

**Cultural Affairs Bureau of Macao  
SAR**

**Macao Cultural Centre Rules for Use  
of Venues**

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## **1. Objective**

To maintain the high quality of venue facilities and create a safe and favourable work environment for performers, audiences, hirers and staff, the Macao Cultural Centre (hereinafter referred to as 'CCM'), as a performance venue of the Cultural Affairs Bureau ('IC'), hereby specifies the following rules for its normal and smooth operation of various activities.

## **2. Target Groups**

All hirers, venue users and their staffs of the Macao Cultural Centre hereinafter referred to as 'Users'.

## **3. General Notes**

### **3.1 Scope of Use**

3.1.1 Activities can be held in the venue which confirmed in advance.

3.1.2 Only the confirmed back-of-house areas can be used.

3.1.3 All setting up / dismantling work must be arranged in the specific location.

### **3.2 Usage Period**

3.2.1 The User is allowed to access the backstage area, use the venue, and start the set up / dismantle work only during the rental period except under special circumstances.

### **3.3 General Principles**

3.3.1 The User should maintain good order inside and outside the venue, maintain environmental hygiene, and is responsible for keeping the venue clean and maintaining order backstage.

3.3.2 Generally, the backstage facilities are shared among Users of the Grand Auditorium, Small Auditorium and Black Box Theatre, and the actual arrangements are subject to the booking status and operational needs.

3.3.3 Smoking, eating and drinking are strictly prohibited in all CCM facilities (except for designated areas); eating and drinking are especially prohibited in the dressing rooms. For meals, please proceed to the artist bar or designated areas.

3.3.4 To avoid disrupting other people, foods with a strong or pungent smell are prohibited inside CCM.

3.3.5 The User must take care of and take away their personal belongings after the end of the activity and are responsible for any losses.

3.3.6 The User is not allowed to use, alter or move any facility inside CCM without approval given by IC beforehand.

3.3.7 Objects and equipment must be unloaded and brought in through the designated entrances only. Cargo lift must be used to transport materials and passenger lifts must not be used for this purpose.

3.3.8 The posting/pasting of any object or paper is prohibited in CCM;

3.3.9 The installation and dismantling of props are only allowed in the rented venue. The User must not make any props or use brush or spray paints at any other locations, except in cases approved by IC in advance.

3.3.10 IC will decide, based on actual circumstances, whether additional security and cleaning staff are needed for any activity. When necessary and the services must be provided by the existing security or cleaning service providers of CCM due to security and safety reasons, the costs must be paid by the User.

3.3.11 The User must obtain relevant insurance, copyright and permit

required for the activity and is responsible for the application thereof, all the expenses or taxes, and the ensuring legal responsibilities.

- 3.3.12 If the User breaches the venue regulations and refuses to listen to advice, IC has the right to urge them to leave and cancel the use of the venue.
- 3.3.13 Any intended filming or interviewing by the media in CCM must be coordinated and approved by IC beforehand.
- 3.3.14 In the event a venue is rented for two or more consecutive booking sessions, the User may leave their equipment and materials in the venue during the rental period; IC shall not be responsible for taking care of these items.

#### **4. Usage Limitations**

- 4.1 During the venue usage period, the User must assign at least one regular contact for liaison and handling of matters related to the activity.
- 4.2 Without consent from IC, the User is not allowed to exchange venues with or transfer the use of the venue to a third party or coordinate time changes in private.
- 4.3 The User must organize the activity in the way it is described in the application form, and must not change the format, nature, name, date, time, organizers or co-organizers without advance notification to and approval from IC.
- 4.4 In the event of special circumstances or circumstances defined in the preceding item, IC has the right to immediately discontinue the activity or cancel the approved use of the venue and Rental Concessionary Rate Scheme (if any), which will serve as reference for IC's future assessment of the same applicant.

