia.hk</u>			The hourly rate is \$1,700 per hour.
(2) Organizations / individuals in culture, arts, or education	\$3,300	\$5,000	\$1,600	Hirer must arrange with the responsible venue operator for the overrun.
(3) Charity groups / NGOs	\$2,530	\$3,700		** For details please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
<ul style="list-style-type: none"> Basic facilities 	Basic lighting, air-conditioning, projector system, audio system (with 2 wireless microphones), HDMI/VGA connector, 80 foldable chairs, and 1 long table.			

■ Floor plan (capacity: 120 persons)



Block J (First Floor)

Lecture Hall



Lecture Hall



Stage

ACTIVITY ROOMS (BLOCK J GROUND FLOOR)

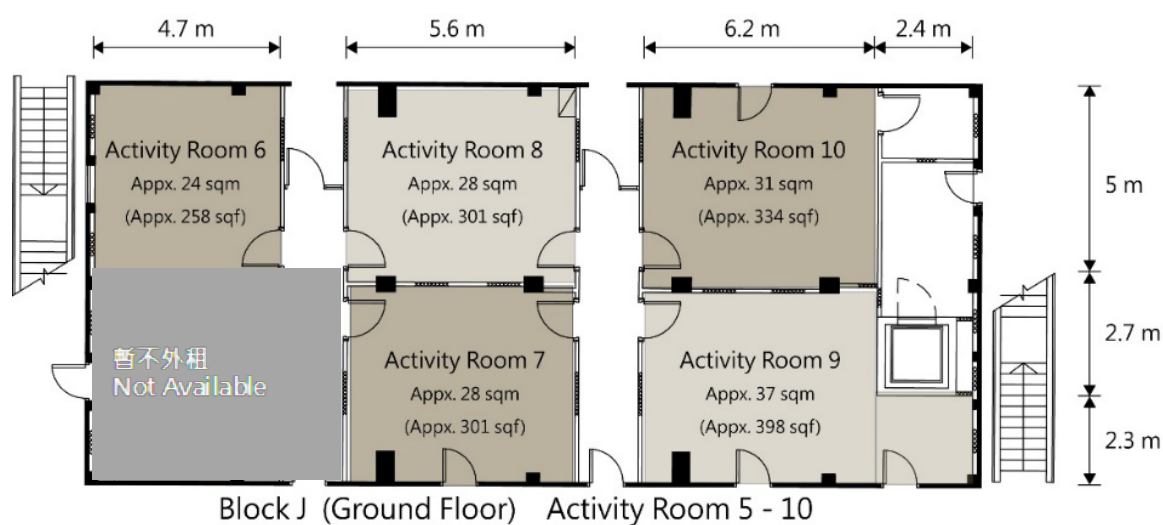
All activity rooms are equipped with projector and audio systems. Activity rooms are suitable for cultural classes, seminars, and workshops.

Type of organizations:

- (1) General/commercial organizations / individuals /
- (2) Organizations / individuals in culture, arts, or education /
- (3) Charity Groups / NGOs

Rental charge / each section (2 hours)		Mon - Fri	Sat/ Sun/ Public Holiday	Every extra hour	Overrunning charge (Apply on same day)
Activity rooms	# Type of organization				
Room 6 / Room 7 / (Block J G/F)	(1) General / commercial organizations / individuals	<u>For details, please call 21002828 or email to venue@jtia.hk</u>			The hourly rate is \$550 per hour. Hirer must arrange with the responsible venue operator for the overrun. ** For details please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
	(2) Organizations / individuals in culture, arts, or education	\$600	\$700	HK\$500	
	(3) Charity Groups / NGOs	\$500	\$600		
Basic facilities	Basic lighting, air-conditioning, 20-30 foldable chairs, 1 TV and 1 table (1.2m).				

