

**Cultural Affairs Bureau of
Macao SAR**

**Macao Cultural Centre
Regulations and Guidelines for Venue
Rental**

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1. Objective
The Macao Cultural Centre (hereinafter referred to as ‘CCM’), as a performance venue of the Cultural Affairs Bureau (‘IC’), formulates these venue rental regulations and guidelines to facilitate different parties or institutions (‘the Applicant’) in hiring the venue to organise various cultural activities.

2. Application Procedure
Booking application will be accepted within 12 months prior to the event date. Application is to be submitted at least 45 days prior to the first day of rental and can be handed in by one of the following methods:
 - 2.1. Email:
Download the venue application form from CCM website: <https://www.ccm.gov.mo/guidelines>, fill in a separate form for each of the intended activities, and email the form(s) to enquiry@ccm.gov.mo along with the PDFs of the ‘Required Application Documents’ stated in Item 3 and information about the intended activities.

 - 2.2. In-person:
Complete the rental application form with the ‘Required Application Documents’ stated in Item 3 and deliver to the Customer Service Department of the Macao Cultural Centre.

3. Applicable Entities and the Requirement of Application Documents:
The Applicant must submit the Venue Rental Application Form and information about the intended activities, see the Venue Rental Application Form (Appendix 1) for details, as well as the following documents corresponding to the target group they belong to:
 - 3.1. Associations registered in MSAR
 - A copy of the latest association registration record published on the *Official Gazette of the Macao SAR*.
 - A copy of the valid certificate of association registration and incumbent member list issued by the Identification Services Bureau.
 - A profile of the association.

 - 3.2. Schools registered in MSAR
 - A copy of the school registration licence issued by the Education and Youth Development Bureau of Macao.
 - A profile of the school.

 - 3.3. Commercial entities registered in MSAR
 - A copy of the latest Written Report of Business Registration issued by the Commerce and Movable Property Registry of Macao.
 - A copy of the Business Tax – Tax Demand Note (M/8 Form).
 - A profile of the business organization.

 - 3.4. Individuals
 - A copy of the Macao SAR Resident Identity Card or identity document signifying legal residency in Macao.
 - A proof of address.

- A curriculum vitae.
- 3.5. Non-local Institutions
- A copy of the institution’s registration document.
 - A proof of the institution’s address.
 - A profile of the institution.
4. Verification and Document Re-submission
- 4.1. The Applicant must verify that the information submitted is true and accurate.
- 4.2. If the submitted documents are not completed or do not comply with the requirements, applicant will be requested to provide supplementary information.
- 4.3. An application is accepted as valid only when all-required documents and event information are submitted but this does not necessarily imply the requested time slot of the venue has been reserved.
5. Notification of the Result
- 5.1. To safeguard the right of the public to use CCM’s facilities, IC will schedule the applications and may decide to adjust the requested time slot and venue; all applications are subject to the scheduling results.
- 5.2. The Applicant will be notified of the results via email.
6. Venue Confirmation
- IC will issue a quotation based on the scheduling results. The Applicant must submit the signed quotation to confirm the booking and settle the deposit within the designated period. Overdue confirmation and payment are deemed as forgoing the rental of the requested venue.
- 25% of the rental fee must be paid as a deposit to confirm the quotation 3 months or earlier before the activity.
 - 50% of the rental fee must be paid as a deposit to confirm the quotation within 3 months before the activity.
 - For individual and non-local institution applicants, the rental fee must be paid in full before the date of the activity.
 - Paid rental fees are non-refundable.
7. Fees and Rules
- 7.1. For details on the venue fees, please visit the Macao Cultural Centre website (<https://www.ccm.gov.mo>) or contact us at 2870 0699.
- 7.2. In addition to the “Cultural Affairs Bureau - General Regulations and Guidelines for Venue Rental”, the Applicant must also comply with the “Macao Cultural Centre Rules for Use of Venues” and the regulations set by IC regarding venue rental applications.
- 7.3. In case of any suspension or cancellation of the use of venue as a result of clauses 10.2 to 10.11 of these Guideline, the Applicant have to pay the full amount of rental fee. And the Applicant must be responsible for any audiences related issues or any disputes arising out of a particular situation.
8. Application for Cancellation or Alteration
- 8.1. The use of the venue must be consistent with the activity information submitted upon application.

