

票務安排（收費或不收費活動）

Ticket Arrangements (Charged or Non-Charged Event)

- A. 租用人須將門票設計、門票數目、票價表（收費活動）及座位表，交由場館經理批准。座位表須列出所有可供使用的座位，並須註明座位的票價，及註明使用贈票之座位。
Hirers are required to submit the ticket design, number of tickets, fare schedule (fee-charging event) and seating schedule to the Stadium Manager for approval. The seating list shall list all available seats and shall indicate the fare of the seats and the seats for which the free tickets are to be used.
- B. 主辦所安排的座位表中，倘若有部份座位視線受阻或太接近音響設備，在不抵觸本條（A）款的情況下，場館經理保留權利不予批准。
The Stadium Manager reserves the right not to approve any seating arrangements in the seating list which may obstruct the view of some of the seating areas or which may be too close to the sound equipment, subject to sub-paragraph (A) of this Article.
- C. 除非事先獲得場館經理許可，否則，租用人只可按照曾根據本條（A）款核准的門票設計、門票數目、票價表（收費節目）及座位表派發門票。然而，在抵觸前述條文的一般情況下，倘租用人給予作出更改的時間少於派發／發售前 30 天，場館經理有權不予批准。
Except with the prior permission of the Stadium Manager, the hirer may only distribute tickets in accordance with the design of tickets, the number of tickets, the fare schedule (fee-paying programmes) and the seating schedule previously approved under subsection (A) of this section. However, subject to the foregoing provisions, the Manager has the right not to approve any changes made by the hirer less than 30 days prior to their distribution/sale.
- D. 全部收費及不收費活動的門票，包括但不單止贈票、折扣票、貴賓票、學生票，均須由會方蓋章或會方認可之代理售票機構分發／出售，而租用人須遵守及履行會方隨時及不時就使用售票所訂定的條件。應租用人的要求，可按雙方同意的條款及收費，由租用人發出及派發門票。

Tickets for all chargeable or non-chargeable events, including but not limited to free tickets, discount tickets, VIP tickets and student tickets, shall be issued/sold under the seal of the Association or by an agent authorized by the Association, and the Hirers shall comply with and comply with such conditions as the Association may from time to time impose for the use of tickets. At the request of the hirer, tickets may be issued and distributed by the hirer on mutually agreed terms and charges.

- E. 倘全場滿座，場館經理可阻止任何持有門票的人仕進入場地，倘該活動須收取入場費，則租用人須就所有超額發售的門票，將款項退還給持票人。

If the venue is full, the Stadium Manager may prohibit any ticket holder from entering the venue. If an admission fee is charged for the event, the hirer shall reimburse the ticket holder for all oversold tickets.

- F. 除非獲得場館經理書面批准，否則每場活動發出之贈票，數目不得超過 200 張。

Unless approved in writing by the Stadium Manager, no more than 200 complimentary tickets may be issued for each event.

- G. 然而，租用人必須按情況需要，自行採取一切行動及作出一切安排，以符合香港法例第 110 章娛樂稅條例及娛樂稅規例的規定。

However, the hirer must take all necessary actions and make all arrangements to comply with the Entertainment Tax Ordinance and the Entertainments Duty Regulations, Cap. 110., as the case may require.

- H. 每張門票須預留不少於 30 毫米長，10 毫米闊的方格，以便寫上段號、行號及座位號碼。門票必須有三部份，第一及第二部份交給持票人，第三部份則須保留，以便場館經理批核。

Each ticket must be kept in a box not less than 30mm long and 10mm wide for the purposes of paragraph number, line number and seat number. There must be three parts of the tickets, the first and second parts to be handed over to the ticket holders and the third part to be retained for approval by the Stadium Manager.

- I. 每張門票必須分為三部份，並刊有以下項目，以中英文列明，亦可參照附件內的門票樣本（附件 A）：

Each ticket must contain the following items in three parts, in both English and Chinese. Reference may also be made to the sample tickets at Annex A

I.1 主辦機構名稱； Name of the organizer
I.2 舉行場地及場址，用大字印明，以免有誤； The venue and site shall be printed in large print to avoid mistakes;
I.3 列明門票價目及表演日期，用大字印明，以免有誤； Set out ticket prices and performance dates in bold print to avoid mistakes;
I.4 門票價售，如屬「贈票」或「免費入場」，亦須印明； Tickets priced at "free admission" should also be printed;
I.5 註明每票只限一人； Admission by tickets. One ticket for each person;
I.6 門票的編號，有需要時印上行號及座位號碼； Ticket number, up-link number and seat number if necessary;
I.7 不設劃位的節目必須列明「不設劃位，先到先得，額滿即止」的入場方法； Programs that are not allocated places must specify the admission method of "no allocation, first come, first served";
I.8 「憑票免費入場」的字句（免費入場）； "Free admission"
I.9 持票入場人士的最低年齡限制； Minimum age limit for admission to the Venue with a ticket;
I.10 衣履不整，恕不招待。 Persons not properly attired are not admitted.