■ Floor plan (Capacity: 15 - 30 persons)

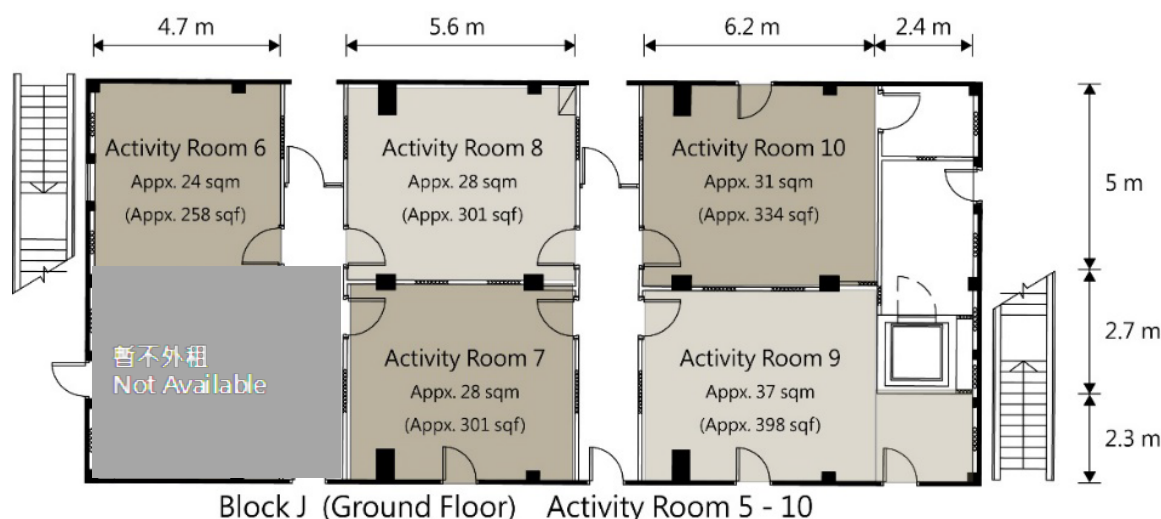


ACTIVITY ROOMS (BLOCK J GROUND FLOOR)

All activity rooms are equipped with projector and audio systems. Activity rooms are suitable for cultural classes, seminars, and workshops.

Rental charge / each section (2 hours)		Mon - Fri	Sat/ Sun/ Public Holiday	Every extra hour	Overrunning charge (Apply on same day)
Activity rooms	# Type of organization				
Room 8 (Block J G/F)	(1) General / commercial organizations / individuals	<u>For details, please call 21002828 or email to venue@jtia.hk</u>			The hourly rate is \$600 (Room 8)/ \$700 (Room 9/ Room 10) per hour. Hirer must arrange with the responsible venue operator for the overrun. ** For details please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
	(2) Organizations / individuals in culture, arts, or education	\$600	\$800	HK\$500	
	(3) Charity Groups / NGOs	\$500	\$600		
Room 9 / Room 10 (Block J G/F)	(1) General/commercial organizations / individuals	<u>For details, please call 21002828 or email to venue@jtia.hk</u>			
	(2) Organizations/individuals in culture, arts, or education	\$700	\$1,000	HK\$600	
	(3) Charity Groups / NGOs	\$600	\$900		
■ Basic faciliti es	Basic lighting, air-conditioning, 20-30 foldable chairs, 1 TV and 1 table (1.2m).				

■ Floor plan (Capacity: 15 – 30 persons)





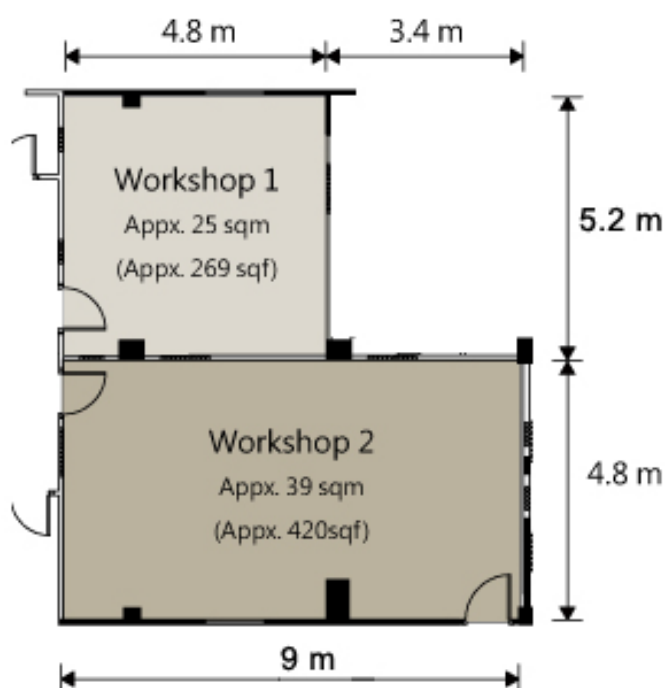
Activity Room (Classroom setting)



