



澳門特別行政區政府旅遊局  
DIRECÇÃO DOS SERVIÇOS DE TURISMO  
MACAO GOVERNMENT TOURISM OFFICE

里斯大廈地下展覽廳  
申請表格  
Venue Booking Application Form  
Exhibition Hall (G/F) of Ritz Building

<p>此欄由本局填寫 For MGTO Use Only</p> <p>申請編號: Application No.: _____</p> <p>收件日期: Received Date: _____</p> <p>簽收: Received by: _____</p>	<p>備註: REMARKS</p>
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**A – 申請人資料 Applicant Details**

<p>官方註冊機構名稱 Official Registered Name of Organization</p>	<p>(請以正楷填寫 PLEASE USE BLOCK LETTERS)</p>
<p>申請人身份 Role of Applicant</p>	<p><input type="checkbox"/> 註冊社團 Registered Association <input type="checkbox"/> 公共機關 Public Entity <input type="checkbox"/> 其他，請註明： Others – please specify: _____</p>

**B – 主要聯絡人資料 Key Contact Details**

<p>姓名 Name</p>	<p>姓氏, 名字(請以正楷填寫) FIRST NAME, FAMILY NAME (PLEASE USE BLOCK LETTERS)</p>		
<p>機構地址 Address</p>			
<p>機構電話 Tel.</p>		<p>電郵地址 Email</p>	
<p>機構傳真 Fax</p>		<p>網址 Website</p>	



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C – 活動資料 Event Details			
<b>活動名稱</b> Event Name 請以中文或葡文或英文正楷填寫 PLEASE USE BLOCK LETTERS IN CHINESE OR PORTUGUESE OR ENGLISH			
<b>活動性質</b> Event Nature (可多項選擇 Multiple Selection)	<input type="checkbox"/> 本地性 Local <input type="checkbox"/> 地區性 Regional <input type="checkbox"/> 國際性 International <input type="checkbox"/> 學術性 Educational <input type="checkbox"/> 推廣 / 宣傳 Promotional <input type="checkbox"/> 非牟利 Non-Profit <input type="checkbox"/> 其他，請註明： Others – please specify: _____ _____	<b>活動類型</b> Event Type	<input type="checkbox"/> 展覽 Exhibition <input type="checkbox"/> 其他，請註明： Others – please specify: _____ _____
<b>活動日期</b> Event Date	由 ___/___/___ 至 ___/___/___ From(DD/MM/YYYY)To(DD/MM/YYYY)	<b>活動時間</b> Time of Event	由 ___:___ 至 ___:___ From(hh:mm)To(hh:mm)
<b>進場日期</b> Set-Up Date	由 ___/___/___ 至 ___/___/___ From(DD/MM/YYYY)To(DD/MM/YYYY)	<b>進場時間</b> Time of Set-Up	由 ___:___ 至 ___:___ From(hh:mm)To(hh:mm)
<b>撤場日期</b> Dismantle Date	由 ___/___/___ 至 ___/___/___ From(DD/MM/YYYY)To(DD/MM/YYYY)	<b>撤場時間</b> Time of Dismantle	由 ___:___ 至 ___:___ From(hh:mm)To(hh:mm)
<b>預計參加人數</b> Estimated No. of Participants	<b>合辦 Co-Organizer</b>		
	<b>協辦 Collaborator</b>		
	<b>贊助單位 Sponsor</b>		
D – 場地可提供的設置 Available Setting at Venue			
<b>音響系統</b> Sound System	<input type="checkbox"/> 1 支咪連咪座 1 microphone with stand <input type="checkbox"/> 2 支咪連咪座 2 microphones with stand	<b>展版件數</b> No. of Partitions	<input type="checkbox"/> 1 件 1pc <input type="checkbox"/> 2 件 2pcs <input type="checkbox"/> 3 件 3pcs <input type="checkbox"/> 4 件 4pcs <input type="checkbox"/> 5 件 5pcs <input type="checkbox"/> 6 件 6pcs <input type="checkbox"/> 7 件 7pcs <input type="checkbox"/> 8 件 8pcs
<b>摺椅數目</b> Folding Chairs	1 至 10 張以內 1 to 10 only	<b>摺枱數目</b> Folding Tables	1 至 2 張以內 1 to 2 only
其他，請註明 Others (Please state) 註：視乎利斯大廈可供使用及審批情況而定 Remarks: Subject to availability of Ritz Building and approval status			



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**E - 場地設計圖 Venue Layout**

(如空間不足，可另加附件 Should there be insufficient space, a separate sheet may be used as an attachment)



