

Guidelines for Event Organisation in HKDI & IVE (LWL)

The Hirer is required to observe and comply with the Terms and Conditions of Hire of Accommodation in Council Premises issued by the Vocational Training Council (VTC) and all the following requirements of Hong Kong Design Institute and Hong Kong Institute of Vocational Education (Lee Wai Lee) (hereafter “HKDI & IVE (LWL)”):

1. Purpose

- 1.1 The venue(s) shall only be used for the purpose(s) stated in the approved application. Any alternation of use will result in the immediate termination of the function or activity. The Hirer shall indemnify HKDI & IVE (LWL) for all costs, claims, and expenses which the Council may incur or suffer, and against all actions, claims or demands made by any person, arising from such altered use of the venue.

2. Copyright & Licences

- 2.1 The Hirer shall not use the venue for any performance in public of any dramatic or musical work or for the delivery in public of any matter in which copyright subsists without the consent of the owner of the copyright and shall not in any other manner infringe any copyright. The Hirer shall indemnify HKDI & IVE (LWL) of any cost, fine or other expenses that may incur as a result of such infringement during the period of hire.
- 2.2 The Hirer shall obtain all licences and permits which by any enactment are required in connection with any entertainment or function in the venue during the period of hire and shall perform and observe the terms and conditions of all such licences and permits. A copy of such licences or permits shall be submitted to HKDI & IVE (LWL) at least 7 working days before the first day of the period of hire for record.

Whenever necessary, the Hirer shall apply for all relevant licences required under the Relevant Legislation and regulations to such matters as

Copyrights

Composers and Authors Society of HK Ltd (CASH)
Tel Enquiries: +852 2846 3229
(www.cash.org.hk)

Phonographic Performance (South East Asia) Ltd (PPSEAL)

Tel Enquiries: +852 2861 4318
(www.ppseal.com)

Hong Kong Recording Industry Alliance Ltd (HKRIA)

Tel Enquiries: +852 2520 7000
(www.hkria.com)

Places of Public Entertainment Ordinance (Cap. 172, Laws of Hong Kong)

Temporary Places of Public Entertainment Licence
Sai Kung District Environmental Hygiene Office
Tel Enquiry: +852 3740 5100
(www.fehd.gov.hk)

Film Censorship Ordinance (Cap. 392, Laws of Hong Kong)

Certificate of Approval
Office for Film, Newspaper and Article Administration
Tel Enquiries: +852 2594 5788
(www.ofnaa.gov.hk)

If the Hirer fails to obtain the relevant licence(s) and permit(s), HKDI & IVE(LWL) reserves the right to take appropriate action against the Hirer, including but not limited to reporting to the law-enforcing authorities and to demand the Hirer to indemnify HKDI & IVE(LWL) any costs, expenses or losses which HKDI & IVE(LWL) may incur or suffer as a result of the Hirer's failure to obtain such licence(s) and permit(s).

3. Noise Control

- 3.1 The Hirer shall not permit any noise, particularly noise arising from construction of display stands or the operation of sound equipment that may cause annoyance to users of other parts of HKDI & IVE (LWL).
- 3.2 In accordance with Noise Control Ordinance (Cap. 400, Laws of Hong Kong), the Hirer shall ensure that all sounds emitted from the public address system (PA system), audio-visual system (AV system) or any other sound-making equipment must be kept to a reasonable low level so as not to cause any unnecessary nuisance or offend other users of HKDI & IVE (LWL) and the neighbourhood. If required, the Hirer shall liaise with Environmental Protection Department to seek their views and assistance in noise control:
Environmental Protection Department
Customer Services Hotline, Tel: +852 2838 3111
(www.epd.gov.hk)

4. Insurance

- 4.1 The Hirer shall bear the liability of having appropriate insurance to cover all eventualities during the use of the venue including VTC's property and third parties liabilities insurance etc. HKDI & IVE (LWL) shall not be held responsible for any accident, death, injury, theft, loss or damage which may occur during the period of use of the venue by the Hirer.
- 4.2 The Hirer required carrying out and maintaining public liability insurance in a sum not less than HK\$20 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move in period, event period and move out period. Hong Kong Design Institute & Hong Kong Institute of Vocational Education (Lee Wai Lee) as one of insured party.

