



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

Temporary Performance Venue Borrowing Programme of Navy Yard No.2 - Contemporary Art Center Application Rules

1. Purpose

In response to the demand for performance venues by Macao associations and individuals, the Cultural Affairs Bureau (IC) is offering the performance venue of Navy Yard No.2 - Contemporary Art Center on Rua de S. Tiago da Barra, No. 192 and 202-A (hereafter referred to as “venue”, for details, please check with the diagram for borrowing area) for local associations and individuals to organize music related activities.

2. Eligibility

Local associations registered at the Identification Services Bureau and Macau SAR resident identity card holders; the applying association/individual (hereinafter referred to as “applicant”) must be the organiser or co-organiser of the activity.

3. Requirements for the activity

- 3.1 Activity applying for the use of the venue must be related to music performances, and preference will be given to those promoting music industry of Macao;
- 3.2 If the activity is of performance nature, it should include performance by local artist;
- 3.3 Above regulation is not applicable to talk/seminar/workshop or similar activities.

4. Application method

- 4.1 Applicant should submit the following application documents to IC by visiting the Department for Promoting Cultural and Creative Industries (Address: Cultural Affairs Bureau Building, Tap Siac Square, Macao) in person or by email (navyyard2@icm.gov.mo) at least 45 days before the proposed date for use in advance;



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- 4.1.1 A completed and signed “Application Form for Temporary Performance Venue Borrowing Programme of Navy Yard No.2 - Contemporary Art Center”;
- 4.1.2 For application by an association, a copy of the articles of association published in the Official Gazette and a copy of its valid association registration certificate issued by the Identification Services Bureau shall be submitted;
- 4.1.3 For application by an individual, a copy of applicant’s Macao SAR Resident Identity Card shall be submitted.
- 4.2 The application will be handled in first-come-first-served basis. Within 10 working days of receiving the complete application documents, IC will notify the applicant about the application results.

5. Change of application

- 5.1 Any changes to the submitted working schedule or programme rundown must be informed IC at least 7 working days and 3 working days before the proposed date for use respectively;
- 5.2 Any changes to the date of using the venue must be requested in person or by email stating the reasons and the proposed new date at least 7 working days before the proposed new date or original proposed date (whichever is earlier);
- 5.3 Cancellation to the approved borrowing time must be requested by email stating the reasons at least 7 working days before original proposed date;
- 5.4 IC will coordinate and make arrangements based on the venue borrowing condition;
- 5.5 No exchange or transfer of borrowings with/to the third party is allowed without IC’s consent.

6. Requirements for borrowing

- 6.1 The venue is open for borrowing for the use of performances and rehearsals from 9 a.m. to 10 p.m., while the rest of the day can only be used for setting up and dismantling of equipment or stage set;



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- 6.2 Upon getting approval for the use of the venue, the applicant must fill out and submit the “Logistics and Technical Equipment Request Form for Temporary Performance Venue Borrowing Programme of Navy Yard No.2 - Contemporary Art Center”, as well as the introduction of the activity and related information; if the activity includes performance item, song list and lyrics of the relevant performance should be submitted;
- 6.3 User must attend or send a representative to attend the technical meeting convened by IC to coordinate issues related to the use of venue and equipment, evacuation exits of the venue, fire fighting equipments, etc.;
- 6.4 User must indicate Cultural Affairs Bureau as the venue support unit on all the advertisement and promotional materials of the activity;
- 6.5 User must comply with the regulations of “Venue Rules and Regulations for Temporary Performance Venue Borrowing Programme of Navy Yard No.2 - Contemporary Art Center” posted on-site, especially regulations related to the seating capacity (100 standing places and 50 seats);
- 6.6 Public performances held during the activity shall be classified and advised by the Assessment Committee of Performing Arts under the IC. The relevant certificates shall be provided to IC before the public performances and the certificates shall be posted in conspicuous place;
- 6.7 Should any damages be done to the venue or hardware facilities provided by IC, user shall be responsible for the compensation of the damages;
- 6.8 If the user violates the current laws of Macao, s/he will be solely responsible for the consequences;
- 6.9 User shall be responsible for arrangements related to the performing units, reception, backstage, operation of the audio and lighting control panels, ticketing, and maintain good order at the venue.

7. Violation

If the user violates any requirement stipulated in items 5.1 to 5.3, 5.5, or items 6.4 to 6.6, or damages the venue and hardware facilities, IC can immediately cancel their right to use



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the venue and all the responsibilities and consequences shall be borne by the user. Such instances will be recorded and taken into consideration when processing future applications.

8. Final provisions

- 8.1 IC reserves the right of final decision on the use of venue. User shall comply with and make corresponding arrangements to cooperate with the instructions of IC's representative;
- 8.2 If IC terminates the use of the venue on short notice and cannot provide the venue due to reason of force majeure or damage of equipment, user cannot request any compensation from IC;
- 8.3 Personal data provided to apply for this programme will solely be used for the "Temporary Performance Venue Borrowing Programme of Navy Yard No.2 - Contemporary Art Center";
- 8.4 The applicant must ensure that all the data subjects are aware of the purpose of collecting data;
- 8.5 IC reserves the right to timely update the "Application Rules for Temporary Performance Venue Borrowing Programme of Navy Yard No.2 - Contemporary Art Center", the "Application Form for Temporary Performance Venue Borrowing Programme of Navy Yard No.2 - Contemporary Art Center", the "Logistics and Technical Equipment Request Form for Temporary Performance Venue Borrowing Programme of Navy Yard No.2 - Contemporary Art Center" and the "Venue Rules and Regulations for Temporary Performance Venue Borrowing Programme of Navy Yard No.2 - Contemporary Art Center";
- 8.6 IC reserves the right of final interpretation and decision on the content of the documents mentioned above.

9. Inquiries

For any inquiries, please contact Mr. Lai, Mr. Ao Ieong, staff members of IC through tel. no. 8399 6225 / 8399 6299 or email: navyyard2@icm.gov.mo.