

好地方借用申請表

Good Lab Application Form

申請者姓名 Name of Applicant			
公司名稱 Company(如適用 If applicable)		使用人數 Number of people using the Good Lab	
聯絡人姓名 Contact person		聯絡人電話 Contact number	
網址 Website		電郵 Email	
地址 Address			
使用長度 Time period of Good Lab use (Month)	<input type="checkbox"/> MOP 4500/ 3months (From _____ to _____) DD/MM/YY	<input type="checkbox"/> MOP 7500/6months (From _____ to _____) DD/MM/YY	<input type="checkbox"/> MOP 12000/12months (From _____ to _____) DD/MM/YY
一般使用時段 The normal working hours in Good Lab			
公司簡介/個人簡介 Brief Description of Company/ Personal Profile			
業務範疇 Business Category			
借用期內工作計劃 Project plans during the period of using Good Lab			

申請需知 Terms & Conditions :

1. 澳門設計中心好地方為從事文創產業的自由工作者、企業及設計學生，可以公司或個人名義提出申請。
The Good Lab in Macau Design Centre provides co-working space to the free-lancer, enterprise and design student who work for culture and creative industry. Applicant can apply by company or individual.
2. 請將填妥之申請表格連同營業稅 M/1 格式副本、公司負責人身份證副本及申請計劃書遞交至：
澳門製造廠巷 5 號或電郵至 info@dcmacau.com (親送收表時間為：週一至五上午九時三十分至下午六時三十分) ;
Please submit the completed application form along with Sales Tax Form M/1copy (Contribuição Industrial M1), the owner's ID copy and proposal to:Travessa da Fabrica No.5, Macau (Mondays to Fridays 9:30 a.m. to 6:30 p.m.). Or email to: info@dcmacau.com
3. 收到通知的限期內繳交相當於一個月場地使用費的按金(使用期為三個月或六個月)/ 兩個月場地使用費的按金(使用期為十二個月) , 否則視為自動放棄借用資格。按金會在結束使用好地方時退回，如在使用期間內有產生的損壞任何物品而需作出賠償會於按金內扣除；
A deposit equivalent to one-month management fee(6 months or 3 months contract)/two-month management fee(12months contract) is required, payable in advance. This deposit is refundable at the end of the period after any necessary deductions made for damage or other appropriate expenses. Desposit should be paid within the specified period after receiving the notification. Otherwise, the application will be disqualified.
4. 在合約約滿前七天，可提出續約的申請。
The contract can be renewed with 7 days prior notice.
5. 申請需經由甄選小組審批，主要考量各使用者之工作性質及工作計劃
Application will be reviewed by judge committee. Decision will be made base on the business nature and project plan.
6. 款項繳交後，如自行取消檔期者，全額不予退還；
No refunds will be made for cancellations.
7. 繳費方式接受現金、支票或銀行轉賬，轉賬後請把單據電郵至 info@dcmacau.com，銀行資料如下：
Payment method can be cash, cheque or bank transfer. If the payment is settled by bank transfer please email the transfer slip to: info@dcmacau.com
Transfer details are as follow:

銀行 Name of Bank	中國銀行 (澳門分行)	Bank of China (Macau Branch)
戶名 Account Name	MCDC 澳門設計中心有限公司	MCDC CENTRO DE DESIGN MACAU COMPANHIA LIMITADA
帳號 Account No.	25-01-10-180515	

8. 好地方內設有燈光照明、免費冷氣、電力供應以及簡單裝修，並可借用公共會議室、免費光纖寬頻、收費打印服務、公共領域 24 小時保安及監控、郵件收取服務、前台接待服務、公共洗手間、以優惠價借用中心其它空間
Good Lab is equipped with air conditioning, lighting, basic design and decoration. Other sevice and facilities include public meeting room, fibre service, chargeable printing service, 24 hrs public serveillance and security, postal service, reception service, public toilets, free electricity, etc. Special rate for other venue use in MDC will also be provided..
9. 使用者必須遵守澳門設計中心場地使用規則；
Users must comply with the " Rule and Regulations of Macau Design Centre Venue Use ".
10. 使用者必須履行義務，包括派代表出席在澳門設計中心舉辦的活動，以提高各使用者對中心活動的關注度及參與度；
Users must perform their duties, including attending events organized by MDC, which aims to increase the awareness and participation of the users.
11. 查詢請於辦公時間內致電 28520335 或電郵 info@dcmacau.com。
For further enquiries please call: 28520335 or email to: info@dcmacau.com.

申請人簽名 Applicant signature :

日期：Date :

內部專用: For Internal Use:

通過 Approve

不通過 Decline

後補 Waitlist