



St. James' Settlement — Quarry Bay Harbourfront Community Space “Quarryside”

Venue and Facility Rate Card






(I) Venue Administrative Fee							
Event Venue		Minimum Booking Hour [including venue set-up and move-out time]	Deposit	Non-peak Hour: Monday to Friday [except Public Holidays] 09:00–21:00 [HKD/Per Hour]		Peak Hour: Saturday, Sunday and Public Holidays 09:00–21:00 [HKD/Per Hour]	
				Standard Rate	Concessionary Rate ^Note 1	Standard Rate	Concessionary Rate ^Note 1
1. Indoor Venue	a. Community Kitchen	2 hours	\$1,000	\$900	\$630	\$1,200	\$840
	b. Workshop Space	2 hours	\$500	\$500	\$350	\$700	\$490
	c. Function Room 1–2	2 hours	\$1,000	\$900	\$630	\$1,200	\$840
	d. Function Room 3	2 hours	\$1,000	\$900	\$630	\$1,200	\$840
	e. Function Room 1–3	2 hours	\$1,000	\$1,600	\$1,120	\$2,200	\$1,540
Per Week [Applicable for exhibition only]		\$5,000	\$60,000	\$30,000	N/A	N/A	
Additional Day: 09:00–21:00 [Applicable for exhibition only]			\$10,000	\$5,000	\$15,000	\$7,500	
2. Open Space	a. Event Lawn	2 hours	\$2,000	\$4,000	\$2,800	\$5,000	\$3,500
3. Indoor and Open Space [Except Semi-open Space: Dockyard Theatre]		Half Day: 4 hours [09:00–13:00/ 14:00–18:00] Full Day: 9 hours [09:00–18:00]	\$3,000	Half Day: \$15,000 Full Day: \$30,000	Half Day: \$10,500 Full Day: \$21,000	Half Day: \$17,500 Full Day: \$35,000	Half Day: \$12,250 Full Day: \$24,500
		Overtime charges [per hour] ^Note 2		\$4,000	\$2,800	\$4,000	\$2,800
4. Semi-open Space [Applicable for organizing free public admission events only]	a. Dockyard Theatre	Half Day: 4 hours [09:00–13:00/ 14:00–18:00] Full Day: 9 hours [09:00–18:00]	\$1,000	Half Day: \$6,000 Full Day: \$12,000	Half Day: \$4,200 Full Day: \$8,400	Half Day: \$8,000 Full Day: \$16,000	Half Day: \$5,600 Full Day: \$11,200
		Overtime charges [per hour] ^Note 2		\$1,500	\$1,200	\$1,500	\$1,200
^Note Note 1: Concessionary rate only applies to government departments, registered charitable organizations with local certification, non-profit organizations with supporting documents, and individual artists planning to organize art promotion and art education activities for the public. Note 2: Overtime charges will be calculated from 15 minutes, with less than 1 hour considered as 1 hour. Note 3: The venue fee is subject to periodic adjustment.							





(II) Venue Equipment Charges

– The Dockyard Theatre, Community Kitchen, Workshop Space, Function Room 1–3 and Event Lawn offer complimentary equipment as specified. For detailed information, please refer to the “Venue Information” of each event venue.

– For ad hoc additional request of venue equipment, in addition to the basic item charges, an additional fee of 50% will be required.

Equipment	Reference/Remarks	Maximum Quantity [Subject to availability]	Charges [HKD/Per Day]
1a Stacking Chair [Additional] Version A		80	\$15
1b Stacking Chair [Additional] Version B	 – For indoor use only	20	\$20
2 Stool [Additional]		30	\$10
3a Table [Additional] Version A [With built-in wheels]	 – For indoor use only – Size: 1.22 m x 0.6 m x 0.72 m [L x W x H]	4	\$10
3b Table [Additional] Version B [With built-in wheels]	 – For indoor use only – Size: 1.5 m x 0.75 m x 0.745 m [L x W x H]	6	\$20