Activity Room (Conference setting)

WORKSHOP (BLOCK K GROUND FLOOR)

Rental charge / for each section (2 hours)	Mon - Fri	Sat/ Sun/ Public Holiday	Every extra hour	Overrunning charge (Apply on the same day)
(1) General organizations / individuals	<u>For details, please call 21002828 or email to venue@jtia.hk</u>			The hourly rate is \$700 per hour. The hirer must arrange with the responsible venue operator for the overrun. ** For details please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
(2) Organizations / individuals in culture, arts, or education	(1):\$700 (2):\$800 (1+2):\$1,400	(1):\$800 (2):\$1,000 (1+2):\$1,700	HK\$600	
(3) Charity groups / NGOs	(1):\$550 (2):\$600 (1+2):\$1,000	(1):\$700 (2):\$900 (1+2):\$1,500		
■ Basic facilities ■ Floor plan (Capacity: 30 persons)	Basic lighting, air-conditioning, sink with water supply, 55" LCD display, 20 chairs and 4 tables			





Workshop 1

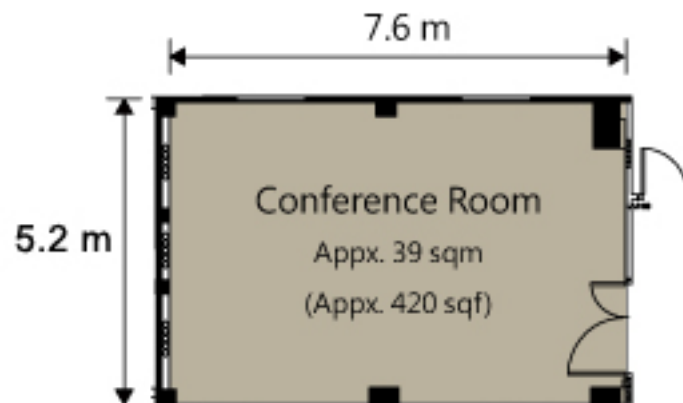


Workshop 2

CONFERENCE ROOM (BLOCK K GROUND FLOOR)

Rental charge / each section (2 hours)	Mon - Fri	Sat/ Sun/ Public Holiday	Every extra hour	Overrunning Charge (Apply on the same day)
(1) General organizations/individuals	<u>For details, please call 21002828 or email venue@jtia.hk</u>			The hourly rate is \$900 per hour. The hirer must arrange with the responsible venue operator for the overrun. ** For details, please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
(2) Organizations / individuals in culture, arts, or education	\$1,100	\$1,700	\$800	
(3) Charity groups / NGOs	\$900	\$1,200		
<ul style="list-style-type: none"> ■ Basic facilities 	Basic lighting, air-conditioning, projector and audio system, HDMI connector, 20 chairs and 1 conference table.			

■ Floor plan (Capacity: 30 persons)





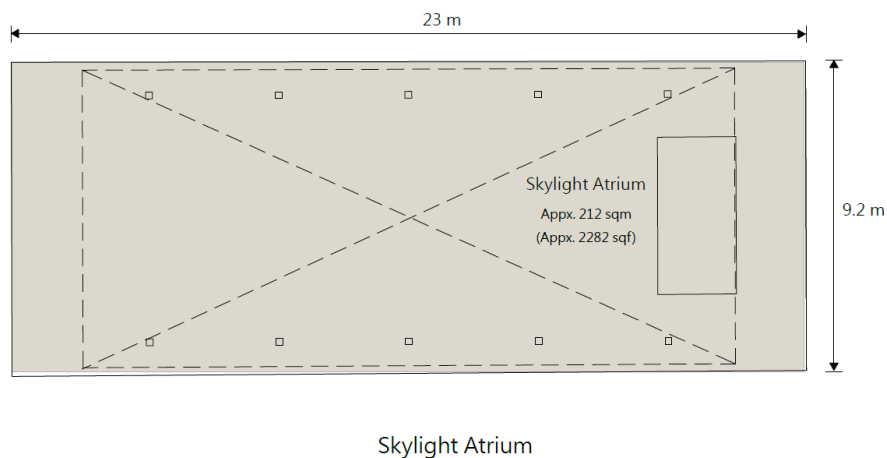
Conference Room



OUTDOOR (ATRIUM)

