

Y Theatre, Y Platform, Y Studio
& Multi-purpose Area

Hire Guide

Short-Lease Facilities

Application Procedures & Information

Version 2017.07.01

About Youth Square

Youth Square is an innovative complex devoted to youth development activities in Hong Kong. It serves as a focal point for territory-wide youth-related activities in Hong Kong with the provision of facilities and venues for youth activities including local and overseas exchange programmes, leadership development, cultural and arts performance, conference, exhibition, multi-media production training etc.

Location

Located at 238 Chai Wan Road – three minutes' walk from Chai Wan MTR station– Exit A.



Facilities Hire Concession Policy[#]

Non-profit Making Organization[^] (including Charity Organization) and Government Sector entitle concession rate for booking of Major Facilities (i.e. Y Theatre, Y Platform and Y Studio) and Multi-purpose Area whereas individual youths aged between 10 and 29^{*} are entitle concession rate for booking of Multi-purpose Area. For details, please refer to the Scale of Hire Charges.

Remarks:

[#] Please refer to the terms and conditions published by Youth Square from time to time. Youth Square reserves the right on concessionary decision.

[^] The Memorandum (if any) and Articles of Association or the Constitution of the applicant must specify that members do not take any share of the profits. Upon dissolution of the organization, members do not take any share of the profits or assets.

^{*} Applicable on the date of application form together with the required documents duly received at Youth Square.

