

## **Iao Hon Activity Centre of IAM**

### **Notes on Rental of Auditorium**

#### **Facilities:**

The auditorium of the centre is available for legal associations, schools, public or private organisations, etc. which are registered in the Macao Special Administrative Region to apply for rental in order to organise non-profit-making cultural, recreational and sports activities.

#### **Application procedures:**

1. The applicant unit must fill in the Application Form for Rental of Venues of Activity Centre and submit it along with information about the activity and the programme.
2. The form can be downloaded from the IAM website <https://www.iam.gov.mo/e/eform-cr/itemlist> or obtained from the public services centres and their stations in various districts.
3. All application forms and information must be submitted to the public services centres and their stations in various districts at least 15 working days prior to the activity. IAM reviews and approves the applications according to procedures.

#### **Venue rent:**

1. Charge standard for the auditorium is as follows:

During the activity:

First 3 hours: MOP100.00 per hour

Each hour after the first 3 hours: MOP150.00

Rehearsal:

No rehearsal time

2. Once the application is approved, the centre will first notify the applicant unit by phone and reply by letter for confirmation. The rental unit must proceed to the public services centres and their stations in various districts to pay the rent five working days before using the venue. Otherwise it is regarded as giving up the rental of venue and the venue may be rented by the next queuing unit.
3. Each application is entitled to exemption from charges for one hour before the activity for decoration and 30 minutes after the activity for clean-up. If the mentioned time limits are exceeded, venue rent has to be paid separately which is calculated according to the charge for each hour after the first 3 hours during the activity.
4. If the use time exceeds the reserved time, the staff of the centre should be notified immediately. The unit concerned can only continue using the venue if the condition of the centre permits, such as no other queuing units. The rental charge for the exceeded time is required to be paid according to the method arranged by IAM.
5. In case of a need to reschedule or cancel the rental of venue, the applicant unit should inform IAM and state the reasons in writing as soon as possible before paying the rent. IAM will handle the case according to the actual situation. The rent paid will be returned later according to clearing procedures.

**Use of equipment:**

1. The rental unit must strictly follow the stated time for use of venue and return the venue and all facilities on time to avoid hampering others' use of the venue. The venue must be cleaned up immediately after the activity and all facilities must be

returned to their original places after use.

2. IAM has to be compensated for any damage to all audio-visual devices, lighting, tables, chairs and other facilities lent by the centre according to their costs.
3. If the rental unit prepares other equipment or devices on its own and places them in the centre for use, a completed declaration must be submitted to the centre prior to the activity. The rental unit has to declare that it is responsible for storage of the equipment concerned and any damage or influence on the facilities and operation of the centre or a third party caused by such equipment is the sole responsibility of the rental unit.

**Important notes:**

1. All activities must comply with the assessment standards and requirements of the Assessment Committee of Performing Arts. Carrying out activities which have indecent content or may cause anxiety in participants is not allowed by the centre.
2. The rental unit must pay attention to safety and must not carry out dangerous activities which may hurt others.
3. All individuals using the auditorium must abide by the “Rules for Use” of the centre.
4. IAM reserves the right to lend all facilities in the Iao Hon Activity Centre.