Rental charge / each section (1 hour)	Mon - Fri	Sat/ Sun/ Public Holiday	Overrunning Charge (Apply on the same day)
(1) General organizations/individuals	\$1,600 (For Venue only)	\$2,100 (For Venue only)	The hourly rate is \$3,100 per hour. The hirer must arrange with the responsible venue operator for the overrun. ** For details please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
(2) Organizations / individuals in culture, arts, or education	\$2,200 (For Banquet use)	\$3,000 (For Banquet use)	
(3) Charity groups / NGOs			
<ul style="list-style-type: none"> Basic facilities 	Basic lighting, 50 foldable chairs, 1 long table		

■ Floor plan (Capacity: 120 persons)





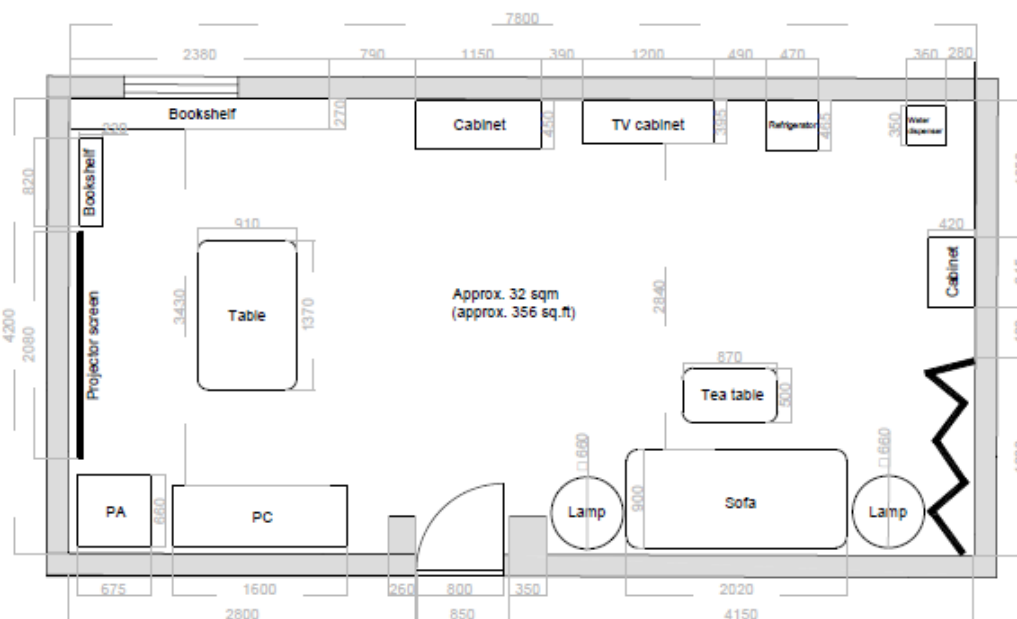
Skylight Atrium



ROOM R1 (NEARBY BY HERITAGE LODGE)

Rental charge / each section (2 hours)	Mon - Fri	Sat/ Sun/ Public Holiday	Every extra hour	Overrunning Charge (Apply on the same day)
(1) General organizations/individuals	<u>For details, please call 21002828 or email venue@jtia.hk</u>			The hourly rate is \$900 per hour. The hirer must arrange with the responsible venue operator for the overrun. ** For details, please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
(2) Organizations / individuals in culture, arts, or education	\$1200	\$1,500	\$800	
(3) Charity groups / NGOs				
<ul style="list-style-type: none"> ■ Basic facilities 	Basic lighting, air-conditioning, projector system, audio system (with 2 wireless microphones), HDMI/VGA connector, 20 foldable chairs, and 1 table.			