#### **5. Performance Time**

- 5.1 To maintain the order of the venues, performances must be held at the following time slots alternately (changes of time must be coordinated by IC beforehand):

Venue	Morning	Afternoon	Evening
Grand Auditorium	11:00	15:00	20:00
Small Auditorium	10:45	14:45	19:45
Box I	11:00	15:00	20:00
Box II	10:45	14:45	19:45

#### **6. Ticketing Issues**

- 6.1 The User should print or sell tickets according to the seating plan provided by CCM with the tickets clearly indicating the venue name, section, row and seat number, to avoid confusion, the User is not allowed to change the seat numbering format without approval.
- 6.2 In order to protect the public and ensure fire safety, no standing tickets are allowed for any venue.
- 6.3 The User must reserve management seats as required by CCM and no tickets are allowed to be sold or given for these seats.
  - 6.3.1 The number and details of the management seats are as follows:

Venue	No. of Seats	Remarks
Grand Auditorium	6	Please refer to the seating plan.
Small Auditorium	4	(Any changes to the seat locations due to production needs may proceed only with the consent from IC.)
Box I	2	Due to no default seating plan, the User must confirm the seating with IC staff before ticketing.
Box II	2	

- 6.4 The User must reserve ‘accessible spaces’ for wheelchair-bound audience members and must not convert ‘accessible spaces’ into normal ticket spaces for sale or other purposes. The number and details of ‘accessible spaces’ are as follows:

Venue	No. of Spaces	Remarks
Grand Auditorium	4	Please refer to the seating plan for the locations.
Small Auditorium	2	(Any changes to the seat locations due to production needs may proceed only with the approval from IC.)
Box I	At least 1	Due to no default seating plan, the User must confirm the seating with IC staff before ticketing.
Box II	At least 1	

- 6.5 Before finalizing, the User must submit a draft of the ticket to IC staff for checking. The ticket must contain the following information:

**Front:**

- ✓ Name of the programme/activity and the organizer(s).
- ✓ Venue, date and time of the performance.
- ✓ Ticket price.
- ✓ Free seating / assigned seating (in the case of assigned seating, the ticket must clearly indicate the seat section and number: odd-number stall seat ‘G1’ or even-number stall seat ‘G2’ or balcony seat ‘GB’ for the Grand Auditorium; odd-number seat ‘S1’ or even-number seat ‘S2’ for the Small Auditorium; ‘B1’ for Box I and ‘B2’ for Box II; and the audience must be seated based on the seating setup approved by IC in advance).
- ✓ Recommended age range or age limit for the audience (which normally should be six years old or above and may be changed due to the programme content. Such changes must be proposed to IC in advance).

**Front or back:**

- ✓ One ticket for one person. Audience members of all ages must hold a ticket and arrive punctually for the programme.
- ✓ A message indicating latecomers or those who leave during the performance must enter in the manner and at the time instructed by the organizer / venue staff or re-entries may not be allowed.

- ✓ Please keep the ticket throughout the performance.
- ✓ During the performance, please switch off your mobile phone and any other light and beeping devices. Photography , audio and video recording are not allowed inside the venue (flexible based on the programme nature and actual circumstances).
- ✓ Smoking, eating and drinking are not allowed inside the venue.
- ✓ Explanations should be given if the programme contains adult topics, nude scenes, special scents, strobe light or smoke effects.

6.6 Should the User need to install technical work areas, including but not limited to those used for control panels, audio and video recording devices, projectors or other equipment, the User must plan and confirm the appropriate locations with IC staff before the box opening date. The seats occupied by the technical work areas must not be available for sale. A proper distance must also be kept between the blocked areas and the audience, and tickets for the seats in these vacant areas are not allowed to be sold or used for other purposes to avoid blocking the view or interference.

## 7. Venue Specifications

- 7.1 Under normal circumstances, the maximum number of users for each venue is as follows (the actual capacity may be reduced based on the outcome of different venue settings).
- 7.2 The specifications and nature of each venue is listed as below:

<b>Performance Venue</b>	<b>Capacity (Excluding Audience)</b>	<b>Usage Specifications / Activity Nature</b>
Grand Auditorium	250	➤ Activities relating to music, dance and theatre performances and the like, with preference given to those that promote local performing arts.
Small Auditorium	80	
Box I	40	➤ Activities relating to small-scale dance and theatre performances and the like, with preference given to those that promote local performing arts. ➤ Only available for the User's dismantling of equipment or consecutive rental for performances on Mondays.
Box II	40	

