

How to Process

Documents to be submitted:

1. Application Form for Rental of Venues of Activity Centre [009/DACRA/DACREC](#) (The form can be obtained free of charge from the Division of Cultural, Recreational and Association Affairs, Public Services Centres and their stations in various districts or downloaded from the IAM website www.iam.gov.mo.);
2. The association's constitution registered at the government.

Documents to be produced:

Produce the rundown and relevant information about the activity

Locations and Time for Processing the Service

Locations for processing the service:

Division of Cultural, Recreational and Association Affairs: Avenida da Praia Grande, n.º 517, Edif. Comercial Nam Tung, 4.º andar B e C, Macau

Integrated Services Centre: Avenida da Praia Grande, n.ºs 762-804, Edifício China Plaza, 2.º andar, Macau

Iao Hon Activity Centre: Rua do Mercado de Iao Hon, Mercado Municipal do Bairro Iao Hon, 1.º e 3.º andar, Macau

S. Domingos Activity Centre: Travessa do Soriano, Complexo Municipal do Mercado de S. Domingos, 4.º andar, Macau

S. Lourenço Activity Centre: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.º andar, Macau

Fai Chi Kei Activity Centre: Travessa de Fái Chi Kei, Habitação Social do Fai Chi Kei, Edifício Fai I, 4.º andar, Sala A, Macau

Patane Activity Centre: Avenida de Demétrio Cinatti, Complexo Municipal do Mercado do Patane, 9.º andar, Macau

Edifício do Bairro da Ilha Verde Activity Centre: Rua Nova da Ilha Verde, Edifício do Bairro da Ilha Verde (Bloco III), n.º 56, R/C e 1.º andar, Macau

Seac Pai Van Activity Centre: Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane

Central District Public Services Centre: Rotunda de Carlos da Maia, n.ºs 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.º andar, Macau

Central District Public Services Centre - S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.º andar, Macau

Northern District Public Services Centre: Rua Nova da Areia Preta, n.º 52, Centro de Serviços da RAEM, Macau

Northern District Public Services Centre - Toi San Station: Avenida de Artur Tamagnini Barbosa, n.º 127, Edifício D.ª Julieta Nobre de Carvalho, Bloco B, R/C, Macau

Northern District Public Services Centre - Fai Chi Kei Station: Rua Nova do Patane, Habitação Social de Fai Chi Kei, Edifício Fai Tat, Bloco II, R/C, Lojas G e H, Macau

Islands District Public Services Centre: Rua de Coimbra, n.º 225, 3.º andar, Centro de Serviços da RAEM das Ilhas, Taipa

Islands District Public Services Centre – Seac Pai Van Station: Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane

Office hours:

Division of Cultural, Recreational and Association Affairs

Monday to Thursday 9:00 a.m. to 1:00 p.m.; 2:30 p.m. to 5:45 p.m.

Friday 9:00 a.m. to 1:00 p.m.; 2:30 p.m. to 5:30 p.m.

Activity centres

Monday to Sunday, 10:00 a.m. to 10:00 p.m. (open on weekends and public holidays except the Chinese New Year holiday)

Integrated Services Centre and Public Services Centres

Monday to Friday, 9:00 a.m. to 6:00 p.m. (no lunch break, closed on Saturday, Sunday and public holidays)

Telephone / fax:

Tel.: (853) 8394 8801 / (853) 8394 8802

Fax: (853) 2837 2062

Fees

Application fee:

(S. Domingos Activity Centre, S. Lourenço Activity Centre, Fai Chi Kei Activity Centre, Patane Activity Centre, Edifício do Bairro da Ilha Verde Activity Centre and Seac Pai Van Activity Centre):

Application fee is not required to be paid. Upon approval, the charges are as follows:

During activity: MOP300.00 for the first hour; MOP200.00 for each hour after the first hour

Rehearsal: MOP200.00 for the first hour; MOP100.00 for each hour after the first hour

(Iao Hon Activity Centre):

Application fee is not required to be paid. Upon approval, the charges are as follows:

First 3 hours: MOP100.00 per hour

Starting from the 4th hour: MOP150.00

(Rehearsal is not available.)

Form fee:

Not applicable

Stamp duty:

Not applicable

Security deposit:

Not applicable

Fees, Charges and Prices List:

www.iam.gov.mo/p/pricetable/list

Time Required for Approval

Time for approval: Depending on individual cases

Remarks / Important Notes on Application**Important notes:**

1. The application form must be signed by the person in charge of the association / organisation and stamped with the association seal;
2. Application is required to be submitted at least 15 working days prior to the activity;
3. After approval of the application, the applicant is required to bring the official reply letter to the Division of Cultural, Recreational and Association Affairs (*Avenida da Praia Grande, n° 517, Edif. Comercial Nam Tung, 4° andar B e C, Macau*) or the designated activity centre to pay the rent within 5 working days before using the venue;
4. All applicant organisations have to comply with the notes on rental of the venues for use.

Formalities

- Application for Rental of Outdoor Activity Venues
- Alteration to Rental of Outdoor Activity Venues
- Cancellation of Rental of Outdoor Activity Venues
- Application for Rental of Auditoriums and Activity Rooms of Activity Centres
- Alteration to Rental of Auditoriums and Activity Rooms of Activity Centres
- Cancellation of Rental of Auditoriums and Activity Rooms of Activity Centres
- Application for Use of Outdoor Experience Camp at Ká Hó Reservoir (Application not accepted temporarily)
- Application for Rental of Exhibition and Performance Venues

Last Update : 30/09/2021