■ Floor plan (Capacity: 20 persons)





Room R1



COMMERCIAL SHOOTING (INDOOR AND OUTDOOR)

Rental charge / each section (1 hour)	Time slot	Mon – Fri	Sat/ Sun/ Public Holiday	Overrunning Charge (Apply on same day)
(1) General organizations/individuals	09:00 – 21:00	\$2,500/ hour (For one Venue use only)	\$3,000/ hour (For one Venue use only)	The hourly rate is \$3,300 for one venue per hour. Hirer must arrange with the responsible venue operator for the overrun. ** For details please refer to Note 1 on Overrun Sessions on P.9 of Note for Venue Booking.
(2) Organizations / individuals in culture, arts, or education				
(3) Charity groups / NGOs	21:00 – 09:00	\$2,800/ hour (For one Venue use only)	\$3,300/ hour (For one Venue use only)	
■ Basic facilities	Basic lighting, air-conditioning (only within the indoor sections)			

Applicants/organisations must accept and abide by the Jao Tsung-I Academy's site visit regulations and the following items :

- A. Applicants can carry out their arranged activities. However, suppose it is discovered that the arranged activity carried out by the applicant needs to be more consistent with their initial application or harms the environment. In that case, JTIA has the right to terminate the activity or ask the relevant persons to vacate the Academy's premises immediately.
- B. Activities are to be limited within the specified scope of the application.
- C. Unless special approval is given, tripods, reflectors or other large photographic equipment are not allowed to be used in shooting activities not to damage historic buildings or disturb other visitors.
- D. If the applicant desires to engage in shooting activities, coordinate ahead of time with the staff of JTIA on the process and rental time of the shooting activities before they take place.
- E. Please keep quiet during any activities, and do not make any unusually loud noise not to affect other activities in JTIA, visitors and hotel guests. Be sure to also pay attention to the impact of sound and light sensitivity on the surrounding houses and residential buildings of JTIA.

EXTRA CHARGEABLE ITEMS

(THE AVAILABILITY OF ITEMS WILL BE JUDGED AND DECIDED BY JTIA)

The rental fee is charged in terms of day, hour, or week (7 days), two weeks (14 days), or month (30 days).

No.	Items	Charge (each per day)	Note
1	Foldable chair/ Plastic chair	\$20/day	
2	Wedding chair	\$30/day	
3	Writing pad chair	\$30/day	Lecture Hall only
4	Kung Fu bench	\$30/day	
5	Low Rise Table (not suitable for seating)	\$40/day	Indoor use only
6	Guest chair	\$60/day	
7	Long table (1.8m x 0.6m)	\$75/day	
8	Student table (1.2m x 0.6m) Tutor table (0.5m x 0.9m)	\$55/day	
9	Bar table (round)	\$150/day	
10	Tablecloth Student table (1.2m x 0.6m) Long table (1.8m x 0.6m) Bar table (round)	\$70/ day \$100/ day \$150/day (with ribbon)	
11a	Whiteboard and 2 markers (1800 mm x 1230 mm / 2400 mm x 1230 mm)	\$60/day	
11b	Flip chart (with 20 pieces of paper)	\$100/day	
11c	Flip chart paper (50 pieces)	\$100/day	
12	Meditation mat (46 cm x 46 cm)	\$10/day	
13	(a) Movable display board (b) Movable display cabinet	\$200/unit	
14	Hook and wire set	\$400/ 20set	
15	Visualizer	\$300/day	For Theatre only
16	Wireless handheld mic	\$250/day	For Theatre only
17	Clip mic (for ear use)	\$300/day	
18	Clip mic (for collar use)	\$200/day	
19	Portable audio system with two wireless microphones	\$600/day and \$150/hour	If the guest fails to specify, the cost will be calculated on the per-day rate.

20	JBL Advanced and mobile audio systems with two wireless microphones (with basic operating staff)	(A) \$6000/3 hours (B) \$8000/3 hours	(A) 2 Trumpets (B) 4 Trumpets
21	3.5mm to 3.5mm sound wiring (around 1m)	\$50	
22	Jet to 3.5mm sound wiring (around 1m)	\$100/day	
23	Canon to Jet sound wiring (around 1m)	\$100/day	
24	Wiring Lan port network (100mbs)	\$100/hour	For Theatre only
25	55" or 60" LCD Display	\$500/day	
26	HD Projector with 100" Screen	\$800/4 hours	Indoor use only
27	15.6" Laptop	\$400/day	
28	Laser pointer	\$100/ day	
29	Type C adapter (convert to HDMI)	\$150/ day	
30	20W LED lighting (white)	\$100/ day	
31	30W LED lighting (white)	\$150/ day	
32	Rental water dispenser (a) Water Dispenser (Hot & Cold Water) (b) 18.5L water	(a) \$150/day (b) \$120/bottle	Not allow for outdoor area use (Except Skylight)
33	(a) Extension cord (within 1meter wiring) (b) Extension cord (over 1meter wiring)	(a) \$100/unit (b) \$200 - 300/unit	
34	Installation: Outdoor Advertising Activity and Exhibition banner (Specify dimension) *JTIA must approve every Advertising item; Otherwise, it will be rejected by JTIA	(a) \$500/day (b) \$2,000/ 2-7days (c) \$3,500/ 8-14days (d) If over 15 days, please quote separately	Over 15 days: Quote separately
35	Disposal and handling of garbage and exhibition waste (hirers should dispose of large exhibition props and decorations). **For Details, please refer to the section "Disposal and handling of garbage and exhibition waste".	from \$1500 up	
36	Non-interference Warranty – **For Details, please refer to the section "Non-interference Warranty."	\$500/hour (minimum of 3 hours)	
37	White cloth for chair cover	\$15/ each	Outdoor use