Non-performance Venue	Capacity (All Personnel)	Usage Specifications / Activity Nature
Conference Room (Full Room)	200	<ul style="list-style-type: none"> <li>➤ Prioritized for the current Users to have extended activities.</li> <li>➤ Other time slots will be first arranged for activities of performing arts, including music, dance, theatre, film and television; followed by activities of non-performing arts, including culture, literature, language and visual arts.</li> </ul>
VIP Room	100	➤ Only available for the current Users to have extended activities.
(2/F) Multi-Purpose Rehearsal Room	100	➤ Only available for the current Users' music, dance and theatre rehearsals, with priority given to the Users of the Grand Auditorium and the Small Auditorium.
(2/F) Dance Studio	25	
(4/F) Orchestra Rehearsal Room	100	
(4/F) Music Studio 1	15	
(4/F) Music Studio 2	15	
Black Box Multi-purpose Room	100	➤ Only available for the current Users' dance and theatre rehearsals, with priority given to the Users of Box I and Box II.
Studio G01	25	➤ Provided for the rehearsals and extended activities of performing arts activities.
Studio G02	15	

## 8. Stage Policies and Return in Original Condition

- 8.1 The venues operate on a 'bare-walls' touring policy, namely the installation and dismantling of all equipment must be completed within the rental period, and the User is required to reserve sufficient time for stage set-up and theatre masking, lighting adjustment and sound equipment testing.
- 8.2 Should the User wish to use their own equipment, they must coordinate and confirm with IC in advance, the User should then proceed on their own and bear the costs on the premise of following the technical guidelines given by IC staff;
- 8.3 Please make good use and take care of the various facilities. The User is responsible for compensation, repair and recovery for any damage or loss of the facilities and equipment provided by IC.
- 8.4 At the end of the activity, the User must immediately clean and restore the venue and remove all of their materials. The User must not willfully discard any waste, but should put it inside a large waste bin or place it at a refuse collection point or transport the waste on their own.
- 8.5 For stage equipment and limitations, please refer to the respective Technical Information and the Technical Requirement Forms.

## 9. Backstage Access

- 9.1 For public safety and security reasons, the User must submit a list of all personnel **two weeks** before the first day of the usage period. Individuals not included in the list are not allowed to enter the backstage area. The



personnel list must be prepared in detail using the form provided by IC for real-name registration purposes.

- 9.2 The User must arrange for **at least 1** person-in-charge to register and collect all backstage passes at the backstage entrance on the move-in date or before the activity after coordination, and return all backstage passes upon moving out.
- 9.3 The User must arrange for **at least 1** person-in-charge to help with real-name registration at the backstage entrance during each peak access period. The User must have real-time information about the number of personnel in the venue and a list of such personnel in case of emergencies; the User is obligated to register the real names of personnel.
- 9.4 Any User entering the backstage area must present valid backstage pass issued by CCM to the security guard. Each person must hold a backstage pass and may not lend their pass to others. Those who are unable to present a valid backstage pass are not allowed to enter the backstage area.
- 9.5 After entering the backstage area, the User must wear their backstage pass throughout for identification purposes.
- 9.6 Should any person be found to forge the permits approved and issued by CCM, backstage pass will be confiscated and the individual will be held responsible.
- 9.7 Backstage passes should be returned on the end date of the venue usage period. Any backstage pass which is not returned within 7 days after the aforesaid date will be deemed as lost, and the User is required to purchase and return the respective pass card holder and lanyard of the same design.

## **10. Technical Meeting**

- 10.1 Under normal circumstances, the User must convene a technical meeting with IC staff no later than 30 days before the first day of using the venue. In special cases, IC staff have the right to request the User to hold a technical meeting no later than 60 days before the first day of the usage period.
- 10.2 The User should provide the below relevant information 3 days before the meeting:
  - ✓ Technical Requirement Forms
  - ✓ Technical schedule.
  - ✓ Programme, instrument setup plan, stage design drawings, hanging Plot list, lighting design drawings, and sound equipment information.
  - ✓ Audience seating plan.
  - ✓ Ticket sample.
  - ✓ Staff and performer lists .
- 10.3 Any additional or modified technical request raised by the User after the meeting must be reassessed by IC before proceeding.

