

Venue at Prince Edward Road West Application Guidelines

A. Backgrounds

The purpose of URA setting up the Multi-function Room, 3/F, 200 Prince Edward Road West (the "Venue") is to provide a multi-exhibition cum event space for community endearing activities.

The Venue is open to interested parties for organizing public activities to generate social / community benefits. Please note that private/ personal activities not open for public enrollment will not be accepted, except application for holding meeting of Owners' Committee/ Incorporated Owners.

If the activity can utilize the Venue to enhance network of the community and generate social/ community benefits, application that generate revenue may be considered for the aforesaid reasons.

The eligibility and assessment criteria are listed in Section B & C below:

B. Eligibility

Please submit the application via email to inquiry@mail1.ura.org.hk, in which the application form can be downloaded from www.ura.org.hk, together with following documents:

1. Details of Applicants

Applicants should fall into one of the following categories and submit copy of documentary proof (if applicable):

- i. Charitable institutions which are exempted from tax under Section 88 of the Inland Revenue Ordinance,
- ii. Non-profit making organizations which are registered under the Societies Ordinance; or incorporated under the Companies Ordinance
- iii. Subvented educational institutions, subvented schools and non-profit making schools,
- iv. Government department/ public organization;
- v. Incorporated Owners/ Owners' Committee ("IO/ OC")
- vi. Registered commercial organization
- vii. Individual applicant

2. Detailed Proposal

- i. Nature of activity
- ii. Objective of the activity
- iii. Date(s) and session(s) to apply
- iv. Draft layout plan of the activity

3. Past Proven Experience

- i. Brief records of similar activity.
- ii. Images of relevant artworks, past events or work-in-progress.

4. Project Manpower

Please state the resources/ manpower allocated for the activity, and whether there will be any pre-registration arrangement or guided tour.

5. Financial Information (for activity that generate revenue)

- i. Fees charged to participants
- ii. Mechanism of charging fees
- iii. Budget of the activity
- iv. Post-activity Statement of Account **(to be submitted within 1 month after completion the activity)**

C. Prequalification and Assessment Criterion of Application

1. Prequalification:

- i. Generate social/ community benefits
- ii. Be open to public participation (either through walk-in or advanced booking/ application via an open platform)
- iii. Meetings of IO/ OC
- iv. All forms of activity proposed must be lawful in nature and comply with the current legislations/ Ordinances.

2. Assessment criteria are as follows:

- i. Scope: proposal to show the activity can enhance social/ community benefit
- ii. Community Compatibility: optimization of the potential of the premises and minimizing nuisance to the adjoining neighborhood
- iii. Applicant's proven track record and experience in organizing similar activities
- iv. Extra Credit: Creativity of the proposals

3. Assessment panel will comprise representatives of the Urban Renewal Authority ("URA") to assess the activity proposal and the final decision vests with the URA.

4. Short-term Hiring Rate Card

License fee is charged on a session or on a daily basis. Details as below:

Multi-function Room, 3/F, 200 Prince Edward Road West (about 50 square meters)

	Session Rate (3.5 hours)			Daily Rate 10:30-22:00
	10:30-14:00	14:30-18:00	18:30-22:00	
Mon to Tue	\$300	\$300	\$300	\$600
Wed to Thu	\$300	\$300	\$300 For IO/ OC only*	N/A
Fri to Sun	\$300	\$300	\$300	\$600

**To be booked via Legislative Councillor/ District Councillor referral*

5. Priorities

Priority will be given to events/ programs meeting the following objectives:

- Events/ programs that are free for public participation
- Events/ programs that offers tangible benefits to the community
- Events/ programs that related to promotion of public art or characteristics of local community
- Events/ programs that enhance the community network through social interaction generated from the events/ programs

6. Activities will not be normally considered

- Private/ personal activities not open for public enrollment.

7. Application Process

Step 1	Site Check Availability:	Please contact Ms Chan at 2588 2490 from 09:00 to 18:00 during weekdays (Mon- Fri).
Step 2	Application:	Send us your application form with required information by e-mail.
Step 3	Assessment:	We will go through your proposal and reply the result of your application within 4 weeks from the date of submission.
Step 4	Approval:	We will issue you a confirmation letter with a license agreement for your signature, subject to the terms and conditions as specified in section D.
Step 5	Deposit:	You should return the duly signed license agreement together with the payment of license fee and security deposit of \$3,000 within one week upon notification of successful application.
Step 6	Site meeting:	We will arrange a technical meeting to confirm the operation arrangements and handover.
Step 7	Evaluation:	You shall at the end of the activities produce a photo or video record to showcase the success/ effectiveness of the activities with reference to the proposed objectives. A post activity financial statement should be submitted within 1 month after the activity ended if the event is revenue generated in nature.
Step 8	Reinstatement of the venue:	Upon the completion of the events/ programs, you shall ensure the premise is reinstated to the original handover condition to the satisfactory of the Authority.