38	Fan	\$500/ day	For Outdoor use only
39	Parking	\$180/ 6 hours *Hourly rate: \$40/ hours	For one vehicle only. Note: Guests can only use the discount once on the same day and cannot reuse it on the same day; if the berth exceeds 10 minutes or more, it will be counted as 1 hour.
40	(a) 60Amp Power Supplier	\$500/ hour	
	(b) Converter	\$500/ day	
41	Plastic Cable Reel (30m)	\$300/ day	
42	Book rest/mic stand	\$100/ day	
43	Cleaning Fee	\$500 up	Excluded if using JTIA catering
44	Supporting staff (Basic operation of venue equipment)	\$200/ hour	

Venue support fees for Special Sessions * (8 am-10 am and 6 pm-10 pm)

**The additional cost includes the basic venue only, not including the operator*

■ Activity Rooms, Workshops, and Conference Room	\$250 / hour
■ Exhibition Hall, Lecture Hall, Theatre and Resource Centre	\$500 / hour
■ Selected open area	\$1000 / hour

Support fees for having food in venues (only light food or refreshments are allowed* (The cost for banquets to be held in the venue or events with wine will be considered separately. Further discussion is required for events which could lead to serious damage to the wooden floor. The cost of protecting the wood flooring will be assessed).

** Please state in the venue booking form as remarks, and these need to be approved by JTIA.*

** Hirers are responsible for an additional cleaning or maintenance charge if required.*

■ Activity Rooms and Workshops	\$280 / 2 hours
■ Exhibition halls, Lecture hall, Conference Room, Theatre, and Resource Centre	\$600 / 2 hours
■ Selected Open Area	\$1,800 / 2 hours

Room setup and sudden request for additional items

- JTIA will prepare all furniture and equipment according to the hirer's requirements; the hirer needs to inform JTIA at least 5 working days before the event. There is an extra charge for additional room set-ups during the booked period, and JTIA will charge according to the scale of the set-up. The minimum charge for setting up a function room is HK\$400 and up, while the set-up charge for outdoors or a function hall, like the Lecture Hall or Theatre, is HK\$600 and up. Hirers may also consider doing their setting-up.
- On top of the regular charge for furniture and equipment, there is a 50% surcharge for sudden requests for additional items during the event. Please refer to the information on p.32.

Religious ceremonies – charges and additional details

- As the ceremonies of different religious programs may affect the environment of the venue, JTIA will charge additional fees depending on the activity taking place.
 - For example, if there are activities such as the burning of incense (burning moxa) or throwing specific items (such as rice) on the ground, the leftover odour generated from these items will affect the furniture and facilities of the venue. JTIA will need to arrange ahead of time for additional cleaners and cleaning supplies in the case of such an event. Venue users should pay attention to the details of the activities they wish to perform during the ceremony and understand the additional fees required.

