



申請租用設施指引 Hiring of Facilities - Guidelines for Application

展城館的設施主要供規劃署使用，視乎情況，部分設施可供政府其他各局／部門和與規劃及基建有關的非政府機構申請租用舉辦活動。

The facilities of the City Gallery (the Gallery) are mainly for the use of the Planning Department. Subject to availability, the facilities may be used for activities organised by other government bureaux/ departments as well as planning and infrastructure related non-government organisations upon application.

申請租用設施

Application for Hiring of Facilities

1. 以收費形式可供申請租用的設施分別為地下的專題展覽區、三樓的多用途廳、多用途廳 A、多用途廳 B 和會議室（附件一），租用收費詳情見附件二。
Subject to fees and charges, application for hiring of the thematic exhibition area on ground floor, the multi-purpose hall, multi-purpose hall A, multi-purpose hall B and the meeting room on third floor (Annex 1) may be considered. Details of hiring charges are appended in Annex 2.
2. 申請表必須於擬舉辦展覽／活動的日期前不少於四個星期遞交規劃署專業事務組考慮。
Application form must be submitted to the Technical Services Section of the Planning Department for consideration at least four weeks in advance of the proposed date of exhibition/activity.
3. 擬舉辦的展覽／活動必須與規劃和基建有關。
The proposed exhibition/activity shall be planning and infrastructure related.
4. 可供申請租用設施的時期／時段（包括設置，拆除和/或排練時間）如下：
The following hiring period/session (including setting-up, dismantling and/or rehearsal time) will be considered:

設施 Facilities	時段／時期 Session/ Period
地下專題展覽區 Thematic Exhibition Area on G/F	每個展覽最多可租用兩個月 每個活動最多可租用一星期 Up to a maximum period of 2 months for one exhibition Up to a maximum period of 1 week for one activity

設施 Facilities	時段／時期 Session/ Period
三樓多用途廳 Multi-purpose Hall on 3/F	每個展覽最多可租用兩個月 每個活動最多可租用一星期 Up to a maximum period of 2 months for one exhibition Up to a maximum period of 1 week for one activity
三樓多用途廳 A Multi-purpose Hall A on 3/F	每個展覽最多可租用兩個月 每個活動最多可租用一星期 Up to a maximum period of 2 months for one exhibition Up to a maximum period of 1 week for one activity
三樓多用途廳 B Multi-purpose Hall B on 3/F	每個展覽最多可租用兩個月 每個活動最多可租用一星期 Up to a maximum period of 2 months for one exhibition Up to a maximum period of 1 week for one activity
三樓會議室 Meeting Room on 3/F	每個展覽最多可租用兩個月 每個活動最多可租用一星期 Up to a maximum period of 2 months for one exhibition Up to a maximum period of 1 week for one activity

5. 申請會按以下原則審理：

Application will be assessed on the basis of:

- (a) 設施的可供租用情況；
availability of facility;
- (b) 政府各局／部門可優先使用設施，其次是與規劃及基建有關的機構及非政府機構；以及
priority will be given to government bureaux/departments, followed by planning and infrastructure related institutes and non-government organisations; and
- (c) 其他適用的考慮。
other relevant considerations as appropriate.

6. 遞交申請表前，申請人必須注意／遵守以下事項：

The applicant shall observe the following before filing in an application form:

- (a) 展館開放時間為星期一至四上午十時至下午六時，星期五、六、日及公眾假期上午十時至下午七時，逢星期二休息(公眾假期除外)，農曆新年初一及初二休息。基於人手安排的考慮，出租時段應與展館開放時間配合；
the opening hours of the Gallery are Monday to Thursday from 10am to 6pm, Friday to Sunday and Public Holidays from 10am to 7pm, closed on Tuesdays (except public holidays) and the first two days of the Chinese New Year. Due to manpower arrangement, the hiring hours should tally with the opening hours of the Gallery;

