



澳門特別行政區政府  
Governho da Região Administrativa Especial de Macau  
文化局  
Instituto Cultural

## Hire Regulations for Macao Museum Auditorium

1. Organisations or individuals applying to hire the auditorium shall apply to the Cultural Affairs Bureau of the Macao Special Administrative Region Government in writing two (2) months or more prior to the proposed hire date. The application should describe the details and requirements of the event to be organised by the hirer.
2. The hire period and approval of hire shall depend upon the nature of the event as well as the event schedule of the Macao Museum.
3. Except in special circumstances, auditorium hire hours shall be from 10:00am to 6:00pm, Tuesday to Sunday (the museum is closed on Mondays).
4. Venue rental rates shall be as follows:

Venue	Rate Schedule (MOP)
Macao Museum Auditorium Seating capacity: 87	\$250/hr \$1,500/day \$300/hour (with simultaneous interpretation equipment) \$2,000/day (with simultaneous interpretation equipment)

5. Once the hire of the venue is approved, the hirer shall pay 50% of the rental fee as a deposit. The deposit will not be refunded if for any reason the hirer cancels the hire of the auditorium. The deposit shall be paid by cheque made payable to: Fundo de Cultura.
6. To ensure the smooth running of the event, the hirer shall inspect the venue with an employee of the Macao Museum prior to the event and become familiar with relevant facilities and equipment.
7. Except in special circumstances, if during the use of the venue the event results in museum employees working overtime, the hirer shall be responsible for the cost of overtime paid to the aforementioned employees. The method of calculating the cost shall be according to the General Regulations Governing Staff of the Public Administration of Macao.
8. The hirer shall not use the name of the Macao Museum under the Cultural Affairs Bureau when publicizing the event.



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9 The hirer shall comply with the following rules:

- Decoration of the venue must not result in damage to ceilings, walls, carpets, and so on. If the hirer needs to affix decorations or add lighting, electrical appliances, etc., the hirer must submit a corresponding design drawing to the Macao Museum for checking prior to making any changes, and shall not implement the aforementioned changes until the Macao Museum has approved them. The hirer shall make arrangements of his/her own regarding any equipment that is lacking, and shall install the aforementioned equipment under the guidance of museum staff.
- The hirer shall report any damage to the venue (including to lights, walls, wallpaper, carpet, etc.) to the museum as soon as possible, and shall pay compensation based on the cost of the damaged items.
- The Macao Museum reserves the right to comment on the content of events and request changes.
- During the period of venue hire, the hirer must assign personnel to protect the auditorium and maintain order, as well as taking care of personal belongings. The Macao Museum shall not be liable for any damage, theft, etc.
- Consumption of food and beverages and smoking are not permitted in the auditorium at any time, including during event preparation, during the event itself, and during removal of decorations and equipment after the event.
- The hirer shall not permit excessive noise during event preparation, during the event or during removal of decorations and equipment after the event. Following the removal of decorations and equipment, the hirer shall tidy up the venue and restore it to its original condition.