



澳門設計中心場地借用申請表

Macau Design Centre venue application from

機構名稱/ Name	(如屬非牟利機構請註明)		
聯絡人姓名/ Contact Person		聯絡人電話/ Contact number	
聯絡電郵/ Email			
機構網址/ Website			
機構通訊地址/ Mailing address			
擬租用之日期及時段 Rental date and time	租用日期 Rental date: _____; 佈置時間 Move-in Time: _____ to _____; (以上所有時間均需列入場地費用內; the above time will all be charged.) 活動起止時間 Event Starting and Ending Time: _____ to _____; 清場時間 Move-out Time: _____ to _____. (以上所有時間均需列入場地費用內; the above time will all be charged.)		
擬租用之場地/ Venue	<input type="checkbox"/> 嘆啡 (380 ft ² / MOP800 每小時; 非牟利 MOP500) Coffee Shop (380ft ² / MOP800 per hour; Non- profit : MOP500) <input type="checkbox"/> 打書釘 (380 ft ² / MOP800 每小時; 非牟利 MOP500) Mezzanine (380 ft ² / MOP800 per hour; Non-profit :MOP500) <input type="checkbox"/> 演嘢 (820 ft ² / MOP1000 每小時; 非牟利 MOP800) Stage Area (820 ft ² / MOP1000 per hour; Non-profit :MOP800) <input type="checkbox"/> 講堂 (800 ft ² / MOP 500 每小時; 非牟利 MOP300) Seminar Room (800 ft ² / MOP 500per hour; Non-profit :MOP300) <input type="checkbox"/> 睇展覽 (N/A / MOP 2000 每日; 非牟利 MOP1200) Exhibition Hall (N/A / MOP 2000 per DAY; Non-profit: MOP1200) <input type="checkbox"/> 客廳 (260ft ² / MOP 250 每小時; 非牟利 MOP150) Meeting Room (260ft ² / MOP 250 per hour; Non-profit: MOP150)		
其它要求 Other Request	活動期間是需要餐飲服務 Do you need catering service? <input type="checkbox"/> 是 Yes (由澳門設計中心咖啡店另外提供報價 Quotation will be provided by MDC coffee shop) <input type="checkbox"/> 否 No (外帶飲品及食物需收取 MOP1,000 附加費 MOP1,000 cleaning fee will be charged if you bring food or beverage) <input type="checkbox"/> 椅子 需要_____張 <input type="checkbox"/> 桌子 需要_____張 <input type="checkbox"/> 音響設備·如有特別要求請例明: _____ <input type="checkbox"/> 投影設備·如有特別要求請例明: _____ <input type="checkbox"/> 其它: 請例明: _____		



<p>機構簡介/ Introduction</p>	
<p>活動名稱 Event Name</p>	
<p>活動是否向公眾開放 Does the event open for public?</p>	<p><input type="checkbox"/> 是 Yes 門票:MOP_____</p> <p>* 如需要本中心協助宣傳請提供宣傳資料 Please send us the promotional materials if you need MDC to promote the event</p> <p><input type="checkbox"/> 否 No</p>
<p>活動內容/計劃 Event description</p>	

澳門設計中心場地借用規則: Rental terms of Macau Design Centre

1 需至少提前兩周遞交場地借用申請表格，並連同公司負責人身份證副本遞交至本中心或電郵 info@dcmacau.com。在獲批後的五個工作天內支付按金(總費用的 50%)，按金不作退回，餘額及保證金需在活動開始前結清。保證金為總費用的 20%，如活動結束後沒有超時或損毀設施可即場退回。

Please complete the venue rental application form at least two weeks in advance for renting the space. After the application is approved, renters are required paying fifty percent of the total rental fee within five working days, the rental fee for the reservation is not refundable and the balance should be settled in the day when the event is end. Renters should pay deposit which is 20% of the total rental fee for the basic facilities and other hardware. And according to the terms of the permission, the deposit will be returned at the end of the event.

1.1 繳費方式接受現金、支票或銀行匯款，匯款後請電郵匯款單據至 info@dcmacau.com，匯款銀行資料如下：

Cash, bank check and bank transfer are accepted for payment, please send the receipt to our email : info@dcmacau.com for confirmation and our bank information is listed below:

銀行 Bank	中國銀行 (澳門分行) Bank of China (Macau)
戶名 Username	MCDC 澳門設計中心有限公司 MCDC CENTRO DE DESIGN MACAU COMPANHIA LIMITADA
帳號 Account	25-01-10-180515



2 澳門設計中心營業時間：

- i) 星期二至星期日：上午十一時至晚上七時；
- ii) 特殊情況除外；
- iii) 逢星期一及公眾假期休息；

若需於上述工作時間外使用中心之場地，需於申請時說明並繳交額外費用。

The business hour of Macau Design Centre:

- i) Tuesday to Sunday: 11 p.m. to 7 p.m.;
- ii) Except in special cases;
- iii) Closed on Mondays and Public Holidays;

Require using the space in the Centre outside above hours, it should be remarked on the application form and an extra cost will be charged.