- (b) 展館不接受商業或牟利展覽／活動的申請；
no application for commercial or profit-making exhibition/activity will be accepted;
- (c) 同一機構只可為相同節目遞交一次申請；
the same organisation can only apply once for the same programme;
- (d) 展覽／活動的主辦者須自費購買公眾責任保險；
organiser(s) of the exhibition/activity shall at its own cost effect a public liability insurance policy;
- (e) 借予主辦者作舉行展覽／活動之用的場地、設施及器材如有遺失或損壞，主辦者須作出賠償；
organiser(s) shall indemnify and compensate for any loss or damage of any of the venue, facilities and equipment on loan to the organiser(s) for the exhibition/activity;
- (f) 如有需要，主辦者須自費安排即時傳譯服務；
organiser(s) shall be responsible to arrange at its own cost simultaneous interpretation service if required;
- (g) 除本館影音系統外，在舉行展覽／活動前後，主辦者須自費安排運送及裝拆展品和場地裝置，而有關安排必須符合展館人員的規定；
except the audio-visual system of the Gallery, organiser(s) shall be responsible at its own cost for transportation, installation and dismantling of the exhibition materials and venue-setting before and after the exhibition/activity to the satisfaction of the staff of the Gallery;
- (h) 除飲品／小食外，展館內不得提供膳食服務。倘擬在館內供應小食，須事先獲規劃署批准。主辦者須自費安排膳食及清理服務，而有關安排必須符合展館人員的規定；
except for drinks/light refreshments, catering service will not be allowed in the Gallery. Provision of light refreshment at the Gallery shall be subject to approval of the Planning Department. The organiser(s) shall be responsible at its own cost the catering and cleaning up service to the satisfaction of the staff of the Gallery;
- (i) 《國歌條例》
申請人如擬在展覽／活動舉行期間奏唱國歌，須遵守《國歌條例》(文件 A405)的規定指引，並須於租用日期四星前將相關安排通知規劃署。詳情請瀏覽：
<https://www.elegislation.gov.hk/hk/A405>。有關國歌的標準曲譜及官方錄音請見政制及內地事務局網頁：
https://www.cmab.gov.hk/tc/issues/national_anthem.htm；
National Anthem Ordinance
the applicant is required to observe and comply with the National Anthem Ordinance (Instrument A405) should the exhibition/activity involve the playing and singing of the national anthem. The applicant is also requested to inform the Planning Department of any playing and singing of the national anthem in the events at least 4 weeks in advance. For details, please visit: <https://www.elegislation.gov.hk/hk/A405>. The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: https://www.cmab.gov.hk/en/issues/national_anthem.htm ;
- (j) 《國旗及國徽條例》及《區旗及區徽條例》
根據《國旗及國徽條例》(文件 A401)及《區旗及區徽條例》(文件 A602)，申請人如欲於租用期間展示或使用國旗、國徽、區旗及區徽或其圖案，必須按相關條例規定的規格製造及展示，並須事先以書面方式向副行政署長提出申請（電郵：
flags&emblems@csso.gov.hk；傳真：2804 6552），所需的時間則視乎個別情況而定，

一般而言，需要大約三至四個星期。詳情請瀏覽：

<https://www.elegislation.gov.hk/hk/A401> (《國旗及國徽條例》)

<https://www.elegislation.gov.hk/hk/A602> (《區旗及區徽條例》)

National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance

in accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), the applicant who would like to display and use the national and regional flags or emblems during their hiring periods shall ensure that their designs are in compliance with the specifications set out in the respective Ordinances and make prior written applications to the Deputy Director of Administration (Email: flags&emblems@csso.gov.hk or Fax: 2804 6552). The processing time required varies and it takes about 3 to 4 weeks in general. For details, please visit:

<https://www.elegislation.gov.hk/hk/capA401> (National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602> (Regional Flag and Regional Emblem Ordinance);

(k) 維護國家安全

申請人須確保其本人、其僱員、代理人及在租用期間獲准進入租用場地的任何人士遵守《中華人民共和國香港特別行政區維護國家安全法》和香港特別行政區有關維護國家安全的其他法律，不得從事違反上述法律的行為和活動；

Safeguarding National Security

the applicant shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security, and shall not engage in any act or activity which are not in compliance with the said legislation;

(l) 規劃署可根據擬議展覽及活動的個別情況及優點考慮場地贊助的申請，申請必需以正式書面形式提交；及

the Planning Department may consider application for venue sponsor in accordance with individual circumstances and the merits of the proposed exhibition and activity upon separate formal written request; and

(m) 規劃署擁有對所有申請的最終決定權，包括保留接受或拒絕租用場地申請，以及取消或終止已獲覆實訂租之權利。

the final decision on the application rests with the Planning Department, including the right to accept or decline a hiring application, or to cancel or terminate a confirmed booking.