The Venue fees:

- **Theatre / Lecture Hall / Resource Center: \$1,100/day**
- **Exhibition Hall: \$900/day**
- **Activity Rooms: \$600/day**

Non-interference Warranty -

<ul style="list-style-type: none"> In order to ensure a quiet environment for the event, a hirer may pay a “Non-interference Warranty” that JTIA won’t rent out the outdoor areas which are adjacent to the hirer’s venue. For example, if a hirer rents the Theatre and pays the warranty, then JTIA won’t rent out the Atrium and the area between the Theatre and Block J, so there would not be any outside sounds to disturb the activity taking place in the Theatre. But please note, buying the warranty does not mean that the adjacent area is hired by that hirer; general visitors to JTIA will use the area as usual. The “Non-interference Warranty” doesn’t include any unforeseen interference. 	<p>\$500/hour (Minimum 3 hours)</p>
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Disposal and handling of garbage and exhibition waste -

** Please request before the event.*

- To comply with the government's Municipal Solid Waste Charging Scheme, the "user pays" principle, each venue will provide basic trash bins. Large venues will provide 100 liters bins, while smaller venues will provide 35 liters bins. The cost of these bins is already included in the venue rental fee. If additional trash bags are needed, renters can purchase government-designated trash bags from the venue staff. The cost will depend on the quantity, capacity, and handling costs of the required trash bags, at a rate of 0.4 HKD per liter. The details of the trash bag charges and types provided by the venue are as follows:**

- Capacity | 35 liters | 50 liters | 75 liters | 100 liters | 660 liters**

- Price | 14 HKD | 20 HKD | 30 HKD | 40 HKD | 260 HKD**

Please note that all trash bags and labels provided by the venue should not be taken away from the cultural center.

- If renters fail to put all the trash into the government-designated bags as required, in addition to the charges for the required trash bags, the venue will also charge an additional venue cleaning fee, starting from 500 HKD. For oversized trash that exceeds the capacity of regular trash bags, the venue can handle them, but an additional fee for oversized trash disposal will be charged. Renters will need to move the trash to the designated location themselves. The cost will depend on the amount of trash, starting from 300 HKD. Renters will also need to purchase oversized trash labels from the venue staff at a cost of 20 HKD per label. The required number of labels should be arranged with the venue staff at least one week in advance to ensure sufficient supply.**

- The specific implementation of these charges will be based on the official implementation date of the government measures and may be adjusted according to the impact of the measures.**

<ul style="list-style-type: none"> Garbage volume which exceeds normal capacity will be charged. 	<p>\$500 and up</p>
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<ul style="list-style-type: none"> ▪ The normal capacity of garbage for an activity room of less than 70 m² is the volume of one 12-18 litre rubbish bin. ▪ The normal capacity of garbage for a function hall is around 200 m² in the volume of two 20-24 litre rubbish bins. ▪ There are two types of garbage, normal waste and exhibition waste. ▪ Exhibition waste refers to large backdrops, large foam boards, wooden structures, metal frames, flower basket supports, etc. 	
<ul style="list-style-type: none"> ■ Disposal of normal waste : <ul style="list-style-type: none"> ▪ Garbage whose volume exceeds basic capacity, for example, residue paper, lunch boxes, paper cups, flowers, and other disposables. 	\$300/bin (660 litres industrial rubbish bin)
<ul style="list-style-type: none"> ■ Disposal of exhibition waste (Processed) : <ul style="list-style-type: none"> ▪ Excess waste which <u>has been processed</u>, for example, large foam boards which have been chopped into small pieces, compressed paper boxes, and delivered to the rubbish collection point at the back of Block K. 	<p>There is a law that states exhibition waste requires special handling</p> <p>Not more than 1 ton: \$1,600 (including truck fee, disposal fee at authorised spots and government charge)</p> <p>Every additional ton: \$600</p>
<ul style="list-style-type: none"> ■ Disposal of exhibition waste (Not yet processed) : <ul style="list-style-type: none"> ▪ Excess waste which <u>has NOT been processed</u>, for example, large foam boards which have not been chopped into small pieces, paper boxes that are not compressed, and most of the waste which has been left in the venue and which needs processing. 	Apart from the disposal fee, the handling fee is \$600, depending on the workload.

Selected point of sale and corresponding merchandise*

* Needs to be submitted together with the venue booking submission and approved by JTIA.

- \$500 /time (includes a table), or 15% of the sales volume, take the higher amount option

Moveable promotion item display* (including banners, banner stands, etc.)

* For exhibitions in exhibition venues or for hiring the Theatre, Lecture hall or Resource Centre for at least one month continuously.

Duration	Charge
Not more than 30 days	\$2,600
Not more than 14 days	\$1,400
Not more than seven days	\$800
Daily charge	\$100

ONSITE ADDITIONAL ORDER - CHARGEABLE ITEMS

The rental fee is charged in terms of day, hour, or week (7 days), two weeks (14 days), or month (30 days).

