



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

利斯大廈地下展覽廳
申請表格

Venue Booking Application Form for
Exhibition Hall (G/F) of Ritz Building

此欄由本局填寫 For MGTO Use Only

申請編號:
Application No.: _____
收件日期:
Date: _____
簽收:
Receivedby: _____

備註:
REMARKS

A – 申請人資料 Applicant Details

官方註冊機構名稱 Official Registered Name of Organization	(請以正楷填寫 PLEASE PRINT)
申請人身份 Role of Applicant	<input type="checkbox"/> 私人團體 Private <input type="checkbox"/> 合法團體 Registered Association <input type="checkbox"/> 公共機關 Public Entity <input type="checkbox"/> 其他，請註明： Others – please specify: _____

B – 主要聯絡人資料 Key Contact Details

姓名 Name	名字, 姓氏 (請以正楷填寫) LAST NAME, FIRST NAME (PLEASE PRINT)		
機構地址 Address			
機構電話 Tel.		電郵地址 Email	
機構傳真 Fax		網址 Website	



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C –活動資料 Event Details

活動名稱 Event Name	請以中文/葡文/英文正楷填寫) (PLEASE PRINT IN CHINESE / PORTUGUESE / ENGLISH)		
活動性質 Event Nature (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： Other – please specify: _____ _____	活動類型 Event Type	<input type="checkbox"/> 展覽 Exhibition <input type="checkbox"/> 其他，請註明： Other – please specify: _____ _____
活動日期 Event Date	由 ____/____/____ 至 ____/____/____ From(DD/MM/YYYY) To(DD/MM/YYYY)	活動時間 Time of Event	由 ____:____ 至 ____:____ From(hh:mm) To(hh:mm)
進場日期 Set-Up Date	由 ____/____/____ 至 ____/____/____ From(DD/MM/YYYY) To(DD/MM/YYYY)	進場時間 Time of Set-Up	由 ____:____ 至 ____:____ From(hh:mm) To(hh:mm)
撤場日期 Dismantle Date	由 ____/____/____ 至 ____/____/____ From(DD/MM/YYYY) To(DD/MM/YYYY)	撤場時間 Time of Dismantle	由 ____:____ 至 ____:____ From(hh:mm) To(hh:mm)
預計參加人數 Estimated No. of Participants	合辦 Co-Organizer 協辦 Collaborator 贊助單位 Sponsor		