3 未經同意不得超時使用。超時按場地每時費用另加 15% 計算。超時未達一小時仍作一小時計算。

The occupancy period should follow the registered period. Without approval in advance, renter cannot use it overtime. The charge of the overtime use is 15% of the rental fee per hour.

4 借用場地的時間需包括活動準備、佈置及撤離的時間。

The preparation and evacuation period are included in the registered period.

5 若連續預定同一場所七天或以上，可享折扣優惠。

Rental for seven days or more can enjoy discounts.

6 全天租用者享有優先權。短期租用審批可能需要較長處理時間。

There is priority for whole day renting. Short-term rental may need more time for approval.

7 若活動開始前 2 小時惡劣天氣如黑色暴雨、8 號或更高風球懸掛時，活動將延期及可於 3 個工作天內通知澳門設計中心更改日期舉行。

The Event will be postponed when the rainstorm warning signals BLACK, typhoon signal No.8 or higher is hoisted 2hours before the event starts. Reschedule is allowed and please inform MDC staffs in three workings days after the typhoon.

7.1 場地使用方需自行通知參加活動人士延期之事宜。

Renters have the responsibility to inform the participant about the postponement of the event.

8 須小心使用澳門設計中心的物品和設施，不得損毀任何物品。倘若發生物品損壞情況，請立即通知值班工作人員。如果物品因不當使用或因租用者的疏忽而造成損壞，需要作出賠償。

Please be careful to use the materials and facilities that belong to Macau Design Centre. If any item is broken, please contact MDC staffs immediately. And if the damaged item is caused by improper use or renter negligence, the Centre will have the right to pursue compensation.

9 作出以下行為的使用者將被一年期限內禁止使用澳門設計中心的所有物品及設施：

The renter will be prohibited to apply within one year if they make the following acts:

- i) 活動內容違反澳門政府法律的使用者；

The event violates Macau Government Law.

- ii) 活動內容違反公共秩序及準則的使用者；

The event is contrary to the public policy and guidelines.

- iii) 損壞設施且不予賠償者；

The person who damage the venue or facilities without compensation.

- vi) 做出有損澳門設計中心名譽或違反本規則者。

The person who is against this regulation and destroys the reputation of Macau Design Centre.

10 租用人士有責任確保活動符合《噪音管制條例》，若超出法訂噪音管制條款內容本中心有權終止該活



動。就該活動支付的所有款項均不予退還。無論在任何情況下，場地租用者或與該租用協議有關的任何一方均無權就任何金錢或非金錢損失索取任何賠償。

The renter has responsibility to make sure the event dose follow the 《Noise Control Ordinance》. If it broke the rules, Macau Design Centre has the right to stop the event. All payment for the event is not refundable. The renter cannot demand for any compensation.

11 租用人士需自行負責在澳門設計中心舉辦活動之保安工作及人力資源安排。

Renter should arrange the security and human resources by themselves.

12 須保持澳門設計中心場地清潔。

Keep the space clean and tidy.

13 交還場地前需自行回復原來之模樣。

Renter should tidy up the venue as original.

14 在澳門設計中心場內禁止大聲喧嘩，禁止亂丟垃圾，禁止隨地吐痰。

Loud noises, littering and spitting is prohibited in Macau Design Centre.

15 澳門設計中心場內可帶寵物入場。請隨時看管好您的寵物，以及隨身物品。

Macau Design Centre allows pets enter and please look after your pet and take care of belongings.

16 澳門設計中心場內嚴禁吸煙。

Smoking is prohibited in Macau Design Centre.

17. 若活動有任何銷售行為，場地費用不享有非牟利機構優惠。

Non profit price is not applicable if there's any sales activity in the event.

18. 場地借用者需自行購買活動所需及第三方意外保險。

Renter should assume the responsibility of insurance for the event and third-party accident insurance.

19. 在中心內舉辦之活動宣傳資料可使用本中心的標誌，標誌可於以下連結下載

You can use and download MDC logo at the link below for the event promotional materials:

<https://drive.google.com/open?id=0B04jOMtrMERvN1JURk9ya0FrRXc>

• 澳門設計中心保留以上條款之最終決定權。若有更改將不另作通知。

Macau Design Centre reserves the final decision and the ultimate right to make any changes to all terms and conditions without prior notice.

• 「工作天」指「星期一至五，不包括星期六、日及公眾假期」。

Working Days is only Monday to Friday, except Saturday and Sunday.

查詢請於辦公時間內致電(853) 28520335 或電郵 info@dcmacau.com。

Any inquiry please contact us at (853) 28520335 or email to info@dcmacau.com.

申請人簽名/Signature :

日期/Date :

內部專用 Internal usage:

通過/ Accept

不通過/ Reject

後補/ To be Confirmed