

Appendix 2: Fees & Charges Schedule

Please review the list of fees and charges below. Your selections will be added to the Facilities Usage Agreement, Page 1, Section 1b Leasing of Equipment and Other charges

1. Leo Lee Arts Centre, THEATRE AUDITORIUM

Theatre Auditorium bookings includes use of the theatre auditorium, public washrooms, backstage area (if required) and loading zone. Technical theatre equipment included in this charge is as follows: One (1) Theatre Technician to supervise control booth area and operate lighting OR sound as required (see below "Technical Support"), one (1) handheld or wireless microphone or belt pack, 'house hang' of all lighting equipment, use of sound system, stage podium, tables and chairs as required.

Select	# / HRS	User fee	Description
		\$1200/HOUR	GRAND PIANO - Yamaha C7, includes one tuning service. Any extra tuning required to be charged to hirer at cost levied by venue
		\$250/HOUR (min 2 hr)	PROJECTION SYSTEM - Sanyo PLC-XF47, Draper Rolleramic Screen with viewing area 6m x 4.5m
		\$1000	ACOUSTIC PANELS , includes one time installation and removal
		\$5000	DANCE FLOORING - Rosco Cabriole, includes one time installation and removal
		\$150	FOG/SMOKE MACHINE - Jem ZE-44 Hi Mass, required to be operated by Theatre Technician
		\$200/EACH	CHOIR RISERS , 4 steps, approx. 6.5 feet width. [Total 6]
		\$80/HOUR	FOLLOWSPOT - Robert Juliat Topaze 1.2KW MSD [Total 2] *does not include operators, see "Technical Support" below
		\$1300/HOUR	LIGHTING , re-hanging and focusing of lighting equipment in theatre as required prior to, and following event
		\$50/HOUR	MICROPHONE , additional wireless handheld or wireless clip (each)
		\$150/HOUR	PORTABLE SOUND SYSTEM (AV Cart), self-operated sound system including use of one handheld or wireless microphone
		\$3,500	VIDEOGRAPHY , set up for two-camera shoot, filming, rendering & editing to Master DVD. (Price based on one hour, or any part thereof, of performance running time)
		\$200/HOUR (min 4 hr)	TECHNICAL SUPPORT (lighting, sound, followspot operators or stage crew) LLAC Theatre Technician reserves the right to assign technical support as required for this booking

2. Leo Lee Arts Centre, LOBBY FOYER for Seminar/Presentation Use

Leo Lee Arts Centre lobby bookings include use of lobby and balcony area, public washrooms, one(1) technician (if necessary), tables and chairs as required excepting EXHIBITIONS (please see below)

Select	# / HRS	User fee	Description
		\$150/HOUR	Use of self-operated portable sound system (AC cart) including use of one wireless handheld or wireless clip microphone
		\$200/HOUR	Use of projection system and 15'x15' flying screen

3. Leo Lee Arts Centre, LOBBY FOYER for Exhibition Use

EXHIBITION bookings include access to loading area @ Leo Lee Arts Centre lobby, use of public washrooms.

Select	# / HRS	User fee	Description
		\$150 per basic set	EXHIBITION: Basic Set up includes one long 2x6' conference table, 2 chairs, access to power and internet
		\$50 ea	Product display board (8x8'), white board, flip chart
		\$100 ea	TV/VCR/LCD display
		\$100/HOUR	Projector & screen – LLAC foyer only
		\$400/HOUR	iMac w/20" monitor & speakers system
		\$100 per table	Extra Table

4. ADDITIONAL SERVICES

These additional services are available for your event for additional fees. For further information, please select the service(s) below and we will be pleased to contact you.

Select	Description
	Box Office & Ticketing Service: Reserved or General Seating, Ticket design and printing, onsite and online ticket purchasing, box office reporting and management
	Concession & Reception (Ushering) Service: Basic Concession support includes staffing, food and beverage menu, theatre ushering and management
	Catering Services: In-house catering, or menu options from selected quality catering organizations in Hong Kong for your event. From cocktail parties, weddings and small receptions to large receptions in our lobby area
	Parking & Transportation Services: Limited parking onsite, or in-house bussing service company with pick-up and drop-off routes to and from Kowloon or Hong Kong Island
	Security Staff Service: Extra security support is available from our in-house fully trained security staff

Date

Client Signature

NB: This fees & charges schedule will be added to Facilities Usage Agreement, Pg1