



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

1. Volume Control

- 1.1 When carrying out sound checks, rehearsals and holding the activity, the volume should be controlled to an appropriate level to minimise its impact on the nearby residents;
- 1.2 Performances and rehearsals can be arranged between 9 a.m. and 10 p.m. User can only set up or clean up during the rest of the day without making any noises that affect the public and shall abide by Law No. 8/2014 “Prevention and Control on Environmental Noise”.

2. Setup and Installation of Equipment

- 2.1 The form of the activity (or the equipment and props used) shall not adversely affect the venue and the facilities, and shall take into consideration factors such as environmental protection and efficient use of resources;
- 2.2 User shall hold the activity, set up the venue and place the equipment at locations indicated in the diagram for borrowing area;
- 2.3 Please ensure that the erection equipment is sturdy and safe, and shall not damage the original facilities (including the ground). In addition, make sure that adequate pedestrian access is provided;
- 2.4 The use of nails, screws, super glue and tapes is forbidden on both the interior and exterior architectural components of Navy Yard No.2 - Contemporary Art Center;
- 2.5 User should take care of all his/her items and equipment placed in the venue. IC will not be liable for any arising losses or damages;
- 2.6 In the event of inclement weather, user shall suspend all the venue setup tasks and immediately remove easily damaged or potentially hazardous equipment. User shall be liable for repairs and restoration of any damages to the venue attributable to them;
- 2.7 Except for the specified locations, no objects (including promotional materials of the activity) shall be stuck on the interior and exterior walls, doors and windows of Navy Yard



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No.2 - Contemporary Art Center. User shall avoid the use of large-scale decorations and setup to minimise the impact on the building.

3. Use of Venue

- 3.1 User can only use the venue and hold activities during Cultural Affairs Bureau (IC)'s approved time slots, and the content of the activities shall be consistent with the content in the application;
- 3.2 User shall be responsible for arrangements related to the performing units, reception, backstage, operation of the audio and lighting control panels and ticketing, and maintain good order at the venue;
- 3.3 User shall station sufficient staff to maintain order and ensure smooth progress of the activity. IC is not responsible for offering support staff;
- 3.4 Environmental hygiene shall be maintained, the venue shall be cleaned up and the rubbish shall be removed before leaving the venue every time. Within 24 hours of finishing the performance, all the items and equipment temporarily stored at the venue must be removed, after which IC is entitled to dispose such temporarily stored items and equipment, and will not compensate the user for any losses or damages caused;
- 3.5 In the event of damages or accidents caused to the facilities by the activity, user shall report to IC as soon as possible and shall be responsible for the maintenance, restoration and any relevant fees, otherwise IC will claim compensations for the losses or damages caused;
- 3.6 User must provide the information of two "venue access/contact persons". Every time when they enter or leave the venue, one of the "venue access/contact persons" shall notify the security staff of the venue for registration;
- 3.7 Hazardous materials and pets (except for guide dogs) are strictly prohibited from entering the venue;
- 3.8 In accordance with Law No. 5/2011 "Tobacco Prevention and Control Regime", smoking is prohibited within the venue;
- 3.9 Carrying and drinking of alcoholic beverages are prohibited within the venue;
- 3.10 Activities containing illegal, pornographic, obscene, violent or racist content, content harming relations with other countries and regions, or content inconsistent with the



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application, are strictly forbidden. In addition, flammable and explosive materials such as fireworks and open-flame devices are not allowed;

- 3.11 When a typhoon signal No. 8 or above is hoisted by the Macau Meteorological and Geophysical Bureau, the venue will be closed. User shall leave the venue within 60 minutes after receiving IC's notification;
- 3.12 IC will make arrangements with users to change the borrowing date under the above-mentioned condition.

4. Electricity Connection

- 4.1 Electricity connection shall be carried out by personnel with professional and technical qualifications;
- 4.2 If wires are laid above ground, they must be secured and protected by wireways or other facilities;
- 4.3 Additional electric power can be drawn from the 3-pin 32-amp plug provided at the venue. However, the electric power system shall not be modified without approval.

5. Public Safety

- 5.1 User shall ensure safe use of the venue, and be subject to the respective liabilities. Meanwhile, due to safety considerations, user must adhere to the seating capacity (100 standing places and 50 seats);
- 5.2 User must purchase third-party civil liability insurance for all the activities and additional equipment, as well as solely assume the risk of any loss of / damage to their own property;
- 5.3 User is obliged to attend or send representatives to attend the technical meeting convened by IC and inspect and check the evacuation exits of the venue, fire fighting equipments, etc. In case of emergency, such evacuation instructions shall be followed. User shall take over the venue on the first day of borrowing period (preferably during IC's office hours), check all the facilities and raise any problems found during the takeover period as such problems will be borne by the users after the venue is taken over;
- 5.4 During the activity, pay attention to the safety of all the people in the venue. User shall be solely liable for any injuries that may occur.



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6. Violations

- 6.1 If user violates the venue rules and regulations and refuses to follow IC's advice, IC's coordinating staff stationed on site is entitled to ask the user to leave the venue or call the police whenever necessary;
- 6.2 If IC finds out that user fails to comply with the above-mentioned provisions, violates the existing law or engages in inappropriate behavior, IC can immediately cancel their right to use the venue and all the responsibilities shall be borne by the user. Such instances will be recorded and taken into consideration when processing future applications.

7. Final Provision

IC reserves the right of final interpretation and decision on the Venue Rules and Regulations.