管理及營運 Managed and Operated By

 新世界設施管理有限公司
New World Facilities Management Company Limited

查詢電話 Enquiries:
3721 8888
www.YouthSquare.hk



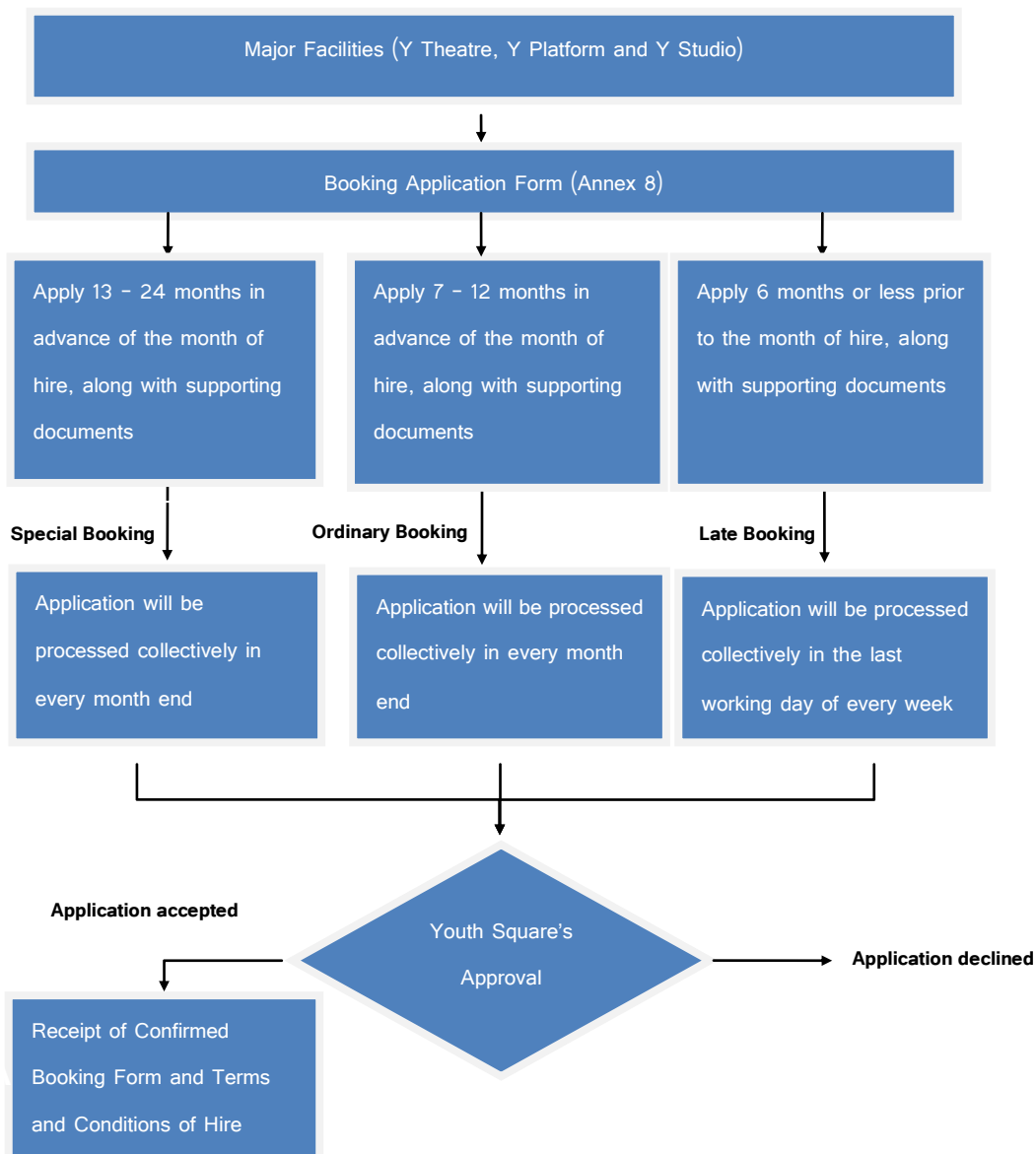
 Youth Square

香港柴灣柴灣道 238 號 238 Chai Wan Road, Chai Wan, Hong Kong 電話 Tel: 3721 8888 傳真 Fax: 3721 8889 網頁 Website: www.youthsquare.hk

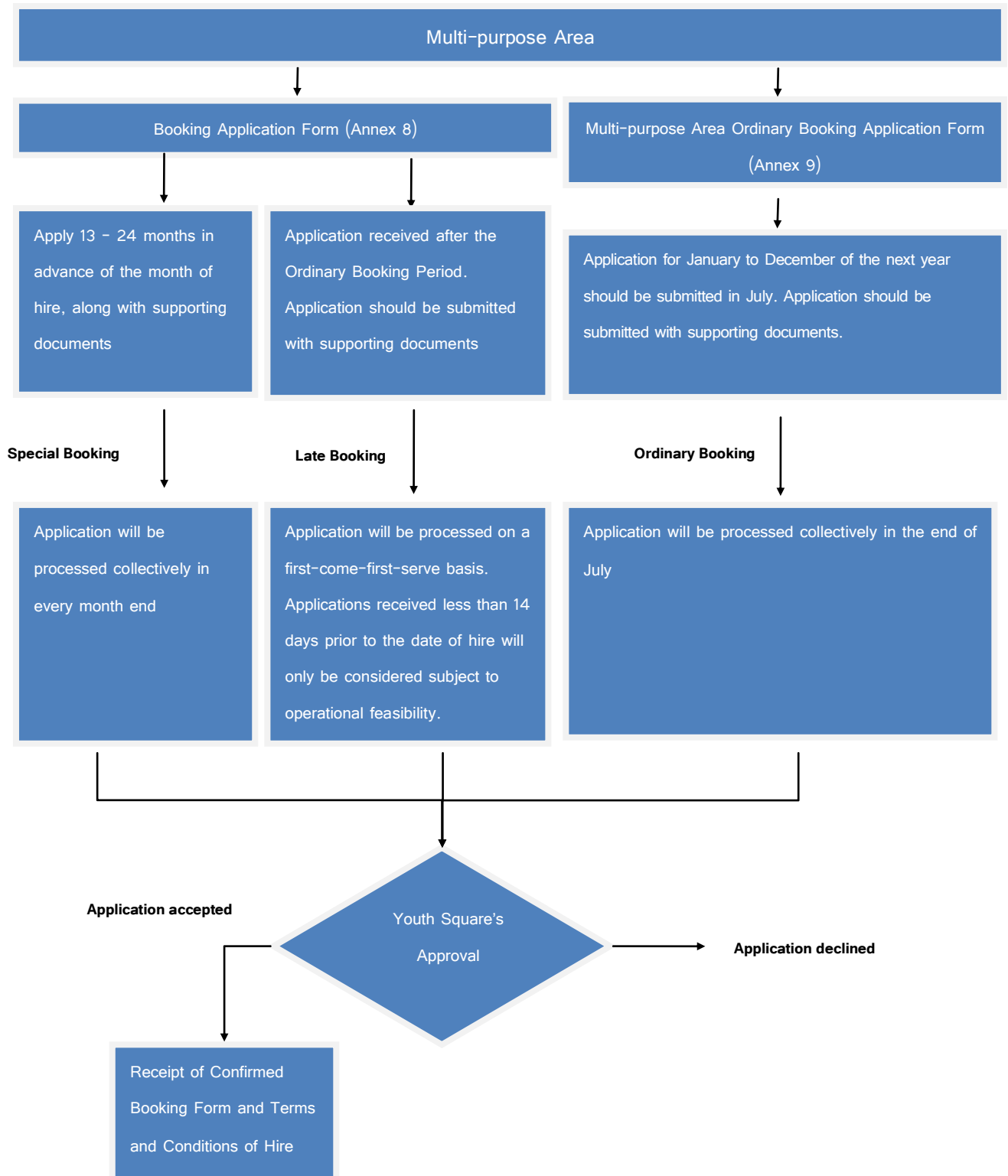
Short-lease Facilities Hire Application and Procedures