## **11. Change or Cancellation of Activity**

- 11.1 In the event of any discrepancy between the User's and the Organizer's names, the User is required to resubmit the venue usage request and restart the rental procedure. The User's original activity application will be deemed to be cancelled and the paid venue rental fees will not be refunded.
- 11.2 Any adjustment to the technical content or technical schedule must be approved by IC beforehand.
- 11.3 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 usage period will be

- charged at the original rental fee, whereas any extended time slot will be charged at the updated amount.
- 11.4 Requests for increasing the number of performances within 45 days from the first day of the rental period will not be accepted.
  - 11.5 The Black Box Theatre is only available for dismantling or consecutive performance sessions on Mondays.
  - 11.6 In case when an activity is cancelled for the Applicant's own reasons, the User must submit a written notification before the usage period with the reasons clearly stated. Venue deposits will not be refunded. For promoted activities, the User should inform the public via text messages, media or Internet, and the User is responsible for any subsequent service to the audience or handling of any dispute.
  - 11.7 In case of activity cancellation due to the performers' health issues, the User must immediately notify IC in writing and provide valid medical certificates, and the user may reschedule the performance period with IC. Should both parties be unable to agree upon a new performance period, IC will deduct the rental fee for the items and period already used and refund the unused part to the User.
  - 11.8 In the event of a force majeure or full or partial disruption to the activity schedule for reasons not attributable to the User, IC will reschedule the performance period with the User. Should both parties be unable to agree upon a new performance period, IC will deduct the rental fee for the items and period already used and refund the unused part to the User.
  - 11.9 The User is responsible for the ticketing arrangements, audience's losses or other relevant disputes after an activity is cancelled. Except for when CCM is closed due to a force majeure, the User 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 original start time.

## **12. Front of House Regulations**

- 12.1 On the day of the activity, the User must allocate staff to the reception to handle audience-related issues; the user should cooperate with IC staff of any issues replacement tickets, refund or exchange the tickets based on the actual situation with the audiences.
- 12.2 The Front of House staff should wear their staff pass for identification purposes the whole time they work at the reception and must be dressed properly. Shorts or slippers are not permitted.
- 12.3 The User's reception personnel must be ready at their position one hour before the performance.
- 12.4 Should the User's reception personnel need to be seated in the audience area, the User must ensure sufficient seats are reserved and they must enter the venue in a proper manner (such as holding a ticket to the programme/activity).
- 12.5 Eating and drinking is not permitted and no food or beverage can be brought to or placed in the reception area.
- 12.6 No food or beverage can be brought to the audience area.
- 12.7 Should the User wish to arrange for specific personnel to perform any ceremony on the stage, they must propose such arrangements at the technical meeting, and no one is allowed to go up to the stage before, after or during the programme without permission.
- 12.8 The User may apply to borrow supporting items. CCM normally arranges for the provision of supporting items one session before the performance and the location to place these items and the quantity must be determined

- by IC.
- 12.9 Should the User wish to hold any extended activity at the reception, including but not limited to photo or autograph sessions, the User must prepare their own equipment and allocate sufficient manpower, and apply to IC 30 days before the activity with a detailed rundown provided, and proceed with the activity only upon ICs consent.
  - 12.10 For the safety of the audience, the User should arrange for their staff to accept any potted flowers, wreaths or flower baskets given by other parties. The User must place these items at the locations designated by IC and may not reallocate them without permission.
  - 12.11 Reception broadcast service:  
Only urgent and necessary broadcasts relevant to audience services will be provided and CCM's personnel are responsible for the broadcast content. The User must not broadcast in the reception area with their portable speaker or PA system.
  - 12.12 Reception arrangement (marketing or ticketing):
    - 12.12.1 Without consent from IC, the User must not place, hang or post any labels, flags, advertisements or any other items.
    - 12.12.2 The User's posters or other relevant marketing materials, including but not limited to the program list, house programme, questionnaire and souvenirs, should be relevant to the particular programme / performing unit / User only.
    - 12.12.3 In the designated area of the foyer on the performance date, the User may place a wall-mounted backdrop and roll-up banner or use the poster panel provided by CCM; the size and content must follow CCM's specifications. The User can only choose either of the above marketing options. Should the User go beyond the aforesaid restrictions, IC has the right to impose charges for foyer exhibition items.
    - 12.12.4 In the designated area of the foyer, the User can receive the audience and handle ticketing issues using a temporary foyer reception provided by CCM. Should the User go beyond the area preset by CCM, IC has the right to impose charges for foyer rental.
  - 12.13 Interview or filming at reception:
    - 12.13.1 Should the User wish to invite media for filming or interviews at the foyer, they must apply in advance and may proceed in the agreed area upon consent from IC.
    - 12.13.2 Should the User wish to film the audience entering the venue, they must submit a written application 7 days before the performance with the filming plan and purpose explained, and may proceed with one video camera only in the agreed area upon consent from IC. The User must arrange for staff to be present throughout the filming process, and the filming personnel must also wear backstage pass issued by CCM. The User must explain to the patrons who raise concerns and must not force them to be filmed or interviewed, nor must the audience area be filmed (except in special cases). In the case of any violation against the regulations, IC may request the User to immediately cease the filming process based on the actual situation. Should the User need to play the video publicly, they must obtain permission from the relevant departments or individuals.
  - 12.14 Merchandise Sales or souvenir distribution:
    - 12.14.1 Should the User need to sell their merchandises or distribute