D. Other relevant information

1) Terms and Conditions

1. Information about the applicant, the proposal, and the budget (if applicable) must be completed succinctly in the application. Failure to provide such may adversely affect the applicant chance of success.
2. Application will be entertained on a first-come-first-serve basis, based on the received time of e-mail application.
3. URA's decision on determining the nature of the activities and whether or not to process the application is final.
4. Within one week of submitting the e-mail application, the applicant should submit required supporting documents including the completed application form, detailed proposal & copies of relevant documents. Failing so, the application will be considered void.
5. If the application document submitted by the applicant contain material (including any written, verbal, graphic/ image production or other format), of which the copyright belongs to other parties/ organizations, the responsibility to obtain prior consent from the copyright owner for its use and to enable the URA to carry out the assessment of the Scheme rests solely with the applicant.

6. If the contents of the application involve the duplication, distribution or publishing of works and material, etc. (including any written, verbal, graphic/ image production or other format), of which the copyright belongs to other parties/ organizations, the responsibility to obtain prior consent from the copyright owner for its use and to enable the URA to carry out the assessment of the Scheme rests solely with the applicant.
7. Successful applicant is required to pay \$3,000 as security deposit and license fee within one week after notification of successful application. The application may be deemed invalid if applicant fails to pay the security deposit and license fee. Refund of security deposit will be made after completion of the activity.
8. Except the security deposit, license fee paid will be forfeited if the successful applicant abandons using the approved session of the Venue. URA reserves the right of allocating the approved session to other applications.
9. URA is not liable for any legal responsibility arising from the applicant's activities in relation to the approved application.
10. Applicant is required to deposit a public liability insurance policy of a minimum \$10 million in the joint names of the Urban Renewal Authority and the applicant for the activity.
11. If the equipment of the Venue is damaged due to misuse, applicant should be responsible for the expenses incurred.
12. A post activity financial statement should be submitted within one month after completion of the activity if the event is revenue generated in nature.
13. No alcoholic drink is allowed in the Venue.
14. If the Venue cannot be reinstated and handed over on time, ad-hoc cleaning fee and the overtime license fee will be charged.
15. In case of inconsistency between the English and Chinese versions of these Terms, the Chinese version shall prevail.

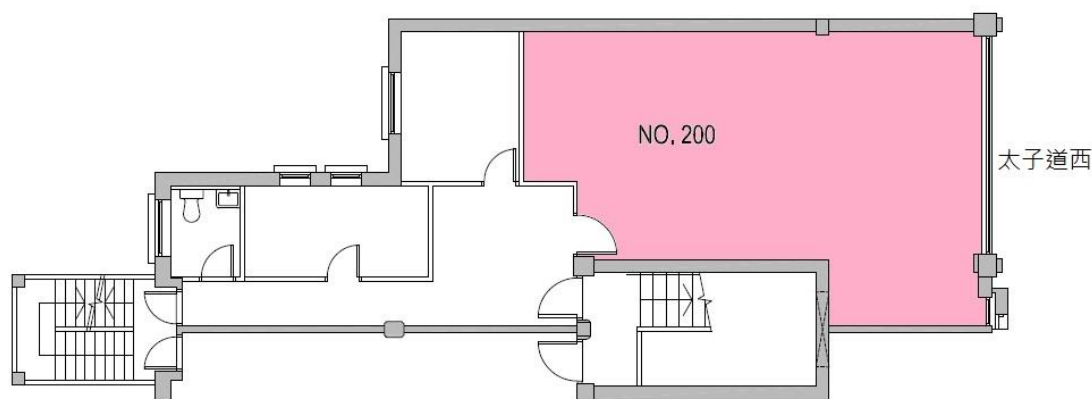
2) **Equipment Available for Lending**

	Multi-function Room, 3/F, 200 Prince Edward Road West
Fixed Display Board	1
Projector & Screen	1
Microphone	2
Chair	40
Table	3

3) Venue Information

Details of the Multi-function Room, 3/F, 200 Prince Edward Road West as follows:

- Internal floor area: about 50 sq. meter
- Equipped with fixed display board (approx. 2m(H) x 8m(L))
- Independent toilet



3/F PLAN

Floor Plan

Opening Hours: Mon – Sun 10:30am - 10pm

4) Contacts and Submission

1. Return the following form(s) and document(s) in either Chinese or English:

- The completed application form or booking request by an e-mail;
- Detailed proposal and;
- Copies of relevant documents (refer to Section B).

By email to:

E-mail: inquiry@mail1.ura.org.hk (Please state "Application for (Programme Name)" in the Subject)

2. The soft copy of the application form and detailed information on the proposal in **either** Microsoft Word (.doc) or Adobe Acrobat (.pdf) format together with scanned copies of relevant registration documents (if applicable) should be provided.
3. The application deadline is **1 month** prior to the commencement of the proposed activity.
4. If the information supplied on the application form is insufficient or if the requisite supporting documents are missing, the Authority reserves the right not to process the application.
5. The personal Information which we collect from your application is for internal use only.