



Example 2 : Graduation Ceremony

(Education institutions are non-profit making organization)

(1 day 1 performance show)

Venue Hire Charge:

Time	Description	Amount	Sub. Total
07:00-09:00	Setup	@ \$5,500.00 x 1/2 Session	\$2,750.00
09:00-13:00	Main Performance (Non-profit making/ charity organization)	@ \$14,000.00 x 1 Session	\$14,000.00
Sub-total (a) :			\$16,750.00

Charges for Services and Equipment:

Time	Description	Amount	Sub. Total
	Floor Mat (1)	@ \$9,000.00 x 1 Provision	waived
	Chairs	@ \$12.00 x 400 Seat(s)	\$4,800.00
	Large Size Stage	@ \$14,000.00 x 1 Provision	\$14,000.00
	Hanging Red Curtain	@ \$3,600.00 x 1 Provision	\$3,600.00
	Hanging Backdrop	@ \$3,000.00 x 1 Provision	\$3,000.00
	Basic Stage Light (without operator)	@ \$3,000.00 x 1 Day	\$3,000.00
	Stage Cover Mat	@ \$4,000.00 x 1 Provision	\$4,000.00
09:30-12:30	Basic PA System (including 4 wireless mic)	@ \$900.00 x 3 Hour(s)	\$2,700.00
Sub-total (b) :			\$35,100.00

Total (a) + (b) :			\$51,850.00
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Remarks: (please refer to the full version of booking form and price list)

1. Charge will be waived while stage rental is applied
2. Stadium will charge on non-booking organization brand(s) (e.g. sponsors brand) or advertisements displayed in the event or commodities sales. (e.g. souvenirs sales, posters, CD, etc.)
3. The 15% of Total Box Office Income per performance will replace \$30,000 of the venue rental cost (or minimum \$30,000) if the 15% of Total Box Office Income is higher. The maximum charge on such replacement for each performance is \$50,000. (e.g.: if the 15% of Total Box Office Income of one performance is \$50,000, an additional cost of \$50,000 - \$30,000, i.e. \$20,000 will be charged)

