

# General regulations for the use of outdoor public venues (performances/events)

## 1. Noise Control

- a. Sound check can only be performed one hour before the performance/event starts.
- b. Adequate sound control must be observed during the sound check (or rehearsals) and in the course of the activity to minimize possible noise nuisance caused to surrounding residents.
- c. If sound amplifiers or loudspeaker system is to be used, it is advisable to adopt the following noise mitigation measures:
  - i. use of a cluster of low-power loudspeakers instead of a few high-power loudspeakers;
  - ii. use of directional loudspeakers and orientate them towards the audience instead of pointing to the surrounding residential buildings.

## 2. Venue Set-up & Installation of Equipment

- a. The way the activity is conducted (or the equipment, decoration and props being used) must not create any negative impact on the venue and facilities.
- b. The organizer is required to hold its activity, perform necessary setting-up and placement of equipment within the areas approved by IAM (please refer to the site plan).
- c. The venue is a public area and is not allowed to be closed for exclusive use.
- d. It is prohibited to stage any form of commercial publicity within the activity venue.
- e. Objects are not allowed to be placed in the green areas, attached or hung on the trees.
- f. The resources available at the venue must not be used for any purpose other than that approved by IAM (including water source).
- g. It is necessary to ensure that all the equipment is securely and stably constructed without causing any damage to the facilities at the venue (including the pavement). The placement of equipment must not obstruct or cause annoyance to passers-by and other users. Sufficient walkways must be reserved for use by the public.
- h. The organizer should suspend all kinds of setting-up at the venue in times of inclement weather conditions and consider dismantling any structure that is susceptible to damage or posing potential hazards.
- i. It is advisable to deploy staff to watch over the site and equipment.
- j. Please keep the place clean and restore the venue to its original condition upon conclusion of the activity.
- k. The organizer is held responsible for any damage or accident arising from the activity. It must report such happenings to IAM as soon as possible.
- l. The organizer is required to follow the instructions given by the security guards or IAM staff on duty at the scene.

## 3. Loan of Equipment

- a. Please make proper use and safe-keep the equipment loaned by IAM. Pack them up properly and return them to their original places after use.
- b. The organizer should survey the venue and look into the equipment two to three days before the activity takes place (preferably during office days). Contact IAM as soon as possible should there be any problem.
- c. The organizer is liable compensate for any loss or damage of equipment loaned by IAM.

## 4. Electrical Connection

- a. Electrical connection is to be performed by qualified professional technicians.
- b. For ground cable laying work, wire trunking or other kind of installations must be used to ensure cables are firmly affixed to the ground and well-protected. If available at the site, underground cable duct should be used.
- c. For installation of temporary power box, it must be done in compliance to the current safety regulations governing electricity supply in Macao.

## 5. Activity Period

- a. The organizer is to use the venue and hold its event according to the schedule approved by IAM (refer to

the reply letter).

- b. In accordance to Decree-Law n.º 54/94/M dated 14 November, outdoor shows or activities are to be held within the following time periods:  
Sunday to Friday -- 08:00 to 22:30  
Saturday and public holiday's eve -- 08:00 to 24:00

## 6. Public Safety

- a. The organizer must carry third party insurance covering its activity and relevant equipment and shall bear its own risk of loss/damage with respect to property.
- b. The organizer must deploy staff to maintain order during the event.
- c. The organizer is required to adopt appropriate safety measures to ensure public safety, secure the area and its surrounding during venue decoration and the event, and placement of warning notices.

## 7. Application for Entry of Vehicles into the Venue

- a. The organizer is required to submit the following information to IAM for consideration and approval at least 4 working days prior to the actual activity:
  - i. “Autorização Especial de Circulação (特別通行許可證)” (issued by the Transport Bureau, in case the vehicles need to go through pedestrian precincts/walkways (e.g. Tap Seac Square)
  - ii. Purpose for vehicle entry
  - iii. Number of vehicles and their license plate number
  - iv. Type of vehicles or their tonnage capacity
  - v. Entry and exit time of vehicles
- b. Vehicles that are granted with an approval for entry to and exit from the venue should observe the following:
  - i. Vehicles are not allowed to carry any passengers into the venue (except for special circumstances or if authorized by IAM).
  - ii. Due to the environmental factors, vehicles that exceed three tones in weight are refused entrance into the venue.
  - iii. Drivers should keep the vehicle speed below 10 km/h when driving in the venue.
  - iv. Drivers should give way to the pedestrians, avoid unnecessary honking, and drive slowly and carefully.
  - v. Vehicle engines should be switched off during loading and unloading of materials.
  - vi. Vehicles are not allowed to stay and wait in the venue (except for special circumstances or if authorized by IAM).
  - vii. Drivers shall be liable for any accident caused and any damage made to the facilities or equipment of the venue.
  - viii. Drivers must follow the routes and driving guidelines provided in some parks. (Please refer to the guidelines on vehicle admission to the parks).

## 8. Application changes/Cancellation

- a. Should there be changes in the format, set-up or equipment installation of the approved activity, please specify such changes in the “Confirmation of Loan of Venue for Activity” and have it submitted together with supporting information to IAM for consideration and approval during 5 working days before the actual date of the activity.
- b. The organizer has to notify IAM promptly for activity cancellation and provide a written explanation.

## 9. Handling of Violations

- a. If the organizer is found to have violated the aforementioned rules, breached existing laws and regulations or acted inappropriately during the activity, IAM reserves the right to take all necessary measures and pursue legal action against the responsible party.
- b. The way the organizer managed the loan venue will be taken into consideration by IAM in the assessment for approval of future applications for holding activity.