- souvenirs, they must submit relevant information and obtain permission from IC beforehand.
- 12.14.2 The sale of products is subject to the charges specified in the “Supplementary Services and Equipment of Macao Cultural Centre - Price List”, and the merchandise to be sold must be directly related to the User or the User’s programme.
- 12.14.3 The User must not sell or distribute souvenirs at any other location except for the one designated by IC. The User must arrange for sufficient manpower to help hand out souvenirs and must not place them on the audience’s seats in advance (except in special cases).

### **13. Safety Regulations**

- 13.1 The User must effectively maintain the order and safety of the areas they use and must not hinder IC from exercising the authority to protect the safety of the public and other Users.
- 13.2 The User must ensure the area beneath the safety curtain, emergency exits and all access points are free from blockage, and must not obstruct or place miscellaneous objects at these locations under any circumstances.
- 13.3 Should any dangerous or obstructive items be placed by the User within and outside the venue, IC can request the User to remove these items at any time. Should the User fail to comply, IC has the right to directly remove the items without prior notice and the charges must be borne by the User.
- 13.4 IC will specify the capacity of people that can occupy each separate confined space, and the User must not overload the venue in order to avoid endangering the safety of the people and their property.
- 13.5 The following items are strictly prohibited in the venues, including but not limited to: flammable or explosive items, dangerous, toxic, irritant or radioactive materials.
- 13.6 Without permission, the User must not post or hang any object or marketing material at any location inside CCM, or fasten any object, hammer nails, drill holes or perform cutting on the walls, floors, pillars or ceilings.
- 13.7 Without permission, the User must not install any electric appliance or external source of electricity. Upon approval, the User is responsible for the relevant construction works, installation, uninstallation and restoration and the ensuing expenses.
- 13.8 The User must proactively submit a written explanation for any public safety-related issue or item, including but not limited to open fires, firecrackers, fireworks and drones.
- 13.9 The Surveyor's report:
- 13.9.1 The Surveyor's report refers to the installation drawings, calculations or safety certificates issued by a qualified engineer registered in Macao;
- 13.9.2 The User must comply with CCM’s general regulations if building, installing, rigging or suspending any structure or device at any of CCM’s locations. In addition, CCM may, depending on the situation, request the User to submit installation drawings and calculations 30 days before moving in and submit safety certificates when completing the installation, only after which can the User proceed to use the aforesaid structure or device.
- 13.9.3 For any stage flying performances, the User must submit installation details 30 days before moving in and submit safety

certificates when completing the installation, only after which can the User proceed with the stage flying rehearsals and performances.

#### **14. Exhibition Arrangements**

- 14.1 The User is responsible for planning and executing the setup and dismantling of exhibitions and must hold the technical meeting with IC beforehand.
- 14.2 The User should properly and carefully plan the venue layout, visitor entry and exit routes, construction area and safety precautions and proceed as regulated by CCM.
- 14.3 During the exhibition, the User should arrange for service personnel to give introductions, answer enquiries, guide the visitors' direction and protect the works; the User is solely responsible for the safety of exhibits.
- 14.4 The User should insure the exhibits and reinforce protection for valuable items on their own. IC is not responsible for safekeeping or compensation in the case of losses or damages.
- 14.5 Before setting up an exhibition, the User must protect the construction area and its peripheries and must not move the original installations in the venue without permission. For installations moved with permission, the User is responsible for moving them back to the original location. In case of any damages, the User is responsible for restoration to the original condition or compensation at the full price.