3c	Table [Additional] Version C	 <p>– Six of the tables are designated for indoor use only – Size: 1.81 m x 0.74 m x 0.74 m [L x W x H]</p>	16	\$20
3d	Table [Additional] Version D	 <p>– Size: 1.52 m x 0.76 m x 0.74 m [L x W x H]</p>	4	\$20
4	Stanchion	– Colour: Black; Maximum Length: 1.9 m	30	\$20
5	A3 Landscape Signage Frame	– Colour: Black	10	\$10
6	Traffic Cone	– Colour: Red and White; Height: 0.75 m	10	\$10
7	Whiteboard with whiteboard markers and eraser [set]	– Whiteboard Size: 0.9 m x 0.6 m [L x W]	2	\$10
8	H Display Stand	– Colour: Black; Max. Height: 1.76 m	10	\$10
9	Sand Bag	– Colour: Black; Weight: 9 kg	20	\$10
10	18.5L Bottled Water with Electric Water Pump [Set]	– Included: 18.5L Bottled Water x 1 Electric Water Pump x 1	2	\$100
11	18.5L Bottled Water		[Subject to availability]	\$80
12	5.5L Electric Kettle	For indoor venues use only	1	\$30
13	Portable Audio System [Set; Without operator]	– For outdoor covered areas use only – Included: Digital Audio Mixer [Model: Behringer X32] x 1 Portable Speaker [Model: JBL EON ONE MK2] x 2 Wireless Handheld Microphone [Model: Sennheiser EW-D835-S SET-R1-6] x 4 Basic cable	1	\$3,500
14	Stage Piano, Keyboard Stand and Keyboard Bench [Set]	– For covered areas use only – Included: Stage Piano [Model: Roland RD-2000] x 1 Keyboard Stand [Model: Hercules KS120B] x 1 Keyboard Bench [Model: Hercules KB200B] x 1	1	\$2,000
15	Microphone Stand	– Model: K&M 25600	4	\$80
16	Music Score Stand	– Model: K&M 37885	6	\$80
17	Guitar Amplifier	– For covered areas use only – Model: Blackstar Studio 10 EL34	4	\$800
18	D.I. Box	– Model: Behringer DI-100	4	\$100
19	16 x 8 Digital Snake Box	– Model: Behringer SD-16	1	\$500
20	Monitor Speaker	– For covered areas use only – Model: Behringer F1320D	2	\$300



21	Portable Speaker	– For covered areas use only – Model: JBL EON ONE MK2	2	\$800
22	Wireless Microphones with headset [Set]	– Model: RØDE Wireless GO II	2	\$100
23	Laptop	– Applicable for presentation or projection use only	1	\$200

(III) Miscellaneous Services Charges

[Service request must be made at least one week prior to the event]

Service	Reference/Remarks	Charges [HKD/Per Day]	
1	Waste Collection and Disposal Fee a. If the specified basic garbage capacity is exceeded, a fee will be applied as follows: – Community Kitchen/Workshop Space/Function Room 1–2/3: one 35-liter garbage bag; – Function Room 1–3: one 50-liter garbage bag; – Dockyard Theatre/Event Lawn: one 100-liter garbage bag; – Semi-open Space, Indoor Venue, and Open Space: three 100-liter garbage bags; b. Large items of waste (including large sets/decorations, exhibition disposables, foam boards, wooden boards/frames, metal frames, flower baskets, props and decorations, etc.) must be appropriately disposed of and removed from the venue by the user.	– \$100 [Per add. 50-liter garbage bag] – \$500 [Every 5 add. 100-liter garbage bags]	
2	Additional Cleaning Fee for Food and Beverage a. The venue user is required to specify the food and beverage arrangements in the venue application form and obtain approval from the venue. b. This fee is not applicable to venue bookings only using the Community Kitchen.	– \$500 [Applicable for events with simple refreshments, light snacks, individually packaged food/drinks] – \$1,000 [Applicable for events with catering, banquets, parties, and carnivals]	
3	Assembling and Dismantling of Venue Equipment a. This service covers the assistance in setting up and removing venue-provided equipment within the specified booking time. b. The event organizer is required to provide the event floor plan at least one week prior to the event.	\$1,000	
4	Royalty for Commercial Filming within the Premises a. Any commercial filming, including product photography, commercial photography, audio recording, video recording, broadcasting, outdoor shooting, etc., conducted in the venue will incur charges. b. Exceptions can be made if the event organizer submits a written application to Quarryside, demonstrating that the recording/video/photography is strictly intended for non-profit promotional, archival, or educational research purposes, without any commercial intent such as sale.	\$8,000	
5	Technician	Applicable for operating venue audio systems	At the rates charged by service contractors
6	Event Helper	Applicable for ushers, crowd control and traffic management	\$200 [Every 2 hours]
7	Additional Cleaning Worker		\$800 [Every 4 hours]
8	Additional Security Guard	Compulsory charges for booking with overnight occupancy of the Dockyard Theatre	\$400 [Every 2 hours]