5. Identification

- 5.1 Throughout the period of hire, every employee and/or agent of the Hirer working at HKDI & IVE (LWL) shall wear or carry for inspection by HKDI & IVE (LWL) staff a clear identification badge or card, a specimen of which shall be submitted to HKDI & IVE (LWL) for review at least three working days prior to the first day of the period of hire.

6. Operations

- 6.1 Electrical Apparatus and Fitting
- 6.1.1 The Hirer shall not, without the prior permission of HKDI & IVE (LWL), permit any electrical apparatus or fitting to be attached to or used in conjunction with existing electrical fittings in HKDI & IVE (LWL). All electrical wiring/cabling shall be properly connected in compliance with British Standards (BS) requirements.
- 6.1.2 Application for Temporary Electrical Installation
In arranging any electrical installations (e.g. installing dimmers, motor(s) for controlling bring-in equipment), the Hirer has to comply with the Electricity

Ordinance (Cap. 406, Laws of Hong Kong) that any electrical works including temporary installation of power supply, alternation, connection or disconnection of wiring of equipment or lighting fitting (s) should be tested and certified in good and safe operation condition by a registered electrical contractor (REC) who should then issue a Work Completion Certificate (WR(1)) to HKDI & IVE (LWL) showing the above work is completed.

- 6.1.3 No more than one adaptor or one extension unit should be inserted into a socket outlet.
- 6.1.4 All electrical device(s), e.g. luminaires, socket outlets, switches and cables, used outdoors must be at least with Ingress Protection (IP66) weatherproof standard
- 6.2 The Hirer shall not, without the permission of HKDI & IVE (LWL), install temporary structures; affix any glue, scotch-tape, gum paper, nails, spikes, tacks or any other object to any plaster wall or floor or on any fixture, fitting or piece of furniture in any part of the venue.
- 6.3 The Hirer shall not, without the prior permission of HKDI & IVE (LWL), bring into or alter or move from any venue any additional furniture or equipment and shall comply in all respects with any conditions with regard thereto which may be imposed by HKDI & IVE (LWL).
- 6.4 The normal staff meal breaks are 13:00-14:00 hours and 18:00-19:00 hours. During the meal break periods, no venue technical service shall be provided and no audience admission and performance shall be arranged in VTC Auditorium.
- 6.5 The Hirer is required to follow the advice and instructions given by staff of HKDI & IVE (LWL) on the use/operation of the equipment/machines provided by HKDI & IVE (LWL).
- 6.6 HKDI & IVE (LWL), or persons duly authorised by HKDI & IVE (LWL), shall have the right of free entry in and upon the venue at all times in the performance of their duties.
- 6.7 When in the opinion of HKDI & IVE (LWL) extra manpower is required for crowd control in connection with any event, the Hirer shall pay the additional cost incurred thereof in accordance with rates prescribed by the VTC.
- 6.8 No welding, metal-cutting or the use of other “hot works” equipment (without sparks) are prohibited.

7. Property

- 7.1 The Hirer is responsible for the safekeeping of his own belongings or property, including raw materials and other equipment. HKDI & IVE (LWL) shall not be liable for any loss due to theft or any other reasons.

8. Facilities

- 8.1 The Hirer should take good care of the equipment and furniture under their use. The Hirer should compensate HKDI & IVE (LWL) for any loss or damage due to carelessness or mishandling of the equipment or furniture by the Hirer. Any damage observed should be reported at once to the office.

9. Loading

9.1 The Hirer shall not cause or permit the floor loading in the venue or any part of any thereof to exceed the respective maximum floor loading which HKDI & IVE (LWL) in its absolute discretion may see fit to approve or prescribe. The Hirer shall further distribute the weight of any heavy structure or equipment over as large an area as possible by the use of battens or other suitable means authorised by HKDI & IVE (LWL).

10. First Aid Services

10.1 The Hirer may be required to schedule and pay for qualified personnel to provide first aid services during all or certain periods of the scheduled event. Such requirement will be at HKDI & IVE (LWL)'s sole discretion depending on the nature of the scheduled event.

11. Certificate

11.1 The Hirer accepts full responsibility for the safety of Stands and Temporary Structures. Setup of all stands, temporary structures or any stage shall be by the "Certificate of Fire Service Installation and Equipment". The following requirements must be fulfilled of the Hirer wishes to construct or install stands, temporary structures which include but are not limited to backdrops, arches, free stand signage and banners, .