#### **15. Outdoor Spaces**

- 15.1 The User should properly plan the venue layout, including the stage area, equipment setup area, audience area, staff rest area, and service counter, and must provide the rundown plan for the activity or showcase.
- 15.2 The User must ensure the sound volume of the activity complies with the existing law of Macao and control the volume within the restriction standards. At least 30 days before moving in the venue, the User must also submit to IC the documents with which they report the activity to the relevant department and the department's reply with technical advice (if any).
- 15.3 While the plazas are in use, the User should purchase the relevant full insurance (including but not limited to third-party liability insurance and labour insurance). If the User does not apply for insurance, the insurance coverage is insufficient, or the insurer fails to pay sufficient compensation, the loss or damage compensation shall be borne by the User.
- 15.4 No vehicle or construction vehicle is allowed in the plazas (except for the loading and unloading lanes). The loading and unloading of cargo vehicles are limited to the lanes and cargo vehicles must immediately leave the lanes once finished. The User must submit the entry time, vehicle plate number and contact information of the cargo vehicles that require access at least 2 days in advance.
- 15.5 Use of outdoor electricity:
  - 15.5.1 CCM can provide a 380V, 32A 3-phase power socket (close to the plaza entrance on the first floor of the Macao Museum of Art), and IC technical personnel will evaluate the feasibility of an additional electricity supply once the power demand exceeds the aforesaid location or yield. The User must seek solutions on their own if such a supply cannot be provided, or must confirm the location of generators, if needed, with IC in advance.
  - 15.5.2 Users who require outdoor electricity must apply to IC with the

following information at least 30 days before moving in the venue: power consumption estimates, capacity of electrical equipment such as circuit breakers and residual-current devices, and size of power cables.

- 15.5.3 Users who need to use outdoor electricity must have their own waterproof, lock-protected and robust power supply box to be connected to the power supply point provided by CCM. The power supply box must have a warning sign on the exterior and be separated by all means to avoid unauthorized personnel from approaching.
  - 15.5.4 The power cable connected to CCM's power supply point must be installed by a qualified electrician.
  - 15.5.5 All power supply points require good heat dissipation and must be kept away from flammable objects. All power cables or conductors between the power supply points and the power consumption locations must be coherent and not arbitrarily interfaced except for being connected with plugs or safety buttons. The User must prepare and use compliant extension sockets to avoid electricity overload and must equip all electrical circuits with appropriate overload protectors and residual-current devices.
  - 15.5.6 All exposed or touchable power supply points, such as sockets, electricity boxes and all electrical devices such as lighting and audio equipment, must be waterproof, and those with an exposed and touchable metal exterior must be earthed with a yellow-green earth cable. All exposed power cables must be protected with trunking or other appropriate materials.
  - 15.5.7 All electrical consumption or installation must comply with the existing electricity safety regulations of Macao.
  - 15.5.8 In the event where technical personnel of IC find any installation not fulfilling the requirements above, IC will require the User to rectify the situation and will not provide electricity until all the requirements are met.
  - 15.5.9 All accidents that result from the User's improper use of electricity shall fall under the sole responsibility of the User. For public safety and other appropriate reasons, IC reserves the right to cut the power supply at any time.
- 15.6 Flying activities:
- 15.6.1 Pursuant to the existing laws, flying activities include the organized release of latex balloons; flying a captive balloon, a kite, a hot air balloon, a lantern, a model aircraft or an unmanned aircraft; installing or operating external laser lights or search lights; and performing aerial shows; and so on.
  - 15.6.2 Should the User need to perform flying activities (especially performing or filming with a remote-controlled drone), the User must apply to the competent department according to the law and is allowed to proceed only when IC receives the relevant written approval and the activity concerned does not affect other activities or Users of CCM.
  - 15.6.3 For any personal or property damage or any loss or damage to CCM that occurs during a flying activity, the User is responsible for compensation and shall bear relevant legal responsibility and handle the aftermath according to the law. In case of any impact on CCM's operation or other emergencies, IC reserves the right to order termination of venue usage at any time.

