



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

# Venue Booking Application Form

## 場地租用申請表格

**Ritz Building**  
利斯大廈

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

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

### B – Key Contact Details 主要聯絡人資料

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

### B – Venue 場地

<b>Ritz Building</b> 利斯大廈	<b>Ground Floor / 地下</b>	
	<input type="checkbox"/> Exhibition Hall 展覽廳	



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**C – Event Details 活動資料**

<b>Event Name</b> 活動名稱	(PLEASE PRINT IN CHINESE / PORTUGUESE / ENGLISH 請以中文 / 葡文 / 英文正楷填寫)		
<b>Event Nature</b> 活動性質 (Multiple Selection 多項選擇)	<input type="checkbox"/> Local 本地性 <input type="checkbox"/> Regional 地區性 <input type="checkbox"/> International 國際性 <input type="checkbox"/> Educational 學術性 <input type="checkbox"/> Promotional 推廣 / 宣傳 <input type="checkbox"/> Non-Profit 非牟利 <input type="checkbox"/> Other – please specify: 其他，請註明： _____ _____	<b>Event Type</b> 活動類型	<input type="checkbox"/> Exhibition 展覽 <input type="checkbox"/> Press Conference 記者招待會 <input type="checkbox"/> Other – please specify: 其他，請註明： _____ _____
<b>Event Date</b> 活動日期	From ___/___/___ To ___/___/___ 由 (DD/MM/YYYY) 至 (DD/MM/YYYY)	<b>Time of Event</b> 活動時間	From ___:___ To ___:___ 由 (hh:mm) 至 (hh:mm)
<b>Set-Up Date</b> 進場日期	From ___/___/___ To ___/___/___ 由 (DD/MM/YYYY) 至 (DD/MM/YYYY)	<b>Time of Set-Up</b> 進場時間	From ___:___ To ___:___ 由 (hh:mm) 至 (hh:mm)
<b>Dismantle Date</b> 撤場日期	From ___/___/___ To ___/___/___ 由 (DD/MM/YYYY) 至 (DD/MM/YYYY)	<b>Time of Dismantle</b> 撤場時間	From ___:___ To ___:___ 由 (hh:mm) 至 (hh:mm)
<b>Estimated No. of Participants</b> 預計參加人數		<b>Co-Organizer</b> 合辦 <b>Collaborator</b> 協辦 <b>Sponsor</b> 贊助單位	