11.2 Temporary Structure - Place at Indoor

Temporary Structure - Place at Indoor		
Height	Requirements	Submission schedule
Height 2.4m or above	RSE Report	prior to 1 st day of the event period
Height 3m or above	Undertaking Letter for substantiation to justify the stability by a Registered Structural Engineer	prior to 7 th working days of the erection
	RSE Report	prior to 1 st day of the event period
Height 4.5m or above	designed with Structural Calculations and its stability verified by a Registered Structural Engineer	prior to 7 th working days of the erection
	RSE Report	prior to 1 st day of the event period

11.3 Temporary Structure Place at Outdoor

Temporary Structure Place at Outdoor		
Height	Requirements	Submission schedule
Height 2.4m or above	Undertaking Letter for substantiation to justify the stability by a Registered Structural Engineer	prior to 7 th working days of the erection

	RSE report	prior to 1 st day of the event period
Height 3m or above	designed with Structural Calculations and its stability verified by a Registered Structural Engineer	prior to 7th working days of the erection
	RSE report	prior to 1st day of the event period
Height 3.5m or above	designed with Structural Calculations and its stability verified by a Registered Structural Engineer	prior to 7th working days of the erection
	Method Statement endorsed by Registered Safety Officer/Registered Safety Auditor	
	RSE report	prior to 1st day of the event period

11.4 Use of any working platforms or stages more than 1 metre but less than 1.5 metres in height must be constructed under the supervision of an authorised person or registered structural engineer. The authorised person or registered structural engineer must also verify the stability of the platforms and stages on-site and submit a safety report to HKDI & IVE (LWL) prior to the first day of the event period.

12. Use of Access Equipment and Rigging

12.1 Access equipment includes scaffolding, towers, mobile elevating work platforms, lifting tables and other similar equipment. The Hirer shall ensure all operators working on such access equipment to wear appropriate safety gear, which required the relevant legislation and regulations, and present relevant certification where applicable.

12.2 Weight restrictions apply to the rigging points at various locations in exhibition venue(s). To ensure the safety of all hanging structures, A structural safety certificate, endorsed by a Registered Structural Engineer is required if the total weight of these items is less than 80kg. If total weight is equal to or greater than 80kg, The Hirer must submit the proposals for rigging, and provide structural drawings of hanging objects that include details dimensions and structural calculation and structural safety certificate endorsed by a Registered Structural Engineer to HKDI & IVE (LWL) prior to the 7th working days of the erection.

13. Hiring Period

13.1 All setup and dismantling works, including setup and dismantling of venue equipment, should be arranged within the hiring period. The Hirer should also ensure sufficient setup and dismantling time is available for the event. No over-night stay is permitted in the venue.

14. Public Health

14.1 In response to the ongoing pandemic of COVID-19, the Hirer is required to follow

Prevention and Control of Disease Ordinance (Cap. 599, Laws of Hong Kong) and observe the Health Tips for Maintaining Good Hygiene during Organising Events in HKDI & IVE (LWL) to implement the preventive measures to prevent spread of virus at HKDI & IVE (LWL). If required, the Hirer shall liaise with Department of Health to seek their advice:

Department of Health
Enquiries, Tel: +852 2961 8989 or +852 2961 8991
(www.dh.gov.hk)

14.2 The hirer should comply with the Vaccine Pass Directions, Requirement and Restriction applicable to the “Event Premises” or Place of Public Entertainment”.

15. Safety

15.1 HKDI & IVE (LWL) may order the Hirer to remove from any venue or from the campus anything brought in by the Hirer, his staff or agents, which in the opinion of HKDI & IVE (LWL) is dangerous or liable to cause nuisance or obstruction. The Hirer shall thereupon immediately remove such item(s).

15.2 No entry to the control rooms shall be allowed in VTC Auditorium

15.3 No means of escape, staircase and passageway shall be blocked.

15.4 No standing shall be allowed in VTC Auditorium during any scheduled staged event.

15.5 Performers shall not throw any object towards the seating area in VTC Auditorium.

15.6 In accordance with Section 6 of Occupational Safety and Health Ordinance (OSHO, Cap. 509, Laws of Hong Kong), the Hirer shall ensure their staff and contractors have established and maintained a safety management system for working, which should include, but not limited to the following:

- (a) Avoiding above-ground work where possible by, for example, using specific hand tools to allow the work to be done safely on the ground;
- (b) Refraining from using ladders for work of any height;
- (c) Providing and ensuring the use of a suitable working platform where above-ground work is unavoidable; and
- (d) When using ladder is unavoidable, conducting a thorough risk assessment and implementing all necessary safety measures related to use of ladders.