## **16. Other Operational Rules**

- 16.1 **House Rules**  
The existing venue rules must be played in Chinese, Portuguese and English before the start of any performance. The announcement cannot be changed unless with the consent of IC.
- 16.2 **Lucky Draws or Fundraising Events**  
Please apply to the competent authority and submit a copy of the application form to IC before the activity.
- 16.3 **Film and Video Screenings**  
Please apply to the competent authority for film classification and provide CCM with the classification outcome for the film(s) before putting tickets on sale. Arrangements must be made in advance in case of refunds due to classification reasons.
- 16.4 **Child Performers**  
In the event some performers are children aged 6 or below, the User must arrange for babysitters to care for them and two babysitters are required for every 25 children. In case of child performers aged 7 or above, two babysitters are required for every 50 children.
- 16.5 **Animals**  
An animal licence from the relevant competent authority is required for all animals brought to the venue to join an activity or performance, and the animals may be showcased in the activity or performance only upon consent from IC. During the activity or performance, animals must be closely monitored and must not be left overnight in CCM, and the User must be responsible for all costs related to venue restoration or additional cleaning due to any damage to venue equipment caused by the showcase of animals.
- 16.6 **Smoking Scenes in Performances**  
Pursuant to the existing laws, smoking is prohibited in cinemas, theatres, studios, performance venues and other venues dedicated to promoting arts and performances. Please consider using props for smoking gestures which are an essential part of the overall performance. Alternatively, please contact the competent authority to obtain the relevant performance permit, submit to IC all the performance plans and the competent authority's reply and obtain consent from IC before proceeding with the scenes.
- 16.7 **Open Fires and Lit Candles**  
Any performance which involves lit candles or open fires can be performed at CCM only upon consent from IC and after obtaining the relevant performance permit from the competent authority. The User must submit to IC the reply letter from the competent authority and the roster arrangement of their staff (if any). Furthermore, a distance of at least 1 metre must be maintained between the open fires and any costumes, house curtains, draperies and scenery. IC reserves the right to request the User to perform flameproof treatment whenever necessary.

- 16.8 **Fireworks and Modified Firearms**  
Should the User need to use fireworks, modified firearms or blank ammunition for their performances, the User must apply to the competent authority for the import permit and the usage, storage and delivery arrangements and pay the taxes (if any), submit to IC all the performance plans and the competent authority's reply, and obtain consent from IC before proceeding.
- 16.9 **Performance Effects**  
For adult topics, nude scenes, special scents, sounds, flashes of light, smoke or other special effects involved in the programmes, the User must submit an application 30 days before the activity and obtain consent from IC before proceeding, and must specify at the time of ticket sale and place the relevant notice at the reception on the performance date.
- 16.10 **Safety Curtain**  
The safety curtain is a part of the venue fire safety system. To ensure the safety of the staff and the audience and normal curtain operation during emergency situations, the safety curtain cannot be used as a performance backdrop and scenery must not be placed under the safety curtain.
- 16.11 **Fireproof Treatment**  
In general, all scenery must be fireproofed before moving into the venue, but scenery constructed with paper or hay must undergo fireproof treatment before being used at CCM. IC reserves all rights to request the User to perform fireproof treatment whenever necessary.
- 16.12 **Fire Safety**
- 16.12.1 All flammable objects are strictly prohibited on the stage without prior permission; scenery and props irrelevant to the performance are not allowed to be placed on either side of the stage.
  - 16.12.2 Flammable liquids must not be used within CCM to clean wigs, costumes and any other objects.
  - 16.12.3 No miscellaneous items can be placed at any access points and access points must not be obstructed for any temporary reason.
- 16.13 **Spray Painting and Iron Nails**  
Inflammable spray painting and the use of nails are not permitted in any part of any performance venue, except for the nails and screws used for stage scenery (which must not be directly fixed into the stage surface). The User must remove all the nails and screws before moving out of the venue.
- 16.14 **Equipment Operation**  
Operation of the sound control board, lighting control board, follow spots and projecting devices must be handled by the IC technical personnel. Only upon permission, can the User operate the aforesaid equipment in the company of the IC technical personnel.
- 16.15 **Equipment Usage**  
All equipment meant to be used within a venue, including but not limited to any lights, desks, pianos, choir risers, and performance risers, must not



be used as scenery or props or moved out of the booked venue, but must be returned undamaged after use.

#### 16.16 Removal of Props, Scenery and Other Items

The User must responsibly remove all the props, scenery and any other items within their rental period after rehearsals or performances. Should the removal (thorough removal out of CCM) fail to be completed within the rental period, the Venue Rental Fees will apply for the extra usage time caused by the above situation.