To book, interested parties should complete the "Booking Application Form" (Annex 8) or "Multi-purpose Area Ordinary Booking Application Form" (Annex 9) and submit by mail, email, fax or in person to Youth Square Operations Department. The applications will be processed upon receipt of the completed "Booking Application Form" (Annex 8) or "Multi-purpose Area Ordinary Booking Application Form" (Annex 9) together with the required documents by Youth Square. An acknowledgement will be provided to applicants within 3 working days. If applicant fails to provide the required documents, application will not be processed. The request will go through the following approval procedure in accordance with the content and nature of proposed function / event, value of youth development, number of days of the proposed function, nature of the applicant, and hiring records of the applicant, etc. Successful applicants will be required to complete and submit the "Confirmed Booking Form" in order to secure the booking. For details, please refer to the "Booking Arrangements" on page 5 to 7.

Major Facilities (Y Theatre, Y Platform and Y Studio)



Multi-purpose Area



Booking Arrangements (Major Facilities)

Major Facilities (Y Theatre, Y Platform and Y Studio)	
<p>Ordinary Bookings (for youth activities only)</p>	<p>Applications are accepted 7 to 12 months in advance of the month of hire. (e.g. applications for August 2016 – January 2017 are accepted in January 2016)</p> <p>Completed application forms should reach the Operations Department of Youth Square before 5:30 p.m. of the last working day* of each month for Major Facilities. The applications will be processed upon receipt of the Booking Application Form together with the required documents by Youth Square. An acknowledgement will be provided to applicants within 3 working days. If applicant fails to provide the required documents, application will not be processed. A reply of acceptance or decline of the booking application with no competing demand will be provided within 4 weeks after the application deadline and subject to the announcement of Youth Square.</p> <p>Application will be considered in accordance with the content and nature of proposed function/event, value of youth development, number of days of the proposed function, nature of the applicant, and hiring records of the applicant, etc.</p> <p><i>* Working day refers to Monday to Friday except public holidays</i></p>
<p>Late Bookings (for both youth and non-youth activities)</p>	<p>Applications received after the Ordinary Booking Period are considered as Late Bookings. They will be processed subject to operational feasibility and in accordance with the criteria as for the Ordinary Booking applications.</p> <p>Late Booking applications are received each week during office hours from Monday to Friday (before 5:30 p.m.) except Saturday, Sunday and public holidays. They will be processed collectively in the last working day of every week.</p>
<p>Special Bookings (for youth activities only)</p>	<p>Youth Events requiring a longer lead-time for planning and preparation (e.g. cultural performances involving overseas artists) are eligible to apply for Special Bookings. Special Booking applications are accepted 13 to 24 months in advance of the month of hire. Completed application forms together with the required documents should reach the Operations Department of Youth Square before 5:30 p.m. of the last working day* of each month. An acknowledgement will be provided to applicants within 3 working days by email. A reply will be provided within 4 to 6 weeks thereafter.</p> <p><i>* Working day refers to Monday to Friday except public holidays</i></p>
<p>Supporting Documents</p>	<p>For organizations, applications should include copies of:</p> <ol style="list-style-type: none"> 1. (i) Certificate of Registration on the list of approved charitable institutions or trusts of a public character; or (ii) Business Registration Certificate under the Business Registration Ordinance; or (iii) Certificate of Incorporation under the Companies Ordinance; or (iv) Notification of the establishment of Society under the Societies Ordinance; or (v) Certificate of Registration of a Society under the Societies Ordinance; and <p>2. Applications should also include a copy of the following document duly signed by the Chairman and one other office bearer to the effect that it is a true copy:</p> <ol style="list-style-type: none"> (i) The Memorandum (if any); or (ii) Articles of Association; or (iii) Constitution. <p>For individuals, applicants should present their identity cards / passports for checking when they submit applications in person. If applications are submitted by post / email / fax / third party, copies of the applicant's identity card / passport should be enclosed. Applicants under the age of 18 must have their Booking Application Form signed by parent or guardian (parent / guardian should be at 18 years old or above).</p>

Booking Arrangements (Multi-purpose Area and Exhibition Area)

