

<b>Organization name:</b>	<b>Chinese:</b>	<b>Expected attendance:</b>
<b>Organization name:</b>	<b>English:</b>	<b>Open to public participation:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of event:</b>		







**Hosting period:** (set-up, testing and tear-down shall not be included in the calculation)  
 Multiple days, from: YYYY MM DD to: YYYY MM DD for a total of \_\_\_ days  
 Single day, from: YYYY MM DD, Week \_\_\_\_\_

**Rental plan**  
 **Plan A**—4-hour Basic Plan, please select a consecutive 4-hour slot between 09:00-19:00; your time will be calculated at a minimum of 4 hours even if you do not intend to use a full 4 hours and you will be charged on an hourly basis in excess of 4 hours. Or you may wish to select Plan B.  
 **Plan B**—Whole-day plan, the convention hall or meeting rooms may be used from 09:00-19:00; the lobby exhibition gallery may be used from 10:00-18:00.  
 **Plan C**—Banquet Plan, only applicable for the convention hall. Please select a consecutive 7-hour timeslot between 09:00-23:00.  
 NB: The official calculation of the event shall be made from the time that the event starts until its completion. Set-up, testing and tear-down times shall not be included in the calculation. Please select "additional costs" from the yellow highlighted sections as required.

**Rental venue**

<input type="checkbox"/> Lobby Exhibition Gallery ( Available: 10:00 ~ 18:00 )	<input type="checkbox"/> Meeting Rooms 3 and 4 (linked)	Period of use : _____	<input type="checkbox"/> Meeting Room 3 (independent)	Period of use : _____
<input type="checkbox"/> Convention hall <input type="checkbox"/> Other _____	<input type="checkbox"/> Meeting Room 1 (independent)	Period of use : _____	<input type="checkbox"/> Meeting Room 4 (independent)	Period of use : _____
Period of use : _____	<input type="checkbox"/> Meeting Room 2 (independent)	Period of use : _____		

Remarks:

Additional expensed items	Area used	MOP Price List	Items available to borrow free of charge	Qty	Description
<input type="checkbox"/> 1. VIP Room	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room	2000 MOP /day	<input type="checkbox"/> 1. Rectangular meeting table	pcs(s)	Dimensions:1200 X 600 mm / 120pcs. Tablecloths available.
<input type="checkbox"/> 2. Fixed stage	<input type="checkbox"/> Convention Hall	2000 MOP /day	<input type="checkbox"/> 2. Rectangular dining table	pcs(s)	Dimensions:1200 X 600 mm / 20 pcs. Tablecloths not included.
<input type="checkbox"/> 3. Portable stage	<input type="checkbox"/> Convention Hall	3000 MOP /day	<input type="checkbox"/> 3. High-standing cocktail	pcs(s)	Dimensions: Diameter 600 mm / 10 pcs. Tablecloths not included, standing-style
<input type="checkbox"/> 4. A4 black & white printer	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	1000 MOP /day	<input type="checkbox"/> 4. 12-top banquet round table	pcs(s)	Dimensions: Diameter 2000 mm / 20 pcs. Tablecloths not included, seated-style
<input type="checkbox"/> 5. 500 sheets of A4 printing paper	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	200 MOP	<input type="checkbox"/> 5. 18-top banquet round table	pcs(s)	Dimensions: Diameter 3200 mm / 1 pc. Tablecloths not included, seated-style
<input type="checkbox"/> 6. 1m tall queue posts	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	400 MOP /day	<input type="checkbox"/> 6. Square walnut tea table	pcs(s)	Dimensions:600(L) X 600(W) X 450(H) / 5 pcs
<input type="checkbox"/> 7. A3 metal banner instruction plate	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	400 MOP /day	<input type="checkbox"/> 7. Red banquet chairs	pcs(s)	Dimensions:450(W) X 500(D) X 930(H) / 400 pcs. Chair covers not included
<input type="checkbox"/> 8. 2 x 2000W portable spotlights	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	1000 MOP /day	<input type="checkbox"/> 8. Black VIP chairs with	pcs(s)	Dimensions:600(W) X 620(D) X 820(H) / 30 pcs. Chair covers not included
<input type="checkbox"/> 9. Computer light	<input type="checkbox"/> Convention Hall	1000 MOP /day	<input type="checkbox"/> 9. Armchair	pcs(s)	Dimensions:800(L) X 900(W) X 850(H) / 15 pcs
<input type="checkbox"/> 10. Portable-style (2 microphones and speakers, video not included)	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	5000 MOP /day	<input type="checkbox"/> 10. Podium	pcs(s)	Natural wood colour
<input type="checkbox"/> 11. Portable-style (Cluster meeting microphones 18 pcs)	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room	1300 MOP /day	<input type="checkbox"/> 11. Electrical extension leads	pcs(s)	Dimensions:300cm / 2 units. Pallets or sockets not included.
<input type="checkbox"/> 12. Fixed-type (300" projector equipment)	<input type="checkbox"/> Convention Hall	5000 MOP /day	<b>AV equipment available to borrow free of charge</b>		<b>Description</b>
<input type="checkbox"/> 13. Fixed-style (200" projector equipment, 65" LCD TV, 42" TV on stand)	<input type="checkbox"/> Convention Hall	2000 MOP /day	<input type="checkbox"/> 12. Convention Hall Sound System		Includes 4 microphones, if projector equipment is required, please see "Additional Expensed Item 13"
<input type="checkbox"/> 14. Portable-style (100" projector equipment) X 1	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	1000 MOP /day	<input type="checkbox"/> 13. Meeting Room 1 AV System		Includes 2 microphones, projector and projector screen
<input type="checkbox"/> 15. Portable-style (65" LCD TV with speaker equipment) X 2	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	2000 MOP /day	<input type="checkbox"/> 14. Meeting Room 2 AV System		Includes 2 microphones, projector and projector screen
<input type="checkbox"/> 16. Broadcasting device	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	2000 MOP /day	<input type="checkbox"/> 15. Meeting Room 3 AV System		Includes 2 microphones, projector and projector screen
<input type="checkbox"/> 17. Single-aspect recording services (excluding editing and transcription)	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room	1300 MOP /4 hours	<input type="checkbox"/> 16. Meeting Room 4 AV System		Includes 2 microphones, projector and projector screen
<input type="checkbox"/> 18. Multi-aspect recording services (including editing)	<input type="checkbox"/> Convention Hall	4000 MOP /7 hours	<b>Visit services provided free of charge</b>		<b>Qty</b>
<input type="checkbox"/> 19. Multi-aspect recording services (including editing and transcription, client to provide transcript and text files)	<input type="checkbox"/> Convention Hall	4500 MOP /4 hours	<input type="checkbox"/> 17. Visit to the Macao Science Center Exhibition Center	people	This service is limited to visits on the day of the event only and entry to the hall must be arranged in a group format, with no more than 100 people to enter the hall at one time (excluding Guides)
<input type="checkbox"/> 20. Live streaming (Please also check Item 17/ 18/ 19)	<input type="checkbox"/> Convention Hall	6000 MOP /7 hours	NB: Opening times: Mon-Sun, 10:00-18:00; occasional closure on Thursdays; the Center opens as normal during public holidays.		
<input type="checkbox"/> 21. Venue recording services	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room	500 MOP /day	<b>LAYOUT format:</b>		
<input type="checkbox"/> 22. Portable simultaneous interpretation system: 2 interpretation channels	<input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	4000 MOP /day			
<input type="checkbox"/> 23. Fixed simultaneous interpretation system: 2 / 3 interpretation	<input type="checkbox"/> Convention Hall	4000 MOP /day	<input type="checkbox"/> 18. Classroom style	<input type="checkbox"/> 19. Theatre style	<input type="checkbox"/> 20. O-Type
NB: Items 22 and 23 do not include interpreters, interpreters supplied by the hosting organization are responsible for testing the interpreting systems onsite prior to the event; otherwise, it will be deemed that the applicant agrees to all interpreting systems or equipment arrangements already set up by the Center.					
<input type="checkbox"/> 24. 4-hours, venue set-up, testing and tear-down <input type="checkbox"/> Set-up and testing date: _____ YYYY MM DD Usage time <input type="checkbox"/> 09:00-13:00 or <input type="checkbox"/> 15:00-19:00 <input type="checkbox"/> 19:00-23:00 (Please also check Item 26) <input type="checkbox"/> Tear-down date: _____ YYYY MM DD Usage time <input type="checkbox"/> 09:00-13:00 or <input type="checkbox"/> 15:00-19:00 <input type="checkbox"/> 19:00-23:00 (Please also check Item 26)	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	1000 MOP /4 hours 500 MOP /4 hours 500 MOP /4 hours	<input type="checkbox"/> 21. Banquet style	<input type="checkbox"/> 22. Cocktail party style	<input type="checkbox"/> 23. U-Type
<input type="checkbox"/> 25. Whole-day, venue set-up, testing and tear-down <input type="checkbox"/> Set-up and testing date: _____ YYYY MM DD Usage time <input type="checkbox"/> 09:00-13:00 and 15:00-19:00 <input type="checkbox"/> Tear-down date: _____ YYYY MM DD Usage time <input type="checkbox"/> 09:00-13:00 and 15:00-19:00	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	2000 MOP /day 800 MOP /day 800 MOP /day	<input type="checkbox"/> 24. Other layout, please describe: _____		
<input type="checkbox"/> 26. Surcharge for use of venue after 19:00 Date of use: _____ YYYY MM DD Usage time from 19:00 to 23:00	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lobby Exhibition Gallery	2000 MOP /day 1000 MOP /day 1000 MOP /day	<b>Remarks:</b>		
<input type="checkbox"/> 27. Set-up services for free-of-charge venue equipment	<input type="checkbox"/> Convention Hall <input type="checkbox"/> Meeting Room	2000 MOP/one time 1000 MOP / one time			