#### 16.17 Use of Piano

16.17.1 The pianos used for performances are shared by the auditoriums with one grand piano allocated for the prioritized use in the Grand Auditorium and Small Auditorium respectively.

16.17.2 Before performing with the grand piano provided by CCM, the User must have the piano tuned at their own cost during the rental period by a qualified tuner who holds a certificate designated and recognized by the piano manufacturer.

16.17.3 IC reserves the right to provide the grand piano if the User fail to or refuse to tune the piano before the performance.

16.17.4 The piano can be moved only in the company of IC staff and the disassembly of the lid and the music desk can only be carried out by IC staff. Users who perform with their own piano must arrange their own piano handling staff.

16.17.5 CCM's pianos and piano stools can be used only for professional performance purposes and not as props or for purposes not related to the performance.

16.17.6 No articles can be put on or inside CCM's pianos without permission, and preventive measures must be taken when installing a recording microphone on the piano so as to ensure no impact on the baking varnish and the internal string structure, and the piano must be returned undamaged after use. In the case of any damage to the piano or scratches on the varnish, the User is responsible for repair and restoration.

#### 16.18 Use of Acoustic Shells in Concerts

As acoustic shells at CCM are temporarily installed professional equipment for concerts, sufficient time for the installation and disassembly must be reserved for activities which require their use. To ensure the proper use and safety of performers, acoustic shells should be mainly used for music performances. For non-music performances or rehearsals, the User is required to submit a performance clip to IC 30 days before their entry to the venue and can proceed only after the clip is confirmed by IC staff. IC reserves the right to cease the use of acoustic shells at any time.

#### 16.19 Use of Rehearsal Rooms and Studios

16.19.1 IC has the right to order immediate suspension of rehearsals when the sound affects performances being staged in the auditorium.

16.19.2 Rehearsal rooms and studios can be used only for rehearsal purposes and not for other purposes unless approved by IC.

16.19.3 Users consecutively renting the same venue can leave their equipment and devices in the venue during the rental period. IC

shall not be held responsible for taking care of these items.

- 16.19.4 Users who need to borrow desks, chairs or other equipment can inquire of IC staff and arrange for moving and returning these items on their own. Users will be held responsible in case of any loss or damage due to improper use.

#### 16.20 Use of Dressing Rooms

- 16.20.1 The backstage facilities are generally shared by all Users and the actual arrangement is subject to the booking status and operational needs.
- 16.20.2 It is strictly prohibited to move equipment out of the dressing rooms without permission.
- 16.20.3 No items can be posted on the walls, mirrors and wooden doors of the backstage areas or makeup rooms.
- 16.20.4 The power load for a single socket must not be greater than 13A, and hair dryers and irons should not be plugged into the same socket.
- 16.20.5 Eating and drinking are forbidden in dressing rooms. Please be mindful of the environmental hygiene. Please proceed to the artist's bar on the ground floor or designated areas of CCM for meals.
- 16.20.6 Please keep the dressing clean and turn off the lights when leaving to save electricity.
- 16.20.7 The User should use the facilities properly with care and will be held responsible in case of any loss or damage due to improper use.

#### 16.21 Use of Wardrobe

- 16.21.1 The User should prepare the necessary detergent or sewing materials by themselves.
- 16.21.2 Only performance-related costumes can be washed or mended within the wardrobe and washing of private clothing is not allowed. Please keep the drums of both the washing machine and the clothes dryer clean.
- 16.21.3 Please abide by safe operational procedures and stipulations about irons, washing machines or clothes dryers, among others.

### **17. Reservation of Rights and Disclaimer**

- 17.1 IC is not responsible for any claims, requests and liabilities incurred by the User or from their activities.
- 17.2 If the User fails to abide by the Rules, IC will make a record accordingly which will be used for reference when reviewing future applications by the User.
- 17.3 IC reserves the right to hold Users accountable for other responsibilities that may arise.
- 17.4 IC reserves the preferential right to use the venues and the right to cancel or modify any approved venue usage.
- 17.5 IC reserves the right to adjust and modify the Rules, as well as the right of final interpretation and decision thereon;
- 17.6 IC reserves the right of final decision over any doubts or omissions of the Rules;
- 17.7 In the event of any circumstances not stipulated in these Rules, "the Cultural Affairs Bureau General Regulations and Guidelines for Venue Rental shall apply."