15.7 A clearance area of 1 metre below the sprinkler heads should be kept free from any obstacle.

15.8 Fire protection, equipment and security systems and their control devices must be kept clear of any obstacle and accessible at all times; a clearance area of at least 1.5 metres must be maintained around all fire hose reels.

15.9 The Hirer shall not, without the prior permission of HKDI & IVE (LWL), permit smoking or the use of naked flame in any part of HKDI & IVE (LWL).

16. Setup Requirement

16.1 The Hirer shall block seats for technical use such as placing video recording camera in the seating area in VTC Auditorium.

- 16.2 Standard rig for stage lighting shall be provided and no modification shall be allowed in VTC Auditorium.
- 16.3 No temporary structure or stage setup will be erected without prior approval of the venue management of VTC Auditorium.

17. Aisles and Routes of Exit

- 17.1 All passageways of the event setup as part of the means of escape should have a minimum width of 1.5 metres.
- 17.2 Exits, including any emergency passageway, must be clearly defined.

18. Decorations

- 18.1 The Hirer shall not, without the prior permission of HKDI & IVE (LWL), permit floral decoration to be placed on any part of HKDI & IVE (LWL).
- 18.2 The Hirer shall on or before the termination of the hiring or the expiry of the Confirmed Period of Hire remove all floral and other decorations placed by him in any part of HKDI & IVE (LWL).
- 18.3 The Hirer shall not, without the prior permission of HKDI & IVE (LWL), permit any banner or similar decoration to be displayed in the Venue or in any part of HKDI & IVE (LWL).
- 18.4 The Hirer shall not, without the prior permission of HKDI & IVE (LWL), display material across any window and HKDI & IVE (LWL) shall withhold such permission if in his opinion such display will adversely affect the external appearance of any building of the campus of HKDI and IVE (LWL).

19. Photography, Recording, Filming and Broadcasting

- 19.1 The Hirer shall not, without the prior permission of HKDI & IVE (LWL), use any recording equipment including mobile phone camera, conduct recording, filming and/or permit photography, filming, audio or video recording, telecasting or broadcasting in any part of HKDI & IVE (LWL).
- 19.2 Without prejudice to Sub-clause (18.1) above and subject to the payment of any fees or charges may grant to the Hirer the right to film, make recordings, audio or video, and to broadcast by radio or television, during the Hiring Period.

20. Co-operation with Other Users

- 20.1 Multiple Hirers may be using various parts of HKDI & IVE (LWL) at the same time. The Hirer must exercise reasonable and the best efforts to co-operate and not to interfere with the use of any area of HKDI & IVE (LWL) other than the Hirer's specific hiring area.

21. Animals

- 21.1 Any animal, except guide dogs for persons with visual impairment, are prohibited in any part of HKDI & IVE (LWL) unless used as some form of exhibit, display or performance, in which case they must be approved by HKDI & IVE (LWL) in advance and the Hirer is advised to apply for relevant permits or licences.

22. Closed Circuit Television

22.1 A Closed Circuit Television (CCTV) system will be operational at all times within HKDI & IVE (LWL) campus and is monitored by the security control room. The CCTV system records on a 24-hour daily basis and HKDI & IVE (LWL) reserves the right, if required, to pass CCTV recordings to the relevant authorities of the Government of the Hong Kong Special Administrative Region upon request.

23. Fire or Emergency Evacuation

遇上火警或緊急事故需要疏散時的應變行動

1. If you hear fire alarm, stop what you are doing;
聽到火警鐘聲，立刻停止進行中的事項；
2. Leave the building by taking the nearest escape route and exits (follow illuminated EXIT signs);
使用最近的逃生通道及出口離開大樓（跟從發光出路指示標誌）；
3. Close doors behind you and DO NOT use lifts;
把門關好及切勿使用升降機；
4. Go directly to the Assembly Area at : **Footpaths of King Ling Road or Choi Ming Street; and**
直接前往集合處：位於**景嶺路** 或 **彩明街的行人路**；
5. DO NOT re-enter the building unless you are instructed to do so.
未得到指示，切勿再次進入大樓

