

**Scales of Hire Charges for External Hirers 2022-2023**

**Scale A: Auditorium**

PURPOSE	SERVICE	\$
(1) Performance session	a) Basic charge for each performance session with the service listed in Schedule A	*25,135
	b) Overrun charge for each 1/2 hour	*2,510
(2) Rehearsals/set-up/move-out session	a) Basic charge for a period not exceeding 4 hours with the service listed in Schedule A	*12,410
	b) Overrun charge for each 1/2 hour	*1,285
(3) Occupancy session	a) Charge for each occupation session with the service listed in Schedule B	*2,685
(4) Meetings, lectures, conferences, ceremonies (with basic settings & without performance elements)	a) Basic charge per session with the service listed in Schedule A.	9,605
	b) Overrun charge for each 1/2 hour.	985
	c) Charge for occupation session with the service listed in Schedule B for a period not exceeding 4 hours	985
Set up /rehearsal session	Basic charge per session with the service listed in Schedule A.	4,810
(5) Film shows (35mm / DVD or Video)	a) Basic charge for each showing not exceeding 2 hours with the service listed in Schedule C	12,810
	b) Overrun charge for each 1/2 hour in excess of 2 hours	2,625
(6) Film Shows (Digital Camera Projector)	a) Basic charge for each showing not exceeding 2 hours with the service listed in Schedule C	14,980
	b) Overrun charge for each 1/2 hour in excess of 2 hours	2,675
Booking outside regular hours for (4) above	Charge per hour with the services listed in:	
	a) Schedule A b) Schedule B	6,625 3,975

**Scale B: Foyer**

PURPOSE	SERVICE	\$
(1) Exhibitions	Charge per day with the service listed in Schedule D.	3,335
(2) Ceremonies, receptions	Charge per hour (minimum 2 hours) with service listed in Schedule D.	1,460
(3) Seminars, meetings	Charge for a period not exceeding 4 hours with service listed in Schedule D.	2,210
(4) Performance Set-up/rehearsals of the function above without audience Occupation of the function above	Per session of four hours with the service listed in schedule A	6,060
	Per session of four hours with the service listed in schedule A	3,030
	Per session of four hours with the service listed in schedule B	1,510
(5) Public Address System	Charge per hour	585

**Scale C: Rehearsal Room**

PURPOSE	SERVICE	\$
(1) Performing arts related activities only	a) Charge per hour or part thereof (minimum 2 hours) with the service listed in Schedule F.	490
	b) Use of audio equipment as installed per hour of part thereof	265
	c) Use of Video equipment as installed per hour of part thereof	280

Scale D: Terrace

PURPOSE	SERVICE	\$
(1) Receptions	a) Charge per hour or part thereof (minimum 2 hours) with the service listed in Schedule G.	1,320
	b) Cleaning fee after reception	635
(2) Other function	Charge per hour or part thereof (minimum 2 hours) with the service listed in Schedule G.	280

Scale E: Additional services

PURPOSE	SERVICE	\$
i) Miscellaneous charges	a) Boston concert baby grand piano (on stage) per day (tuning exclusive)	1,285
	b) Pleyel upright piano at the foyer per day (tuning exclusive)	745
	c) Follow spot per set per day	1,200
	d) Audio recording for archival purpose per show or part thereof (recording media exclusive) (Audio file)	340
	e) Video recording for archival purpose per show or part thereof (recording media exclusive) (DVD/Video file)	620
	f) Notebook computer per programme	775
	g) Video projection system A per programme	3,945
	h) Video projection system B per programme	3,280
	i) Portable video projector per programme	1,300
	j) Visual presenter per day	2,170
	k) Wireless microphone per piece per day	680
	l) PPT presenter per piece per day	110
	m) Smoke machine per day	785
	n) Mirror ball per day	145
	o) Small acoustic shell	1,110
	p) Big acoustic shell	2,795
	q) Stage carpet per programme	7,015
	r) Dance mat per programme	6,195
	s) Multi-purpose platform	725 / 10 pcs
	t) 2+1 language infrared simultaneous interpretation system	
	(i) 200 receivers per session	5,275
	(ii) 100 receivers per session	2,645
	(iii) Overrun charge for each hour	515
	u) Dismantling sitting unit charge for per chair	135
	v) Additional usher per hour per person	125
	w) Additional technician per hour per person	555
	x) Sales counter per programme or 10% of total sales income whichever is higher	345
y) Deposit of cleaning fee	1,655	
Security services	As set by the University	
University moving team	As set by the University	

PURPOSE	SERVICE	\$
ii) Miscellaneous charges for bookings with hirer's own technical staff and equipment	a) Video recording with sound feedback of each performance for archival purpose	335
	b) Audio or broadcasting recording of each performance for commercial purpose	1,440
	c) Telecast or filming of each performance	4,630
	d) Location filming per hour or part thereof (minimum 2 hours)	
	(i) by a non-profit organisation with the service listed in Schedule E	4,045
	(ii) by a non-profit organisation with the service listed in Schedule A	8,090
	(iii) by a commercial organisation with the services listed in Schedule E	8,500
	(iv) by a commercial organisation with the services listed in Schedule A	17,035

#### GENERAL NOTE

- The rates preceded with an asterisk (\*) will be charged 100% in addition if the average admission fee is \$450 or above.
- The Hall is normally open from Monday through Saturday, and in each day there are three four-hour sessions from 9 am - 1 pm, or 2 pm - 6 pm, or 7 pm - 11 pm.
- Any booking on Sunday and/or a public holiday is subject to a 10% surcharge on all rates.
- For the purpose of assessing the average ticket price, complimentary tickets will not be taken into account.  
Sir Run Run Shaw Hall may, at its absolute discretion, reduce the basic charges and surcharges payable if it is satisfied that such reduction is justified.

#### SERVICE SCHEDULES

- Schedule A: Air-conditioning, electricity, water, stage and electrical equipment as installed, sound system, service from electrical technicians and sound controllers as necessary, the use of furniture as provided, the use of dressing rooms, service from front-of-house team.
- Schedule B: General work lights, water, the use of furniture, service from one technician, the use of dressing rooms.
- Schedule C: Air-conditioning, the use of projection equipment, service from projectionists and front-of-house team.
- Schedule D: Air-conditioning, electricity, exhibition lighting facilities, water, the use of furniture, service from one or two assistants.
- Schedule E: Air-conditioning, electricity, water, the use of furniture, service from one technician.
- Schedule F: Air-conditioning, electricity, water, the use of furniture, service from one assistant.
- Schedule G: Electricity, water, the use of furniture, service from one assistant.

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