## 注意事項 Notes

- 遞交申請表並不表示申請已獲批核，本局將對該申請進行預審程序；所有借用申請應以書面作出並連同本申請表格，透過信函、傳真、電郵或網上申請方式 (<https://www.dst.gov.mo/zh-hant/trade-association/trade-association-others/ps-1659/ps-1659-procedures/ps-1659a.html?d=1>) 向旅遊局遞交，當中須清楚註明活動名稱、借用日期、時間、用途及性質，和活動相關的詳細資料，詳情請見借用須知。未能提供上述資料者，申請將不獲接納。  
Submitting the application form does not mean the application has been approved; MGTO will conduct a pre-qualification process on the application. All applications should be submitted to MGTO in written format via letter, fax, email or online (<https://www.dst.gov.mo/en/trade-association/trade-association-others/ps-1659/ps-1659-procedures/ps-1659a.html?d=1>) together with the application form. Information such as event name, date of use, time, purpose and nature, and related event details must be included, further details please refer to application guidelines. Those who fail to provide the above information will not be accepted.
- 上述申請相關資料及申請表格須在**使用場地前最少 7 個工作日**遞交到旅遊局。本局收到申請及齊備必須文件翌日起計 5 個工作日內回覆，批核後申請人須填妥及簽署“借用利斯大廈大堂展覽廳承諾聲明書”確保履行聲明書之責任。  
The above related information and application form must be submitted to MGTO **at least 7 working days prior to the date of the venue rental**. MGTO will reply within 5 working days from the following day after duly completed application form together with all necessary documents; once the application is approved, applicant must fill in and sign the “Declaration of Commitment for Using Ritz Building Exhibition Hall” to ensure the fulfillment of the responsibility of the declaration.
- 如申請表未能提供足夠填寫空間，申請人可以附件形式作補充。如申請人未能提供有關資料或需填寫之部份不適用時，請分別註明。  
If the space provided is insufficient, a separate sheet may be used as an attachment to this application form. Where information is not yet available or not applicable, please indicate accordingly.
- 必須按照獲批准的活動日期舉行活動，如有更改活動日期，須重新作出書面申請，旅遊局將視乎實際借用情況保留不作批准的權利。  
The event shall be held in accordance with the approved event date. If there is any change of the event date, a new application must be submitted in written. MGTO reserves the right of final approval depending on the actual occupancy of the venue.
- 所有場地借用申請只能始於該活動舉行日期(首天)的 90 天內作出，旅遊局不設預留任何始前之預約。  
All venue booking application can only be made within 90 days of the event date (first day), MGTO does not accept any advance booking prior to this period.
- 若取消已批准的場地活動，必須在活動舉行前**最少 3 個工作日**以書面形式通知旅遊局。  
In case of any cancellation of the approved venue rental, MGTO shall be notified in written at least 3 working days in advance.
- 申請人如有利用場地進行任何與原來申報不符的活動、或進行任何與現行法律相抵觸、附商業性質的產品推廣、營銷或收費、涉及政治、宗教或法會儀式活動者，本局均有權拒絕其申請或停止其使用。  
If the applicant uses the venue to conduct any activity that is inconsistent with the original purpose of the approved usage, or that is against the current law and regulation, conduct any product promotion, marketing or sales activity with a commercial nature, or involves political, religious or ritual activities, MGTO has the right to reject the application or terminate the venue rental.
- 如需使用非本局音響器材或其他設備，須於申請來函備註中一併聲明，並獲本局批准後方可使用，恕不接受臨時提出之要求。使用期間亦須遵守本局之工作人員的安排及指示。  
If the applicant needs to bring in audio equipment or other apparatus that are not possessed by MGTO, it shall be mentioned on the Remarks of the application form to obtain approval from MGTO. Last minute request will not be accepted. These equipment and apparatus shall be operated in accordance to the arrangement and indication of MGTO staffs.
- 若因颱風或不可抗力情況導致場地停止對外開放，則場地借用可獲延期，但需視乎實際借用情況，旅遊局將保留不作批准的權利。  
In case of typhoon or force majeure that the venue is closed to the public, the booking can be postponed depending on the availability of the venue. MGTO reserves the right to final decision.
- 申請人須嚴守使用其申請之時間，不得逾時佔用場地。  
Applicant must strictly abide by the usage time and exceeding operation hours of the venue is not allowed.



