

Cancellation of Rental of Auditoriums and Activity Rooms of Activity Centres

How to Process

Document to be submitted: Application letter

Document to be produced: Not applicable

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, Edf. 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:

Not applicable

Form fee:

Not applicable

Stamp duty:

Not applicable

Security deposit:

Not applicable

Fees, Charges and Prices List:

Not applicable

Time Required for Approval

Time for approval: Depending on individual cases

Remarks / Important Notes on Application

Important notes:

1. An application should be made to IAM in writing with reasons stated before payment of rent;
2. If the rent has been paid, the receipt is required to be submitted together with the written application for cancellation of activity to facilitate the processing of refund of rent.

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