規劃署

Planning Department

3.2025

可供租用設施
Facilities Available for Hiring

附件一
Annex 1

	設施 Facility	空間大小(約數) Dimensions (about)		容量 Capacity	附屬設備 Ancillary Facilities
1.	地下專題展覽區 Thematic Exhibition Area on G/F	長(米) Length (m)	10.6	<ul style="list-style-type: none"> ● 可按會議格局擺放約 30 個座位 Meeting setting for about 30 seats ● 可按劇場格局擺放約 70 個座位 Theatre setting for about 70 seats ● 14 塊標準大小的展板(單面) 14 standard size panels (single-sided) ● 16 塊標準大小的展板(雙面) 16 standard size panels (double-sided) 	<ul style="list-style-type: none"> ● 32 塊展板(2 米(高) x 1 米(闊)) 32 numbers of exhibition panel (2m(H) x 1m(W)) ● 38 盞射燈 38 numbers of spotlights ● 3 部液晶電視機(置於可移動的架上) 3 sets of LCD TV on movable stand ● 2 個可移動的講台(木製/亞加力膠) 2 movable podium (wooden/ acrylic) ● 18 張可摺合的桌子 18 numbers of foldable tables ● 200 張可疊起的椅子 200 numbers of stackable chairs ● 三樓多用途廳影音系統 (包括 8 枝無線咪) AV system at multi-purpose hall on 3/F (including 8 sets of handheld wireless microphones) ● 三樓多用途廳 A/B 影音系統 (包括 4 枝無線咪) AV system at multi-purpose hall A/B on 3/F (including 4 sets of handheld wireless microphones) ● 三樓會議室影音系統(包括 4 枝無線咪) AV system at meeting room on 3/F (including 4 sets of handheld wireless microphones)
		闊(米) Width (m)	5.8		
		面積(平方米) Area (m ²):	61		
		樓底高度(米) Floor height (m)	3.15		
2.	三樓多用途廳 Multi-purpose Hall on 3/F	長(米) Length (m)	21	<ul style="list-style-type: none"> ● 可按劇場格局擺放 180 個座位 Theatre setting for 180 seats ● 28 塊標準大小的展板(單面) 28 standard size panels (single-sided) ● 32 塊標準大小的展板(雙面) 32 standard size panels (double-sided) 	
		闊(米) Width (m)	10		
		面積(平方米) Area (m ²):	210		
		樓底高度(米) Floor height (m)	5.4		
3.	三樓多用途廳 A Multi-purpose Hall A on 3/F	長(米) Length (m)	10.5	<ul style="list-style-type: none"> ● 可按劇場格局擺放 90 個座位 Theatre setting for 90 seats ● 14 塊標準大小的展板(單面) 14 standard size panels (single-sided) ● 16 塊標準大小的展板(雙面) 16 standard size panels (double-sided) 	
		闊(米) Width (m)	10		
		面積(平方米) Area (m ²):	105		
		樓底高度(米) Floor height (m)	5.4		

4.	三樓多用途廳 B Multi-purpose Hall B on 3/F	長(米) Length (m)	10.5	<ul style="list-style-type: none"> ● 可按劇場格局擺放 90 個座位 Theatre setting for 90 seats ● 14 塊標準大小的展板(單面) 14 standard size panels (single-sided) ● 16 塊標準大小的展板(雙面) 16 standard size panels (double-sided)
		闊(米) Width (m)	10	
		面積(平方米) Area (m ²):	105	
		樓底高度(米) Floor height (m)	5.4	
5.	三樓會議室 Meeting Room on 3/F	長(米) Length (m)	11	<ul style="list-style-type: none"> ● 可按會議格局擺放約 30 個座位 Meeting setting for about 30 seats ● 可按劇場格局擺放約 70 個座位 Theatre setting for about 70 seats ● 14 塊標準大小的展板(單面) 14 standard size panels (single-sided) ● 16 塊標準大小的展板(雙面) 16 standard size panels (double-sided)
		闊(米) Width (m)	6.7	
		面積(平方米) Area (m ²):	74	
		樓底高度(米) Floor height (m)	2.6	