No.	Items	Charge (each per day)	Note
1	Foldable chair/ Plastic chair	\$30/day	
2	Wedding chair	\$45/day	
3	Writing pad chair	\$45/day	Lecture Hall only
4	Kung Fu bench	\$45/day	
5	Low Rise Table (not suitable for seating)	\$60/day	Indoor use only
6	Guest chair	\$90/day	
7	Long table (1.8m x 0.6m)	\$110/day	
8	Student table (1.2m x 0.6m) Tutor table (0.5m x 0.9m)	\$85/day	Activity rooms only
9	Bar table (round)	\$220/day	
10	Tablecloth Student table (1.2m x 0.6m) Long table (1.8m x 0.6m) Bar table (round)	\$110/ day \$170/ day \$150/ day	
11a	Whiteboard and 2 markers (1800 mm x 1230 mm / 2400 mm x 1230 mm)	\$85/day	
11b	Flip chart (with 20 pieces of paper)	\$150/day	
11c	Flip chart paper (50 pieces)	\$150/day	
12	Meditation mat (46 cm x 46 cm)	\$20/day	
13	(a) Movable display board (b) Movable display cabinet	\$330/ day	
14	Hook and wire set	\$650/ 20set	
15	Visualizer	\$500/day	
16	Wireless handheld mic	\$250/day	
17	Clip mic (hanging the ear)	\$300/day	
18	Clip mic (hanging the collar)	\$300/day	
19	Movable audio system with two wireless microphones	\$850/day	If the guest fails to specify, the cost will be calculated at the per-day rate.

20	JBL Advanced and mobile audio systems with two wireless microphones (with basic operating staff)	(A) \$9000/3 hours (B) \$12000/3 hours	(A) 2 Trumpets (B) 4 Trumpets
21	3.5mm to 3.5mm sound wiring (around 1m)	\$75	
22	Jet to 3.5mm sound wiring (around 1m)	\$150/day	
23	Canon to Jet sound wiring (around 1m)	\$150/day	
24	Wiring Lan port network (100mbs)	\$150/hour	For Theatre only
25	55" or 60" LCD Display	\$750/day	
26	HD Projector with 100" Screen	\$1,300/ 4 hours	Indoor use only
27	15.6" Laptop (OS: Chinese MS Windows)	\$450/day	
28	Laser pointer	\$100/day	
29	Type C adapter (convert to HDMI)	\$220/ day	
30	20W LED lighting (white)	\$100/day	
31	30W LED lighting (white)	\$150/day	
32	Rental water dispenser (a) Water Dispenser (Hot & Cold Water) (b) 18.5L water	(a) \$230/day (b) \$180/bottle	Not allow for outdoor area use (Except Skylight)
33	(a) Extension cord (1meter wiring) (b) Extension cord (2meter wiring)	(a) \$150/unit (b) \$300/unit	
34	Installation: Outdoor Advertising Activity and Exhibition banner (Specify dimension) *JTIA must approve every Advertising item; Otherwise, it will be rejected by JTIA	(a) \$750/day (b) \$3,000/ 2-7days (c) \$5,250/ 8-14days (d) If over 15 days, please quote separately	Over 15 days: Quote separately
35	Disposal and handling of garbage and exhibition waste (hirers should dispose of large exhibition props and decorations). **For Details, please refer to the "Disposal and handling of garbage and exhibition waste" section.	from \$750 up	
36	Non-interference Warranty – **For Details, please refer to the section "Non-interference Warranty."	\$750/hour (minimum of 3 hours)	
37	White cloth for chair cover	\$30/ each	Outdoor use
38	Fan	\$800/ day	For Outdoor use only

39	Parking	\$270/ 6 hours *Hourly rate: \$50/ hours	For one vehicle only. Note: Guests can only use the discount once on the same day and cannot reuse it on the same day; if the berth exceeds 10 minutes or more, it will be counted as 1 hour.
40	(a) 60Amp Power Supplier	\$750/ hour	
	(b) Converter	\$750/ day	
41	Plastic Cable Reel (30m)	\$450/ day	
42	Book rest/mic stand	\$150/ day	
43	Cleaning Fee	\$750 up	Excluded if using JTIA catering
44	Supporting staff (Basic operation of venue equipment)	\$300/ hour	