

# Venue Services 場地服務



Cat. 類別	Service 服務	Quantity 數量	Fee (per continuous use within a single day) 收費 (每個曆日中的連續使用)	Applicable Venues 適用場地	
Equipment 設備	Two-person Table 二人桌	Per Unit 每張	Waived; Prior Booking Required 豁免; 須提前預約	All Venues 所有場地	
	Chair 椅子	Per Unit 每張		All Venues 所有場地	
	Portable Wireless Amplifier with 2 Wireless Microphones 手提式無線擴音機連兩支無線咪	Per Set 每組		All Venues (Except LG01 and Those Equipped with Audio Mixer, Speakers with 2 Wireless Microphones) 所有場地 (除LG01及選用數碼混音器、喇叭連2支無線咪的場地)	
	Audio Mixer, Speakers with 2 Wireless Microphones 數碼混音器、喇叭連兩支無線咪	Per Set 每組		UG02 and 及 All Interconnecting Combination(s) of 102-106, UG02-UG03 之所有連通使用組合	
	Smartboard 電子白板	The First Set 首組		300	All Venues (Except LG01 and LG05) 所有場地 (除LG01及LG05)
		From the Second Set Onwards 第二組起			
		Per Set 每組			
	Extra Wireless Microphones 額外無線咪	Two Units 兩支		200	Venues Equipped with Audio Mixer, Speakers with 2 Wireless Microphones 選用數碼混音器、喇叭連2支無線咪的場地
	Floor-standing Microphone Stand 落地式咪架	Per Unit 每個		50	All Venues (Except LG01) 所有場地 (除LG01)
	Floor-standing Music Stand 落地式譜架	Per Unit 每個		50	All Venues (Except LG01) 所有場地 (除LG01)
	Movable Lectern 流動式講台	Per Unit 每個		100	All Venues 所有場地
	Portable Projector with Screen 流動投影機連投影幕	Per Set 每組		250	All Venues 所有場地
	Laptop - Windows 手提電腦 - Windows	Per Unit 每部		200	All Venues 所有場地
	Laptop - MacBook Pro 手提電腦 - MacBook Pro	Per Unit 每部		300	All Venues 所有場地
	Electronic Keyboard 電子琴	Per Unit 每部		150	Not open for bookings 暫不開放預約
Cajon 木箱鼓	Per Unit 每部	100			
Portable Stage 裝拆式舞台	Per Set 每組	1000	All Venues 所有場地		
Professional Multi Media Production Equipment Set (Refer to Schedule) 專業多媒體製作設備套裝 (詳情參閱附表)	Per Set 每組	800	LG02 and 及 All Interconnecting Combination(s) of LG02 - LG04 之所有連通使用組合		
Other Svcs. 其他服務	Cleaning Charge for On-site Food and Beverage Consumption 餐飲清潔附加費	Per Venue 每場地	500	100, 102-106, 110 and All Interconnecting Combination(s) Thereof 及當中所有連通使用組合	
		Per Venue 每場地	1000	LG01-LG05, UG01-UG03, 101, 107-108, All Open Activity Spaces and All Interconnecting Combination(s) Thereof 所有開放式活動空間及當中所有連通使用組合	
	Commercial Filming Charge 商業拍攝附加費	Per Venue 每場地	20% of Total Charge 總收費百分之二十	All Venues 所有場地	

## Applicable Fee for Additional Svcs. 額外服務收費

### Details on Applicable Fee for Additional Services

#### 有關額外服務收費的說明

Each fee applies only to continuous use of a specific service within a single calendar day, and cannot be carried over to the next or other day.  
每筆額外服務收費僅適用於單個曆日內就個別服務的連續使用，不能跨日計算。

#### Important Information

##### 注意事項

- Users are required to reserve any necessary additional services at the time of venue application, allowing the Centre to make appropriate arrangements after confirmation. If no prior reservation is made, the Centre may not be able to provide the services.  
使用者須於申請場地服務時，一併就所需的附加服務進行預約，以便場館在確認後提前作出相應安排。若未有事先預約，場館或未能提供相關附加服務。
- Refer to the "General Rules and Terms for Venue Services" for details. (Chinese only)  
有關詳情，請參閱：「場地服務一般條款及守則」。

### Schedule. Professional Multi Media Production Equipment Set

#### 附表：專業多媒體製作設備套裝內容

Cat. 類別	Item 項目	Quantity 數量
Audio 音響	Vocal Microphone 人聲咪 SHURE SM7B Microphone	On Demand 按需提供
	Condenser Microphone 電容咪 LEWITT LCT 441 FLEX Condenser Microphone	One Unit 一支
	Wireless Microphone 無線咪 SENNHEISER Profile Wireless Microphone System (2 in 1 Wireless Microphone)	One Unit 一支
	Mixer with Audio Interface 混音器及音訊介面 SOLID STATE LOGIC BIG SIX Desktop Analog Mixer with Audio interface (8 Mono Inputs and 4 Outputs)	One Set 一組
	Monitor Headphones 監聽耳筒 SONY MDR-M1 Closed Monitor Headphones	One Unit 一個
	Studio Monitor 錄音室監聽喇叭 ADAM Audio T5V Active Studio Monitor (Nearfield)	One Pair 一對
	DI Box DI盒 BEHRINGER DI100 DI Box	On Demand 按需提供
Video 影像	Video Switcher 視訊切換器 BLACKMAGIC DESIGN Atem Mini Pro ISO Live Production Switcher	One Unit 一部
	Camera 攝影機 SONY ZV-E10M2 Camera	One Unit 一部
Instrument 樂器	Electronic Keyboard 電子琴	Temp N/A 暫不提供
	Cajon 木箱鼓	Temp N/A 暫不提供
General 一般	Floor-standing Microphone Stand 落地式咪架	On Demand 按需提供
	Floor-standing Music Stand 落地式譜架	On Demand 按需提供
Support 支援	On-site Technical Support 技術人員駐場支援	

### Venue Overview 場地簡介

<https://shorturl.at/wFXLV>

### Application Form 申請表格

<https://shorturl.at/aH3qT>

All venue applications must be submitted at least 14 days before the first date of use. If the venue is for "public entertainment" purposes, applications must be submitted at least 35 days before the first date of use.

所有場地申請，必須在首次使用日期前最少十四日提交。

若作「公眾娛樂」用途，則須在首次使用日期前最少三十五日提交。

For reference only. On-site visits are welcome; please make an appointment in advance.  
資料僅供參考。歡迎親臨現場視察，敬請提前預約。

Effective Date 生效日期 : 21/01/2026

