

Regulations for the Use of the Auditorium of Macao Museum of Art

1. To provide suitable management and use of the Auditorium the Macao Museum of Art (the Museum) has established regulations in this document.
2. Standard rental terms for the Auditorium of the Museum and its facilities are as follows:
 - 2.1 The conference room can seat 108. Facilities include: sound system, lighting, air-conditioning, microphone/s, screen, videocassette recorder, projector, visualizer, DVD player, CD player and recorder. Such facilities are suitable for seminars, lectures and audio-visual activities.
 - 2.2 One session is classed as four hours, and is charged at MOP3, 000. Less than four hours is deemed one session.
 - 2.3 If application is made 90 days prior, a MOP1, 000 deposit will be charged; if less than 30 days, a MOP1, 500 deposits will be charged. The balance must be paid prior the day of use.
 - 2.4 After the application is approved, the applicant cannot cancel the booking without just cause. If the applicant decides not to use the facilities, the fee cannot be refunded. The pre-paid deposit and/or rental are non refundable. However, if due to certain unavoidable circumstance, such as a natural disaster, and the applicant cannot use the facilities, it can write to the Museum and state the reason with a request for refund.
3. Applications from organisations, schools, private organisations (users) except the Museum must fit the following criteria:
 - 3.1 Promote art and cultural activities
 - 3.2 International art and cultural exchange activities
 - 3.3 Academic and educational activities
 - 3.4 Conferences and celebration activities organised by the MSAR Government
4. The time for the use of the Auditorium is from Tuesday to Sunday; 10:00 a.m. to 7:00 p.m.
5. Application procedures:
 - 5.1 The official application form must be sent to the Museum by post, fax or email 30 days prior to the actual date of use.
 - 5.2 The booking is confirmed only after obtaining written approval from the

Museum, and rent being paid within 7 working days. The Museum can cancel the application after the due day, and will not inform the applicant of such.

5.3 If applicant is as stated below, the Museum reserves the right to refuse their application.

5.3.1 Activities not suited to cultural norms, moral ethics or is considered harmful to the general public.

5.3.2 Activities that destroy facilities of the Museum or create disorder.

5.3.3 Activities organised by different political parties.

5.3.4 Activities related to religious preaching or ceremony.

5.3.5 Promotion (direct sale) of commercial products or other commercial activities.

6. Guidance for examining and decorating the venue:

6.1 Have a designated staff to communicate with the Museum's staff when examining and testing the facilities.

6.2 An appointment must be made for the examination and testing of facilities. One examination shall be permitted; during office hours. The examination and testing must be done under the supervision of the management staff of the Museum and according to the relevant regulations.

6.3 No banners, flags, tickets sales counter, promotional posters or propaganda slogans can be posted on the surrounding area without the permission of the Museum.

7. Guidance when using the following facilities and equipment:

7.1 It must be within the scope of the Auditorium and is not occupy other areas.

7.2 The applicant must provide its own staff for decoration, reception and recording works.

7.3 The applicant is responsible for maintenance, first aid, and public order during the rental period.

7.4 When using facilities and/or equipment of the Museum, the applicant must follow the direction of the Museum staff.

7.5 In order to maintain order and safety, applicants cannot add seats to the conference room. The number of people must not exceed the maximum number.

7.6 Strictly observe time – overtime is not permitted.

7.7 Smoking and eating are prohibited.

7.8 Facilities and equipment must be checked off the list and returned to the Museum staff after the function; any item not belonging to the Museum must be cleared up and removed from the venue within two hours after the function. The

venue must be restored to its original condition.

7.9 Users are responsible for their own personal belongings, facilities and materials; the Museum is not responsible for any loss or damage.

8. Penalties:

8.1 Renters are responsible for any structural damage to facilities during the rented period. Renters must restore any damages to the original condition or be responsible for any charges incurred.

8.2 Renters causing serious damage to the venue during the function will be prohibited from using the conference room for a period of one year.

9. The Civic and Municipal Affairs Bureau and the Macao Museum of Art (MMA to confirm whether both have the right to interpret, as the original states both.) reserve the right to interpret the foregoing regulations.

Effective 1st January 2004.