



To be completed by administration office of Macao Museum

Application No.	Date submitted ____/____/____	Group/Organisation
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Application for Rental of Mount Fortress Corridor

Name of Organisation/Applicant: _____

Mailing Address: _____

Phone Number: _____ Fax Number or Email address: _____

Rental venue applied for: _____

Facilities required:

- lighting _____; air-conditioning _____; audio link _____; sound system _____
- Other _____

Exhibition name: _____

Organiser: _____

Co-organisers: _____

Exhibition media: painting; photography; design; sculpture / installation; Other _____

Nature of exhibition: culture and art; charity; creative industries; Other _____

Planned exhibition date: _____ (mm/dd/yy) to _____ (mm/dd/yy) for a total of _____ days

Planned rental date : _____ (mm/dd/yy) to _____ (mm/dd/yy) for a total of _____ days

Exhibition opening date: _____ (mm/dd/yy) at _____ (hr) _____ (mins)

Number of exhibitors: _____; Expected number of exhibition visitors: _____

Has an application for financial assistance for this exhibition been submitted to the Cultural Affairs Bureau? _____

Will exhibition visitors be charged a fee? no, yes; fee amount: MOP\$ _____ (per person)

Will the exhibition earn any other income? no, yes; income amount: MOP\$ _____ Source _____

Responsible person during rental period: Mr./Ms _____

Position: _____ Phone number: _____

Declaration

I declare that if the application is approved, I represent _____ in undertaking to pay the venue deposit fee 21 days before the event upon receiving a Notice of Payment from the Macao Museum of the Cultural Affairs Bureau; and, upon completion of the event, I will pay all fees within ten (10) days of receiving the final statement for the event from the Macao Museum of the Cultural Affairs Bureau, and pay for all repairs, replacement and re-purchase due to damage and all costs stemming from the damage or theft of equipment, installations, facilities or finances.

I have read and undertake to abide by the regulatory provisions of the Macao Museum of the Cultural Affairs Bureau on rented premises. If, during the rental period, negligence on my part or the part of appointed persons during my (the organisation's) use of the rental venue results in any person at the venue suffering any loss, injury or death, with the result that the other party initiates any lawsuit, claim or demands against the Cultural Affairs Bureau, I shall bear full liability.

Please also submit the following together with this form:

- A copy of government registration if the applicant is an organisation or group, or a copy of the identity document if the applicant is an individual;
- Photos or galley proofs of the exhibits.

Location for submission:

4th Floor, Administration Building of the Macao Museum

Enquiries: Tel: 28357911;

Website: www.macaumuseum.gov.mo

Signature: _____

Name (pleaseprint): _____

Date: _____

Organisation seal: _____