	設施 Facility	設備和服務 Services and Facilities	基本場租(港元) Basic Charge (HK\$)	超時每天/小時收費(港元) Charge for Each Additional Day/Hour (HK\$)
1.	地下專題展覽區 Thematic Exhibition Area on G/F	租用場地不逾 1 天，包括附件一所列 附屬設備 Each hiring not exceeding 1 day with the ancillary facilities listed in Annex 1	4,720 (星期一至四，公眾假期除外 Monday to Thursday, except Public Holiday) 6,393 (星期五、六、日及公眾假期 Friday to Sunday and Public Holiday)	1,859 (星期一至四，公眾假期除外 Monday to Thursday, except Public Holiday) 2,812 (星期五、六、日及公眾假期 Friday to Sunday and Public Holiday)
2.	三樓多用途廳 Multi-purpose Hall on 3/F	租用場地不逾 3 小時，包括附件一所列 附屬設備 Each hiring not exceeding 3 hours with the ancillary facilities listed in Annex 1	5,858	1,075/小時 hour
3.	三樓多用途廳 A Multi-purpose Hall A on 3/F	租用場地不逾 3 小時，包括附件一所列 附屬設備 Each hiring not exceeding 3 hours with the ancillary facilities listed in Annex 1	4,254	606/小時 hour
4.	三樓多用途廳 B Multi-purpose Hall B on 3/F	租用場地不逾 3 小時，包括附件一所列 附屬設備 Each hiring not exceeding 3 hours with the ancillary facilities listed in Annex 1	4,254	606/小時 hour
5.	三樓會議室 Meeting Room on 3/F	租用場地不逾 3 小時，包括附件一所列 附屬設備的基本場租 Each hiring not exceeding 3 hours with the ancillary facilities listed in Annex 1	3,195	317/小時 hour

備註：政府各政策局／部門可免費租用。Remarks: Charges will be waived for Government Bureaux/Departments



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Ref. No. _____

租用設施申請表

Hiring of Facilities – Application Form

(請參閱申請指引並以英文大楷填寫)

(Please read the **Guidelines for Application** and complete in BLOCK LETTERS)

第一部分 **Part 1**

團體名稱 (中文)

Name of Organisation (English)

團體性質

Nature of Organisation

政府部門

Government
Department

學術機構

Academic Institute

註冊慈善團體

Registered
Charitable

註冊非營利團體

Registered
Non-profit-making

其他

Others _____

地址(中文)

Address (English)

負責人姓名

Name of Person-in-charge _____

聯絡電話/ 傳真號碼

Tel No./ Fax No. _____

電郵

E-mail _____

第二部分 **Part 2**

展覽 / 活動名稱(中文)

Name of Exhibition/Activity (English)

展覽/活動性質

Nature of
Exhibition/Activity

與規劃有關

Planning Related

與基建有關

Infrastructure
Related

政府服務

Government Services

其他Others _____

展覽/活動目的

Purpose of Exhibition /Activity

展覽/活動詳情（例如主題、名稱、目標受眾、節目表、講員/主禮嘉賓的名稱及提供飲品/小吃（如適用）等資料。如有必要，請提交相關文件。）

Details of Exhibition/Activity (e.g. theme, title, target audience, programmes, names of speakers/officiating guests and provision of light refreshment (if any). Please provide relevant documents where necessary.)

節目入場時間
Admission time of the activity _____

節目開始時間
Commencement time of the activity _____

入場費 Admission Fee \$ _____ / 免費 Free
(如適用，請提交收費詳情 Please provide details of admission fee where applicable)