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## 場地使用守則 Venue Usage Rules

- 未經旅遊局批准，申請人不得使用旅遊局的名稱及標誌。  
Applicant is not allowed to use the name and logo of MGTO without the approval of MGTO.
- 活動籌備時、活動期間或拆除裝飾佈置時，須嚴格遵守澳門特別行政區第 8/2014 號法律《預防和控制環境噪音》之規定，倘因活動而引起的一切法律糾紛和責任，一概由申請人自行承擔。  
When preparing for the event, during the event or when dismantling the decorations, applicant must strictly abide by the provisions of Macao SAR law n.º8/2014 “Prevenção e controlo do ruído ambiental”. All legal disputes and responsibilities caused by the event are borne by the applicants themselves.
- 申請人不可張貼海報或任何宣傳資料於里斯大廈門口外牆及內外入口處；展品只可安放於展覽廳範圍內，禁止在展板或牆上使用釘、螺絲、強力膠等物品。  
Applicant is not allowed to pose up posters or any promotional materials on the outer walls of Ritz building, inside and outside of the entrance. Exhibits can only be placed in the exhibition hall area, and cannot use nails, screws, super glue etc. on the display board or wall.
- 申請之活動若涉及茶點(只限展覽開幕儀式)，請自行負責相關事前安排、事後場地清理及其所需費用。  
If the event involves catering (opening ceremony of exhibition only), applicant should be responsible for the respective arrangement, site cleaning after the event and the respective costs.
- 使用期間之安全維護、傷患急救、公共秩序亦應由申請人自行負責，如展品或個人財物有任何損壞(包括人為)或失竊等，本局概不負責。  
Safety in maintenance, first aid for injuries, and public order during venue usage are the responsibility of the applicant. MGTO will not be responsible for any damage (including man-made) or theft of exhibits or personal property.
- 申請人須負責保持會場內外的整潔，展品、場地及設備的安全，倘若場地或原有設備在使用期間出現因使用不當而導致損壞或遺失，申請人須負責賠償所涉及的部份或全部費用。  
Applicant should be responsible for keeping the venue clean and tidy, safety of exhibits, venue and equipment. If the venue or original equipment is damaged or lost due to improper use during usage, applicant should be responsible for part of or all costs involved.
- 為保障人員安全、確保服務質素及人流控制的目的，本局於場地內設有攝錄監察系統，而本局所取之個人資料將遵守澳門特別行政區第 8/2005 號法律《個人資料保護法》規定處理。  
To ensure the safety of personnel, the quality of service, and the crowd control purpose, CCTV system is installed in the venue. And all personal data collected by MGTO will be processed in compliance with the Macao Special Administrative Region Law no. 8/2005 (Personal Data Protection Act).
- 申請人必須在展覽期最後一天內將展品移離展場及作整體場地清理，並還原場地至交付時的狀態，否則本局有權保留以任何方式處理展品的權利。  
Applicant must remove the exhibits and clean up the entire site within the last day of exhibition, and restore the site to the original state, otherwise MGTO has the right to deal with the exhibits in any way.
- 申請人須對活動及相關宣傳內容負起全部責任。  
Applicant must take full responsibility for the event and related promotional content.
- 未取得旅遊局同意，不得自行與第三者交換或轉讓場地予第三者使用。  
Without the approval of MGTO, it is not allowed to exchange or transfer the venue with or to a third party.
- 展覽廳跟隨里斯大廈之對外開放時間，旅遊局保留更改里斯大廈對外開放時間之權利。申請人須嚴守使用時間，不得逾時佔用場地。  
The exhibition hall follows the opening hours of Ritz Building, MGTO reserves the right to change the opening hours of Ritz Building. Applicant must strictly abide by the usage time and exceeding operation hours of the venue is not allowed.
- 特殊情況下，旅遊局保留拒絕、取消或修改其場地借用申請的最後權利，並不作任何補償。  
MGTO reserves the final right to reject, cancel or revise venue booking under certain circumstances, without any compensation.
- 如申請人在填寫此表格時有任何疑問或需要更詳細資料，請致電：8593 0118 或可使用電郵至 [dgi@macaotourism.gov.mo](mailto:dgi@macaotourism.gov.mo) 聯絡我們。  
Should you have any inquiries in completing the form, or any further information is required, please contact us at: 8593 0118 or email us at [dgi@macaotourism.gov.mo](mailto:dgi@macaotourism.gov.mo).



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\_\_\_\_\_ (簽署人姓名) 謹代表申請人及其機構，茲聲明保證所提供之一切資料均為真實無誤，並已詳閱及同意“注意事項”及“場地使用守則”之一切規定，及同意通知澳門特別行政區政府旅遊局有關申請資料之任何變更。

\_\_\_\_\_ (signee's name) on behalf of the applicant and the related entity, I hereby declare that the information provided in this application is true and correct, and have carefully read and agreed to all the provisions of the “Notes” and “Venue Usage rules”, and agree to notify the Macao Government Tourism Office of any changes to the information provided in this application.

申請日期及申請人簽名及機構蓋章:  
Date of Application &  
Authorized Signature with Company Chop:

**收集個人資料聲明：Personal Information Collection Statement:**

申請資料內涉及的個人資料，只會作為處理申請、統計、研究用途。而本局所取之個人資料將遵守澳門特別行政區第 8/2005 號法律《個人資料保護法》規定處理。

The personal data involved in the application materials will only be used for application processing, statistics and research purposes. And all personal data collected by MGTO will be processed in compliance with the Macao Special Administrative Region Law no.8/2005 (Personal Data Protection Act).