



For Official Use

Receipt by: _____

Date of receipt of documents: _____

Application No.: _____

Booking application will be accepted within 12 months prior to the event date. Application should be submitted at least 45 days prior to the first day of rental.

Part I: Information of Applicant / Organisation

Section A (If applying as an organisation/institution, please complete this section.)

Name of institution: _____ (Registered name in Chi)

_____ (Registered name in Port/ Eng)

Name of responsible officer: _____ (Chi) Mr./ Miss/ Ms. _____ (Port/Eng)

Position of responsible officer: _____ E-mail: _____

Tel: _____ Mobile: _____ Fax: _____

Correspondence address: _____

Section B (If applying as an individual, please complete this section)

Name of applicant: _____ (Chi) Mr./ Miss/ Ms. _____ (Port/Eng)

BIR/Passport No.*: _____ E-mail: _____

Tel: _____ Mobile: _____ Fax: _____

Correspondence address: _____

Part II: Details of usage

Name of activity: _____ (Chi)

_____ (Port/Eng)

HIRING VENUE

Main Venues:

Grand Auditorium

Small Auditorium

Box I

Box II

Conference Room: (1/3Rm / 2/3Rm / Full)

Other Venues:

VIP Room

Foyer

Orchestra Rehearsal Room (4F)

Multi-purpose Rehearsal Room (2F)

Black Box Multi-purpose Room: (1/2Rm / Full)

Studios (Dance Studio / Music Room I / Music Room II / G01 / G02)

Others: _____

Booking period:

Main venue : _____ (Please specify: YYYY/MM/DD)

Other venue : _____ (Please specify: YYYY/MM/DD)

Event Category (Please select one and mark "X" in the appropriate box)

- | | | | | |
|-----|--------------------------------|------------------------|--|-----------|
| I | Dance | Opera | Non-amplified instrumental / Vocal performance | |
| | Musical | Drama | | |
| II | Variety show | Multi-media | Amplified concert | |
| III | Film screening | Magical performance | Chinese opera (Full Length / Excerpts) | |
| IV | Performing related event: | Competition / Ceremony | Seminar / Workshop | Rehearsal |
| V | Non -performing related event: | Competition / Ceremony | Seminar / Workshop | |

VI Others: _____

No. of show(s): _____ Showtime(s): _____

Different repertoire: Yes (Please provide technical rider) No Estimated audience size per show: _____

Performing group: _____

No. of staff and performer: _____ No. of oversea staff and performer (if applicable) : _____

Nature of activity: Open to public Private

Arrangement of ticket(s): Tickets purchased for admission Estimated ticket price: _____

Admission via free tickets No ticket required

Others: _____

Ticket sale/ distribution agent: _____

Anything to sell during the activity? Yes (Item to sell and price: _____) No

Application will be rejected if applicant fail to present the required documents listed in appendix 1.

Part III: Contact person authorised to handle venue application (If different from person listed in Part I)

Name of contact person: _____ (Chi) Mr./ Miss/ Ms. _____ (Port/Eng)

Position of contact person: _____ E-mail: _____

Tel: _____ Mobile: _____ Fax: _____

Address: _____

Part IV: Declaration

I, the authorized representative of the applicant/organization, hereby declare that all information and documents submitted by me in support of this booking application are update, valid and subsisting with regard to the legal status of the applicant/organization, and I undertake to provide any further information and documents in respect of any changes thereto.

Organization / Institution Stamp

Signature: _____

Name: _____

Title: _____

Date: _____

Remarks:

Please mail or deliver completed application to Macao Cultural Centre at Av. Xian Xing Hai S/N NAPE Macau.

For enquiries, please contact (853) 8797 7301/ 8797 7306 / 8797 7307 Email: enquiry@ccm.gov.mo / Fax (853) 2875 1395

Activity Information

- ◆ Applications which fail to submit the below information required for the specific activity type will not be accepted.
- ◆ If different programmes are scheduled for the same rental period, the information should be submitted separately for each programme.

Type	Information about the Intended Activity	Additional Information:
Drama / Traditional opera / Multi-media theatre	<input type="checkbox"/> Profile of the performing group/organiser <input type="checkbox"/> Programme introduction/synopsis <input type="checkbox"/> Profile of the director and the playwright <input type="checkbox"/> Profile of the production crew (e.g., stage, lighting and sound design) <input type="checkbox"/> Profile and list of main performers	<input type="checkbox"/> Profile of the performing group/organiser (please provide performance information over the past 36 months) Including: <ul style="list-style-type: none"> ● Date and venue of performance ● Ticket information and attendance
Dance	<input type="checkbox"/> Profile of the performing group/organiser <input type="checkbox"/> Programme/repertoire introduction <input type="checkbox"/> Profile of the dance director and choreographer <input type="checkbox"/> Profile of the production crew (e.g., stage, lighting and sound design) <input type="checkbox"/> Profile and list of main dancers	
Musical / Opera	<input type="checkbox"/> Profile of the performing group/organiser <input type="checkbox"/> Programme introduction/synopsis <input type="checkbox"/> Profile of the music director, director, playwright and choreographer <input type="checkbox"/> Profile of the production crew (e.g. stage, lighting and sound design) <input type="checkbox"/> Profile and list of main performers	
Music	<input type="checkbox"/> Profile of the performing group/organiser <input type="checkbox"/> Programme introduction/repertoire <input type="checkbox"/> Profile of the conductor and music director <input type="checkbox"/> Profile of the composers (for commissioned or premiere pieces) <input type="checkbox"/> Profile and list of main performers <input type="checkbox"/> Profile of the production crew (e.g., stage, lighting and sound design) is required for concerts with amplifiers	
Variety / others	<input type="checkbox"/> Profile of the performing group/organiser <input type="checkbox"/> Programme/activity introduction <input type="checkbox"/> Profile of the director <input type="checkbox"/> Profile of the production crew (e.g., stage, lighting and sound design) <input type="checkbox"/> Profile and list of main performers / key speakers	

Notes: Please ensure the accuracy of the submitted information. IC has the right to discontinue the activity if the venue usage is inconsistent with what is described in the submitted information or violates the Macao Cultural Centre Regulations and Guidelines for Venue Rental and the Macao Cultural Centre Rules for Use of Venues. The record will be used as a reference for reviewing future applications by the same party.