擬租用設施舉辦展覽／活動的日期、時段和時期 Proposed date, session and period for the hiring of facilities		
設施 Facilities	日期（日/月/年） Date (dd/mm/yyyy)	時段／時期（包括設置，拆除和/或排練時間） Session/ Period/ (including setting-up, dismantling and/or rehearsal time)
地下專題展覽區 - 租借期以日計算 Thematic Exhibition Area on G/F - hired by day		
三樓多用途廳 - 租借期最少連續3小時 Multi-purpose Hall on 3/F - hired by minimum of 3 consecutive hours		
三樓多用途廳 A - 租借期最少連續3小時 Multi-purpose Hall A on 3/F - hired by minimum of 3 consecutive hours		
三樓多用途廳 B - 租借期最少連續3小時 Multi-purpose Hall B on 3/F - hired by minimum of 3 consecutive hours		
三樓會議室 - 租借期最少連續3小時 Meeting Room on 3/F - hired by minimum of 3 consecutive hours		

須向展館租用的設施及申請人將要放置於館內的設備（請參考申請指引附件一） Facilities to be required from the Gallery and equipments that will be installed by the applicant in the Gallery (Please refer to Annex 1 of the Guidelines for Application)	
設施 Facilities	所需附屬設備 Facilities to be required
地下專題展覽區 Thematic Exhibition Area on G/F	
三樓多用途廳 Multi-purpose Hall on 3/F	
三樓多用途廳 A Multi-purpose Hall A on 3/F	
三樓多用途廳 B Multi-purpose Hall B on 3/F	
三樓會議室 Meeting Room on 3/F	

參觀者／嘉賓／參與者的預計人數 Expected number of patronage/ guests/ participants	
設施 Facilities	預計人數 Expected participants
地下專題展覽區 Thematic Exhibition Area on G/F	
三樓多用途廳 Multi-purpose Hall on 3/F	
三樓多用途廳 A Multi-purpose Hall A on 3/F	
三樓多用途廳 B Multi-purpose Hall B on 3/F	
三樓會議室 Meeting Room on 3/F	

其他有關資料 (如適用)
Any other related information (if applicable)

第三部分 Part 3

聲明

Declaration

本人謹此聲明，本團體租用上述設施是純作舉辦非商業或非牟利的活動。本人承諾遵守使用該場地的條件或規例。在租用期間，如有任何人因本人或獲本人授權的人士使用該場地疏忽而蒙受任何損失、損害、損傷或死亡，本人須就所引致的任何訴訟、申索和要求作出彌償，無須規劃署負責。本人亦須支付在活動舉行期間所引致的任何損毀而須修理的費用，以及修理、重新設置或更換在活動舉行期間遭損毀、毀壞、盜竊或移走的任何器材、裝置、設備、設施或其他財物的費用。本人如違反使用條件或規例，可被終止使用該場地的權利。

I hereby declare that the above facility is hired by our organisation for organising non-commercial or non-profit-making activities only. I undertake to observe the conditions of use or regulations on the use of the venue and shall indemnify the Planning Department against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death arising out of or as a result of the use of the venue by me due to my negligence or on the part of the person authorised by me during the Hire Period. I shall also meet the cost of repair needed for any damage caused and for repair or reinstatement or replacement of any equipment, fixture, fittings, facilities or other property damaged or destroyed, stolen or removed during the activities. My right to use the venue shall be liable to suspension if I breach the conditions of use or regulations.

申請人簽署：

Signature of Applicant: _____

日期：

Date: _____

團體印鑑
Organisation Chop

* 申請書內的資料只會用於處理租用展城館設施的申請。

The information provided will only be used for processing application for hiring of facilities of the City Gallery.

備註： 申請表必須於擬舉辦展覽／活動的日期前不少於四個星期遞交規劃署專業事務組考慮。

Remarks: Application form must be submitted to the Technical Services Section of the Planning Department for consideration at least four weeks in advance of the proposed date of exhibition/activity.

規劃署地址：香港北角渣華道 333 號 北角政府合署 17 樓

Planning Department Address: 17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong

電話號碼 Tel. No.: (852) 2231 5000 傳真號碼 Fax No.: (852) 2877 0389

電郵 E-mail: enquire@pland.gov.hk

網址 Website: www.pland.gov.hk

展覽館地址：香港中環愛丁堡廣場 3 號

Gallery Address: 3 Edinburgh Place, Central, Hong Kong

電話號碼 Tel. No.: (852) 3102 1242 傳真號碼 Fax No.: (852) 3104 0129

電郵 E-mail: enquiry@citygallery.gov.hk

網址 Website: www.citygallery.gov.hk