J. 除非獲得場館經理書面許可，否則每張門票均須刊載場館規定（附件 B）：

Without the written permission of the Stadium Manager, each ticket must contain the Venue Regulations (Annex B)

K. 所有票根須於節目完成後一星期內交回麥花臣場館結算。

Upon completion of the programme, all ticket stubs must be returned to Macpherson Stadium within one week for settlement.

Annex A

For hirer's record	For ticket holders	Admission Part
<div>Ticket Number</div> <div>1. Name of the organizer</div> <div>2. The venue and site</div> <div>3. Performance dates</div> <div>4. ticket prices</div> <div>Zone/Section/Row</div>	<div>Ticket Number</div> <div>1. Name of the organizer</div> <div>2. The Venus and site</div> <div>3. Performance dates</div> <div>4. Ticket prices</div> <div>(Tickets priced at "free admission" and "Complimentary" should also be printed)</div> <div>5. Admission by tickets. One ticket for each person</div> <div>6. Ticket number, Section number, Row number and seat number if necessary</div> <div>7. Programs that are not allocated places must specify the admission method of "no allocation, first come, first served"</div> <div>8. "Free admission"</div> <div>9. Minimum age limit for admission to the Venue</div> <div>10. Persons not properly attired are not allowed to admit</div> <div>Zone/Section/Row</div>	<div>Ticket Number</div> <div>Zone/Section/Row</div>

30mm

10mm

Dimensions are 30mm x 10mm

Annex B

For ticket holders (Front or back)		
	<div>Regulations</div> <div>1. The organizer reserves the right to refuse or determine the time and manner of any late admissions to the event.</div> <div>2. Hazardous items such as bottled or canned beverages, metal or knives are strictly prohibited in the venue.</div> <div>3. No food, drink or smoking is allowed in the venue.</div> <div>4. No Photography, audio or video recording is allowed in the venue.</div> <div>5. The organizer reserves the rights to adjust event arrangements, including but not limited to the seating plan and audience capacity.</div> <div>6. Tickets are subject to the terms and Conditions and House Rules of the Venue.</div> <div>7. The three-tier film classification system according to the Film Censorship Ordinance should be shown if the film programme is included in the event.</div>	

Without the written permission of the Stadium Manager, each ticket must contain the Venue Regulations.

附件A

紀錄存根

觀眾存根

入場撕下部份

<p>門票編號</p> <ol style="list-style-type: none"> 主辦機構名稱 舉行場地及地址 表演日期 門票售價 <p>區域/行/段號</p>	<p>門票編號</p> <ol style="list-style-type: none"> 主辦機構名稱 舉行場地及地址 表演日期 門票售價 (如屬「贈票」或「免費入場」亦須列明) 註明每票只限一人 門票編號，有需要時印上區域、行號及座位號碼 不設劃位的節目必須列明「不設劃位，先到先得，額滿即止」的入場方法 「憑票免費入場」的字句「免費入場」 持票入場人士的最低年齡限制 衣服不整，恕不招待 <p>區域/行/段號</p>	<p>門票編號</p> <p>區域/行/段號</p>
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30mm

10mm

附件B

方格長度為30mm X 10mm

觀眾存根(正面或背面)

	<ol style="list-style-type: none"> 活動進行時，遲到者須待適當時間方可進場 禁止在場內飲食、錄音或錄影 不得攜帶玻璃瓶、樽裝及罐裝進場 嚴禁在場內吸煙 持票人須遵守張貼在館內的所有其他場館規則 如屬電影節目，須列明影視及娛樂事務管理處就影片所檢定的級別 節目如有更改，恕不另行通知。 <p>↑</p> <p>必須刊載以上規定項目， 除非獲場館經理書面許可</p>	
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