- 8.2. Any adjustment to the technical content or technical schedule must be approved by IC beforehand.
- 8.3. Any changes to the confirmed time slot must be approved by IC beforehand. Any time slot that is changed, cancelled or shortened as requested within 30 days before the first day of the rental period will be charged at the original rental fee, whereas any extended time slot will be charged at the updated amount.
- 8.4. Requests for increasing the number of performances within 45 days from the first day of the rental period will not be accepted.
- 8.5. Requests for adding the different production / play during the rental period will not be accepted.
- 8.6. The Black Box Theatre is only available for dismantling or consecutive performance sessions on Mondays.
- 8.7. In case an activity is cancelled due to the Applicant's own reasons, the Applicant must submit a written notification before the rental period with the reasons clearly stated. Venue deposits will not be refunded. For promotional activities, the Applicant should inform the public via text messages, media or Internet. The Applicant is responsible for any subsequent service to the audience or handling of any dispute.
- 8.8. In case an activity is cancelled due to performers' health issues, the Applicant must immediately notify IC in writing and provide valid medical certificates. The Applicant may reschedule the performance period with IC. Should both parties be unable to agree upon a new performance date, IC will deduct the rental fee of the items and sessions already used and refund the unused sessions to the Applicant.
- 8.9. In the event of *force majeure* or full or partial disruption to the activity schedule for reasons not attributable to the Applicant, IC will reschedule the performance period with the Applicant. Should both parties be unable to agree upon a new performance period, IC will deduct the rental fee for the items and sessions already used and refund the unused sessions to the Applicant.
- 8.10. The Applicant is responsible for the ticketing arrangement, audience's losses or other relevant disputes after an event is cancelled. Except for when CCM is closed due to *force majeure*, the Applicant must, on the date of the cancelled activity, arrange for staff to handle ticket refunds and public enquiries at the venue one hour before the designated starting time.
- 8.11. The Applicant must not change the activity format or exchange venues with or transfer the use of the venue to a third party without consent from IC.
- 8.12. IC reserves the right to charge the full or part of the rental fees for confirmed applications.

9. Rental Fee Settlement

- 9.1. Applicants referred to in Items 3.1-3.3 must pay the balance within 30 days upon receiving an invoice.
- 9.2. Applicants referred to in Items 3.4-3.5 must pay the venue rental fee in full before the date of the activity.

10. Rejection and Termination

IC has the right to reject or terminate venue rental applications or use of the venue based on actual circumstances, especially under any of the following situations:

- 10.1. Rental applications are submitted within 45 days before the first day of the rental.
- 10.2. The proposed activity is contrary to good customs, moral standards and ethics, or harmful to public interest or social harmony.
- 10.3. The proposed activity is illegal, derogatory to the image of IC, or harmful to any national or regional relations.
- 10.4. The proposed activity breaches the laws or guidelines of the Macao SAR Government.
- 10.5. The proposed activity may potentially cause damage to the equipment of the venue or is likely to disrupt its order, and those which are not conducive to fostering local cultural development.
- 10.6. To promote activity or sell the tickets before the venue is confirmed.
- 10.7. The use of the venue is inconsistent with the activity information submitted at the time of application.
- 10.8. Failure to submit the results of the age classification from the Assessment Committee of Performing Arts 3 days before the event.
- 10.9. Failure to provide all kinds of licenses, reports or permits required in the Macao Cultural Centre Rules for Use of Venues.
- 10.10. The proposed activity does not fall under the authority, function or service objective of IC.
- 10.11. The proposed activity violates the Macao Cultural Centre Rules for Use of Venues.
- 10.12. The Applicant shall be accountable for all responsibilities and consequences that arise from the situations above.

11. Reservation of Rights

- 11.1. IC reserves the right to make any adjustment and modification and for the final interpretation and decision over these rental Regulations and Guidelines and the Macao Cultural Centre Rules for Use of Venues.
- 11.2. IC reserves the right to take action against false promotions.
- 11.3. IC reserves the right to arrange for staff to randomly monitor and record the use of the venue.
- 11.4. IC reserves the preferential right to use the venues and the right to cancel or modify any approved venue usage.
- 11.5. IC reserves the right of final decision over any doubts or omissions in these usage regulations.

12. Personal Data Collection Statement

Any personal data involved in the application will only be used for processing the application or statistical and research purposes, and will be processed in accordance with Law no.8/2005 – *Personal Data Protection Act*.