

Rental of venues and facilities of IAM

Application for Rental of Exhibition and Performance Venues

How to Process

Document to be submitted: Application letter

Document to be produced: Not applicable

Location and Time for Processing the Service

Location for processing:

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

Office hours:

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.

Telephone / fax:

Tel.: (853) 8394 8808 / (853) 8394 8809

Fax: (853) 2837 2062

Fees

Application fee:

Chon Chou Tong in Lou Lim Ioc Park, Carmo Hall:

Application fee is not required to be paid.

Activity Room of Flower City Park:

Application fee is not required to be paid. Upon approval, charges will be levied in accordance with Article 60 of Chapter V of the Fees, Charges and Prices List of IAM.

Form fee:

Not applicable

Stamp duty:

Not applicable:

Security deposit:

Not applicable

Fees, Charges and Prices List:

Activity Room of Flower City Park:

Time Required for Approval

Time for approval: Depending on individual cases

Remarks / Important Notes on Application

Important notes

1. Venues available for use or rental: Chon Chou Tong in Lou Lim Ioc Park, Carmo Hall, and Activity Room of Flower City Park;
2. The application letter must be signed by the person in charge of the applicant association / organisation and stamped with the association / organisation seal;
3. For use of the Activity Room of Flower City Park, 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, Edf. Comercial Nam Tung, 4° andar B e C, Macau) to pay the rent 5 working days before using the venue;
4. All applicant associations / organisations are required to comply with the regulations on use of the relevant venues.

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