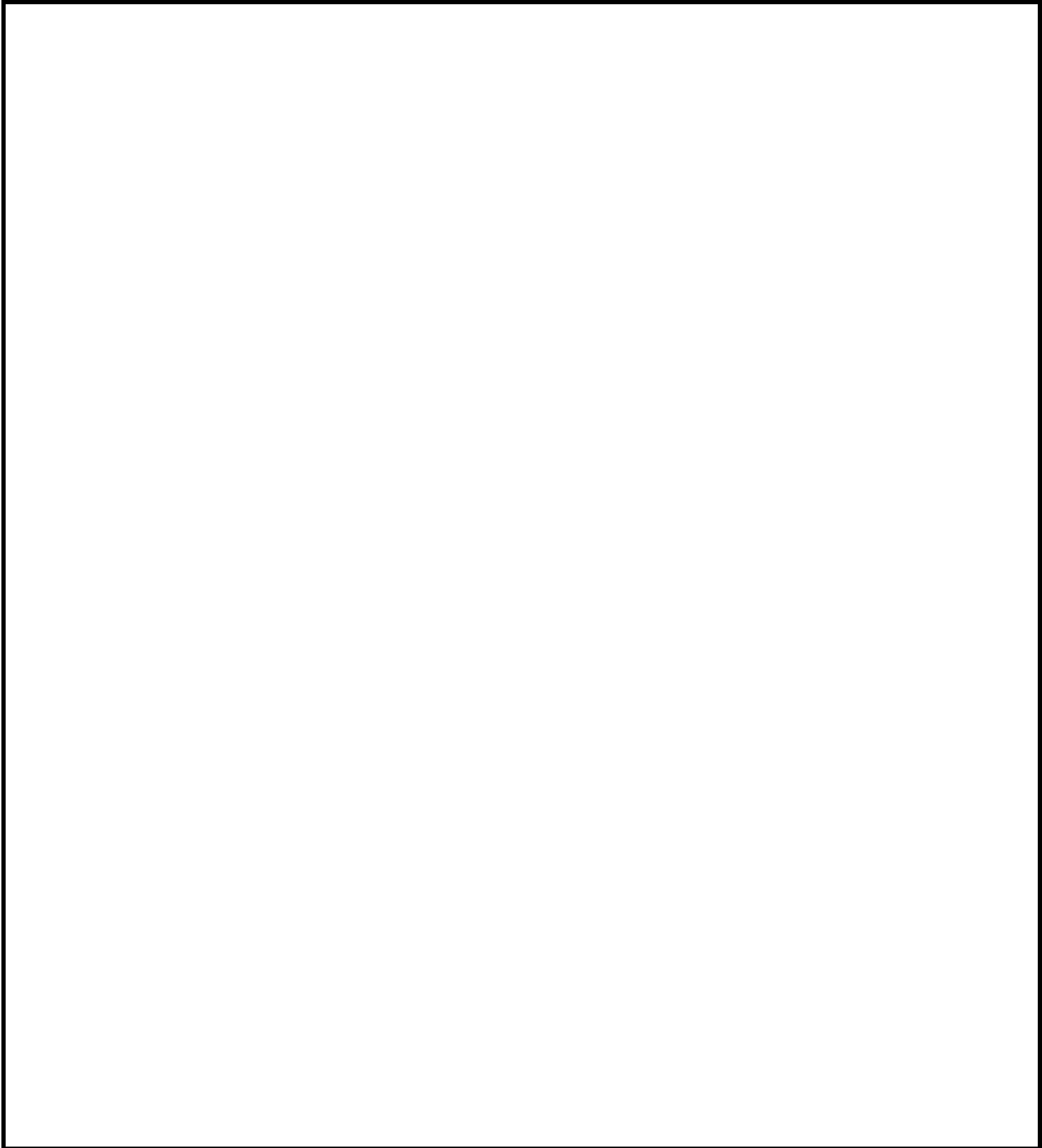
**D – Venue Setting 場地設置**

<b>Sound System</b> 音響系統	<input type="checkbox"/> 1 microphone with stand 1 支咪連咪座 <input type="checkbox"/> 2 microphones with stand 2 支咪連咪座	<b>No. of Partition</b> 展版件數	<input type="checkbox"/> 1pc 件 <input type="checkbox"/> 2pcs 件 <input type="checkbox"/> 3pcs 件 <input type="checkbox"/> 4pcs 件	<input type="checkbox"/> 5pcs 件 <input type="checkbox"/> 6pcs 件 <input type="checkbox"/> 7pcs 件 <input type="checkbox"/> 8pcs 件
<b>Folding Chairs</b> 摺椅數目	1 to 10 only 1 至 10 張以內	<b>Folding Tables</b> 摺枱數目	1 to 2 only 1 至 2 張以內	
<b>Others (Please state)</b> 其他，請註明 <b>Subject to availability and approval from the Ritz Building</b> 利斯大廈是否具備及是否批准方可作實				



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**E - Venue Layout 場地設計圖**





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## Notes 申請注意

- This application form is intended for pre-qualification purpose only.  
此申請表只為作活動前資格預審程序之用。
- Any application must be duly and completely submitted to MGTO **at least 7 days prior to the first day of the event**. Any application which fails to comply with this requirement will be automatically disqualified without prior notice from MGTO. 任何申請，必須完整地於**活動首日前最少 7 天**，遞交到澳門特區政府旅遊局。任何沒有依照上述要求提交之申請，將自動地被視為不合資格論，旅遊局將不另行通知。
- Upon completion of this form, please return it in person / email / fax to:  
填妥之申請表可親身交回，電郵或傳真至：

**MGTO - Tourism Product and Events Department  
Facilities Management Division**  
"Hot Line" Building, 12<sup>th</sup> Floor  
Alameda Dr. Carlos d' Assumpção, nos 335-341,  
Macao  
Fax: +853 2870 3820  
Email: [dgi@macaotourism.gov.mo](mailto:dgi@macaotourism.gov.mo)

**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：+853 2870 3820  
電郵地址：dgi@macaotourism.gov.mo

- 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.  
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。
- Operation of audio-video equipments and other apparatus brought from outside is allowed providing that advance notice is made and approval be granted from this Office. Equipments and apparatus must be operated in accordance to the arrangement and indication of this Office's technicians.  
本中心可允許非本中心內之影音或其他設備在場地內使用，但必須提早通知本中心並獲得同意後方可使用。在使用期間，亦必須遵守本中心之技術人員的安排及指示。
- Macao Government Tourism Office reserves the right to reject, cancel or revise venue booking under certain circumstances, without any compensation.  
在特殊情況下，旅遊局將保留拒絕、取消或修改其租用場地申請的最後權利，並不作任何補償。
- Should you encounter difficulties in completing the form, or if further information is needed, please contact us at: +853 8397 1852 / 853 or email us.  
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 8397 1852 / 853 或可使用電郵聯絡我們。

**On behalf of the applicant and the related entity, I hereby declare that the information provided in this application is true and correct. I agree to notify the Macao Government Tourism Office of any changes to the information provided in this application.**

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，並同意通知澳門特區政府旅遊局有關申請資料之任何變更。

**Date of Application &  
Authorized Signature with Company Chop:**  
申請日期及申請者簽名連同機構蓋章:

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