	Multi-purpose Area	Exhibition Area
Ordinary Bookings (for youth activities only)	Applications with activities in the period between 1 January and 31 December of the next year are accepted in July.	Applications with activities in the period between 1 January to 31 December of the next year are accepted in July.
	1. Completed application forms should reach the Operations Department of Youth Square before 5:30 p.m. of the last working day* of July of current year for Multi-purpose Area. The applications will be processed upon receipt of the duly completed "Multi-purpose Area Ordinary Booking Application Form" together with the required documents by Youth Square. An acknowledgement will be provided to applicants within 3 working days. If applicant fails to provide the required documents, application will not be processed. A reply of acceptance or decline of the booking application with no competing demand will be provided within 4 to 6 weeks after the application deadline and subject to the announcement of Youth Square	
	2. Applications will be considered in accordance with the content and nature of proposed function / event, value of youth development, number of days of the proposed function, nature of the applicant, and hiring records of the applicant, etc.	
	3. A. For Ordinary Booking of Multi-purpose Area, an assessment will be applied when there is more than one applicant applying for the same venue and the same time slot. B. Handling of application for event on Saturday and Sunday i.) There are 4 time slots for selection on Saturday and Sunday: 9:00 a.m. to 12:00 n.n. 1:00 p.m. to 3:00 p.m. 4:00 p.m. to 6:00 p.m. 7:00 p.m. to 11:00 p.m. ii.) Applicant is required to select the aforesaid timeslot, if more than one timeslot is selected, applicant is required to rank their priority. iii.) During the assessment, If there is more than one applicant applying for the same slot, the ranking priority of applications will be considered.	3. A. For Ordinary Booking of Exhibition Area, an assessment will be applied when there is more than one applicant applying for the same venue and the same date. B. The application of Exhibition Area applies from Monday to Sunday.
4. In case where applicant of application for the Ordinary Booking of Multi-purpose Area received in July 2017 has record of booking cancellation after timeslots allocation or breach of Terms and Conditions of Hire, related records will be taken into consideration in the assessment for each of the above mentioned listed circumstances.		
5. After assessment, if there is more than one applicant having the same order of priority, Youth Square will proceed to draw lots among applicants having the same order of priority to determine successful applicant and reserves.		
6. Results of ballot will be announced within 6 weeks after the application deadline.		
7. Successful applicants shall observe the booking procedures and settle the payment within 7 days after issue of Confirmed Booking Form from Youth Square. Failure to settle payment will be considered as cancellation. <i>* Working day refers to Monday to Friday except public holidays</i>		

<p>Late Bookings (for both youth and non-youth activities)</p>	<p>Applications received after the Ordinary Booking Period are considered as Late Bookings which will be processed on a first-come-first-served basis. Late booking will be considered only after completion of the Ordinary Booking Application procedure and subject to the announcement of Youth Square. Applications received less than 14 days prior to the date of hire will only be considered subject to operational feasibility.</p>
<p>Special Bookings (for youth activities only)</p>	<p>Youth Events requiring a longer lead-time for planning and preparation (e.g. cultural performances involving overseas artists) are eligible to apply for Special Bookings. Special Booking applications are accepted 13 to 24 months in advance of the month of hire. Completed application forms together with the required documents should reach the Operations Department of Youth Square before 5:30 p.m. of the last working day* of each month. An acknowledgement will be provided to applicants within 3 working days by email. A reply will be provided within 4 to 6 weeks thereafter.</p> <p><i>* Working day refers to Monday to Friday except public holidays</i></p>
<p>Supporting Documents</p>	<p>For organizations, applications should include copies of:</p> <ol style="list-style-type: none"> 1. (i) Certificate of Registration on the list of approved charitable institutions or trusts of a public character; or (ii) Business Registration Certificate under the Business Registration Ordinance; or (iii) Certificate of Incorporation under the Companies Ordinance; or (iv) Notification of the establishment of society under the Societies Ordinance; or (v) Certificate of Registration of a Society under the Societies Ordinance; and <p>2. Applications should also include a copy of the following document duly signed by the Chairman and one other office bearer to the effect that it is a true copy:</p> <ol style="list-style-type: none"> (i) The Memorandum (if any); or (ii) Articles of Association; or (iii) Constitution. <p>For individuals, applicants should present their identity cards / passports for checking when they submit applications in person. If applications are submitted by post / email / fax / third party, copies of the applicant's identity card / passport should be enclosed. Applicants under the age of 18 must have their Booking Application Form signed by parent or guardian (parent / guardian should be at 18 years old or above).</p>

Enquiries

Tel: 3721 8831 (Monday to Friday from 9:00 a.m. to 6:00 p.m. except public holidays)

Fax: 3721 8889

Email: venuebooking@youthsquare.hk

Address: Youth Square Management Office, 7/F, 238 Chai Wan Road, Chai Wan, Hong Kong

Site Visit

Interested parties are welcomed to make a site visit at Youth Square. For enquiries, please call 3721 8831.

Annex

1. Y Theatre Seat Plan
2. Y Platform Floor Plan
3. Y Studio Floor Plan
4. Y Studio Seat Plan
5. 2/F Exhibition Area Floor Plan
6. 5/F Multi-purpose Area Floor Plan
7. 6/F Multi-purpose Area Floor Plan
8. Booking Application Form
9. Multi-purpose Area Ordinary Booking Application Form