

愛不同藝術 i-dArt 展覽空間開放計劃 – 場地租用

為支持不同的藝術媒介創作及促進不同能力的藝術工作者和團體作交流，愛不同藝術現提供優惠的場地租用，以鼓勵建立共融和諧的藝術文化。

A. 申請程序

1. 填妥場地租用申請表及其他所需資料，並於租訂日子前至少三個月，透過郵寄或電郵遞交申請。
2. 如有需要，i-dArt 會邀請與申請人會面/電話聯絡，了解活動內容及細則。
3. 有關申請結果，將於遞交表格後三星期內收到書面或電話通知。
4. 倘若申請被接納，租用人或團體須在收到通知後兩星期內簽妥租用合約及繳交租場費用的 50%作訂金。餘款須於租用期前兩個星期繳交。所有繳交之訂金，恕不退還。逾期交回簽妥合約及訂金，將作自動放棄租用申請。

B. 租用場地資料：

地址：香港域多利道 1 號百年大樓第二座地下 1 號鋪

電話：3482 6163 電郵：i-dArt@tungwah.org.hk

網址：<http://i-dart.tungwahcsd.org/>

FB: i-dArtTWGHs

面積	展覽開放時間	租金 (包括佈展及撤展 [△])			免費提供
		每日	每週 (7 天)	月租 (以 30 天計)	
397 平方呎 (樓底: 295 厘米)	星期二至五 11:30 – 19:00 星期六、日 13:00 – 19:00 星期一及公眾假期休息	HK\$450	HK\$2,750	HK\$10,500	- 宣傳* - 展覽板 - 展覽箱 - 檯(1 張) - 椅(4 張) - 可供調校的射燈 - 當值職員

△ 租用期包括事前佈置、拆除展品及事後清理。

* 宣傳是包括在愛不同藝術的網頁及 Facebook 的介紹。

* 展覽場地最小租用時間以七天起計算。

6. 其他:

如租用人/團體需於愛不同藝術內出售藝術作品，作品出售後將被收取售價的 20% 作行政費。

租用人/團體請自行為展品購買相關需要的保險。

7. 有關個人資料(私隱)條例:

(1) 愛不同藝術收集表格上的個人資料的目的旨在使用該等資料作下列用途：

- (a) 辦理場地租用申請事宜；
- (b) 在一般情況下或發生緊急事故時聯絡申請人。

(2) 表格上的個人資料均由申請人自願提供。若申請人提供的資料不足，則有關場地租用申請，可能會因此而未能及時審批，或甚至不被接納或不能辦理。

i-dArt

Open of Space – Hiring of Venue

To support different artistic creation and to facilitate exchanges among art lovers and art groups of different abilities, i-dArt now offers preferential rates for hiring our space to encourage the formation of the inclusive art culture.

A. Application Procedures:

1. Completed application form together with other necessary information shall be submitted at least 3 months before the commencement of the rental period by email or by mail to the address stated below.
2. If required, i-dArt will request an interview with the applicant in person or by telephone, to understand more about the contents and details of the proposed event.
3. Result of the application will be notified in writing or by telephone within three weeks from submission of the application.
4. If the application is successful, the applicant or the responsible person of the organization concerned shall, within two weeks from the date of receipt of the notification of successful application, sign the contract for use of the venue and pay a sum of 50% of the rental as deposit. The balance of the rental must be paid in full two weeks before the commencement of the rental period. All deposit paid is non-refundable. Any delay in returning the signed contract for use of the venue or paying the deposit shall be considered a voluntary abandonment of the right to use the venue.

B. Venue Information:-

Address: Shop 1, G/F., Block 2, Centenary Mansion, 1 Victoria Road, Hong Kong

Tel: 3482 6163 Email: i-dArt@tungwah.org.hk

Web: <http://i-dart.tungwahcsd.org/>

FB: i-dArtTWGHs

Area	Opening Hours	Rental Rates (Inclusive of set-up, dismantling, clean up and move-out [△])			Facilities provided free of charge
		Daily	Weekly (7 days consecutively)	Monthly (30 days consecutively)	
397 Sq.Ft. (ceiling height: 295 cm)	Tue-Fri 11:30 – 19:00 Sat and Sun 13:00 – 19:00 Closed on Monday and Public Holidays	HK\$450	HK\$2,750	HK\$10,500	- Publicity* - Display Panel - Showcase - Desk (1 pc) - Chair (4 pcs) - Adjustable Spotlights

△ Rental period is inclusive of set-up, dismantling, clean up and move-out.

* Publicity refers to promotional introduction in the webpage and Facebook of i-dArt.

* The minimum rental day for the exhibition venue is calculated from seven days.

C. Other:

If any sale of art works are to be carried out by the hirer (individual or the organization concerned) at the venue during the rental period, 20% on the selling price of the works sold will be charged as administration fee.

The hirer (individual or the organization concerned) could purchase the necessary insurance for the exhibit yourself.

D. Private Data (Privacy) Ordinance:

(1) The purposes of i-dArt to collect the personal data by means of the Hiring of Venue- Application Form are to use the data for:-

- (a) processing the hiring application;
- (b) communication in the normal course and in case of emergencies

(2) The provision of personal data is voluntary. However, if insufficient information is provided, the application may be delayed or not be considered or processed.