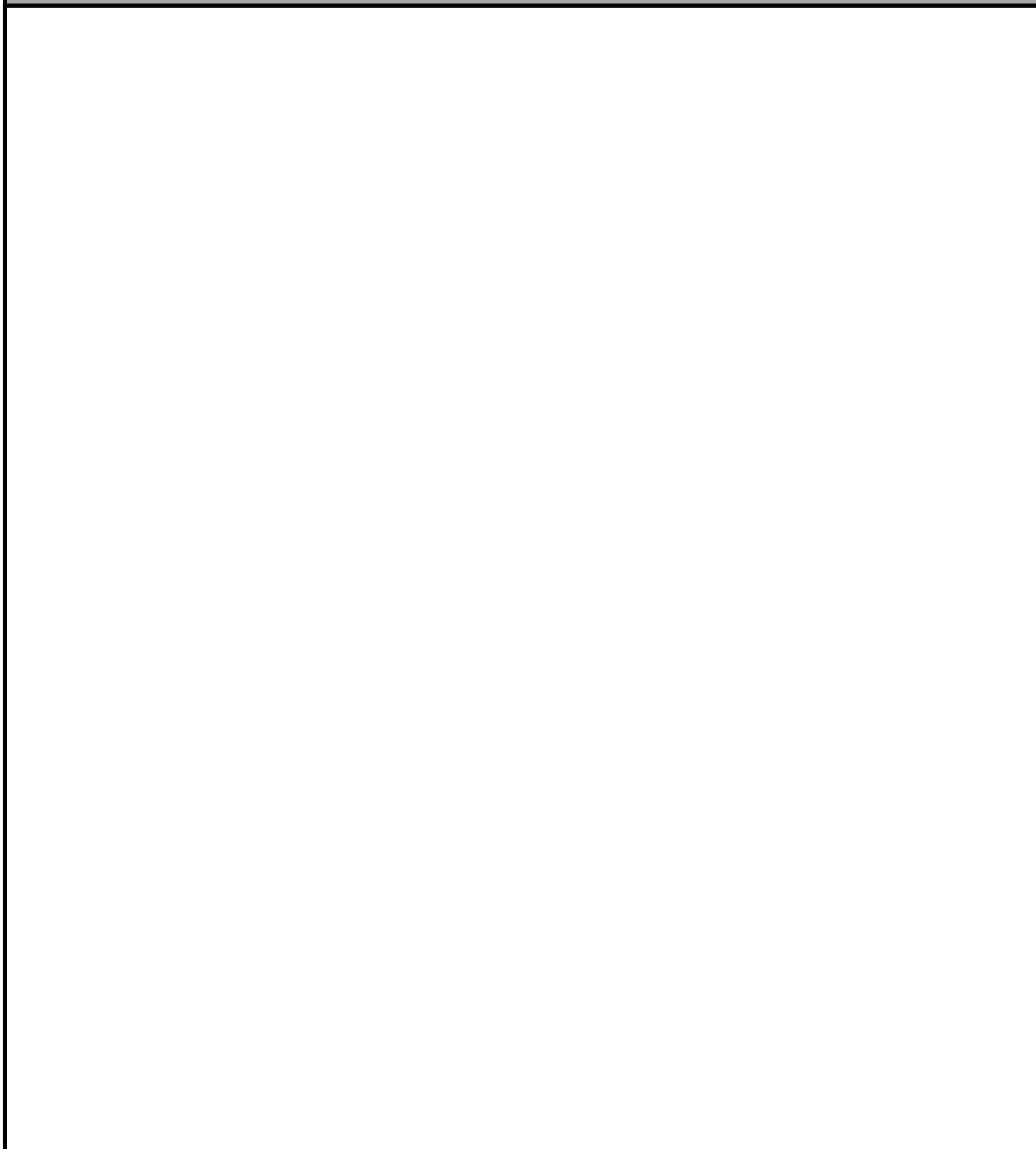
D –場地設置 Venue Setting

音響系統 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	展版件數 No. of Partition	<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
摺椅數目 Folding Chairs	1 至 10 張以內 1 to 10 only	摺枱數目 Folding Tables	1 至 2 張以內 1 to 2 only	
其他，請註明 Others (Please state) 利斯大廈是否具備及是否批准方可作實 Subject to availability and approval from the Ritz Building				



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E -場地設計圖 Venue Layout





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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，未能提供必須遞交文件者，申請將不獲批核。
Submitting the application form does not mean that the application has been approved. MGTO will conduct a pre-review process for the application. If the required documents are not provided, the application will not be approved.
- 任何申請必須在使用場地前最少 7 個工作天遞交到本局；本局收齊文件後 5 個工作天內回覆，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”確保履行聲明書之內容。
Any application must be submitted to MGTO **at least 7 working days prior to using the venue**. MGTO reply within 5 working days after receiving all documents. Once the application is approved, the applicant must complete and sign the “Declaration of Commitment for Usage of the Ritz Building Exhibition Hall” to ensure the fulfillment of the content of the declaration.
- 填妥之申請表及信函可親臨、電郵或傳真至：
Upon completion of this form and letter, please return it in person / email / fax to:

旅遊局 - 旅遊產品及活動廳
設施管理處
獲多利大廈 12 樓
澳門宋玉生廣場 335-341 號
傳真：2822 0580, 2822 2359
電郵地址：dgi@macaotourism.gov.mo

MGTO - Tourism Product and Events Department
Facilities Management Division
“Hot Line” Building, 12th Floor
Alameda Dr. Carlos d’ Assumpção, nos 335-341, Macao
Fax: 2822 0580, 2822 2359
Email: dgi@macaotourism.gov.mo

- 如申請表未能提供足夠填寫空間，申請者可以附件形式作補充。如申請者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.
- 若取消或更改已批准的場地活動，必須在活動舉行前最少 3 個工作天通知旅遊局。
If cancellation or changes of the approved activity, MGTO must be notified 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 declaration, or that is against the current law, conduct any product promotion, marketing or charging, with a commercial nature, or involves political, religious or ritual activities, MGTO has the right to reject the application or stop the usage.
- 如需使用非本局音響器材或其他設備(只限於開幕禮當天)，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 operation of audio equipment and apparatus (restricted to Opening Ceremony only) brought from outside must be stated clearly in the application letter and will only be allowed to use after MGTO’s approval. Temporary request will not be accepted. Equipment and apparatus must be operated in accordance to the arrangement and indication of MGTO staffs.
- 如遇不可抗力情況令活動未能如期進行，申請人須以書面形式重新申請活動延期或取消。
In case of force majeure that prevents the activity from proceeding as scheduled, the applicant must reapply in written for the extension or cancellation of the activity.
- 本局有權對活動內容提出意見或要求修改。
MGTO has the right to comment on the content of the activity or request revision.



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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 the 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 activity, during or when dismantling the decorations, applicant must strictly abide by the provisions of Macao SAR law n.º8/2014 “Prevenção e contrado do ruído ambiental”. If all legal disputes and responsibilities caused by activities are borne by the applicants themselves.
- 申請人不可張貼海報或任何宣傳資料於利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 post posters or any promotional materials on the outer walls of the building, inside and outside of entrance. Exhibits can only be placed in the exhibition hall, and cannot use nails, screws, super glue etc. on the display board or wall.
- 申請之活動若涉及餐飲茶點、保安、清潔及工作人員等事宜，請自行負責相關之安排、管理、事後場地清理及費用。
If the event involves catering, security, cleaning and working staffs etc., applicant should be responsible for respective arrangement, management, site cleaning after the event and 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或失竊等，本局概不負責。
Safety on maintenance, first aid for injuries, and public order during usage are the responsibility of the applicant. MGTO will not be responsible for any damage 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.
- 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 activities 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.
- 展覽廳跟隨利斯大廈之對外開放時間為每天上午九時至下午八時(旅遊局保留更改利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 which is from 9:00am-8:00pm every day (MGTO reserves the right to change the opening hours of the Ritz Building). Applicant must strictly abide by the usage time and overtime occupation of venue is not allowed.
- 特殊情況下，旅遊局將保留拒絕、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遇有困難或需要更詳細資料，請致電：+853 8593 0109 / 0110 或可使用電郵聯絡我們。
Should you encounter difficulties in completing the form, or if further information is needed, please contact us at: +853 85930109 / 0110 or email us.



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謹代表申請者及其機構，本人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，及同意通知澳門特區政府旅遊局有關申請資料之任何變更。

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”. I agree to notify the Macao Government Tourism Office of any changes to the information provided in this application.

申請日期及申請者簽名連同機構蓋章:

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。同時，資料將按照第 8/2005 號法律《個人資料保護法》規定進行。

The personal data involved in the application materials will only be used for application processing, statistics, and research purposes. At the same time, the data will be processed in accordance with Law n.º 8/2005 “Personal Data Protection Act”.