**Subject of Event**

<input type="checkbox"/> Banking & Finance	<input type="checkbox"/> IT & Other Technology	<b>Attributable category of the applicant's organization:</b>	
<input type="checkbox"/> Education & Training	<input type="checkbox"/> Travel & Tourism Culture & Arts	<input type="checkbox"/> Macau SAR governmental organization	<input type="checkbox"/> Commercial organization
<input type="checkbox"/> Medical & Health Education & Training	<input type="checkbox"/> Judiciary & Law	<input type="checkbox"/> Not-for-profit or educational organization promoting popular science/education/science & technology	
<input type="checkbox"/> Culture & Arts		<input type="checkbox"/> Not-for-profit organization or association	
<input type="checkbox"/> Commerce, Trade & Management Medical & Health	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	

**Type of Event**

<input type="checkbox"/> Government Meeting	<input type="checkbox"/> Conference	<b>Event content (if this space is inadequate, please make a note and attach further pages to the back of this application)</b>
<input type="checkbox"/> Corporate Meeting		
<input type="checkbox"/> Incentive Meeting	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Commerce Exhibition		
<input type="checkbox"/> Association Meeting		

**Applicant's signature** \_\_\_\_\_ **Yellow section to be completed by Macao Science Center** **Confirmation Ref: MSC-2020-CCR-**

Company Chop  _____ (Applicant's signature, chop and date)	<table border="1"> <tr> <td><b>Venue Coordinator:</b></td> <td><b>Approvals:</b></td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Approved for venue use</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>(Signature and date)</td> <td>(Signature and date)</td> </tr> </table>	<b>Venue Coordinator:</b>	<b>Approvals:</b>	_____	<input type="checkbox"/> Approved for venue use	_____	<input type="checkbox"/> Other _____	_____	_____	(Signature and date)	(Signature and date)
<b>Venue Coordinator:</b>	<b>Approvals:</b>										
_____	<input type="checkbox"/> Approved for venue use										
_____	<input type="checkbox"/> Other _____										
_____	_____										
(Signature and date)	(Signature and date)										

## Macao Science Center Convention Center Rental Price List

Rental Plan	Facilities	G00 (Lobby Exhibition Gallery)		Meeting Room 1/2/3/4 (Individual) Maximum (70 person)		Meeting Room 3+4 (Links up) Maximum (150 person)		Convention Hall (Entrance Hall is included) Maximum (500 person)	
	Unit	Sq.meter	Sq.ft	Sq.meter	Sq.ft	Sq.meter	Sq.ft	Sq.meter	Sq.ft
	Area	121.7	1309.5	72.7	782.3	145.5	1565.6	606.9	6530.6
<b>Scheme A</b> 4 hours Basic Plan (09:00 - 19:00) Total 4 hours	<i>Basic Plan (4hours)</i>	<b>\$4,800</b>		<b>\$2,600</b>		<b>\$5,200</b>		<b>\$12,000</b>	
	<i>Price per sq meter / sq foot</i>	\$9.86	\$0.92	\$8.94	\$0.83	\$8.93	\$0.83	\$4.94	\$0.46
	<i>Additional cost per hr</i>	\$1,200		\$650		\$1,300		\$3,000	
<b>Scheme B</b> Whole Day (09:00 - 19:00)	<i>Basic Plan (Whole day)</i>	<b>\$8,800</b>		<b>\$4,600</b>		<b>\$9,200</b>		<b>\$22,000</b>	
	<i>Price per sq meter / sq foot</i>	\$9.04	\$0.84	\$7.91	\$0.74	\$7.90	\$0.73	\$4.53	\$0.42
	<i>Additional cost per hr</i>	\$1,200		\$650		\$1,300		\$3,000	
<b>Scheme C</b> Banquet Plan (09:00 - 23:00) Total 7 hours	<i>Basic Plan (7hours)</i>	--		--		--		<b>\$32,000</b>	
	<i>Price per sq meter / sq foot</i>	--	--	--	--	--	--	\$7.53	\$0.70
	<i>Additional cost per hr</i>	--		--		--		\$4,500	

**NB: (1) If there is an entry ticket cost or the event involves trading of any nature, a 50% surcharge will apply to the total rental cost.**

### Event coordinator's information

1) Event's primary contact person: Name:	Contact Tel:	Fax:	Email:
2) Event's secondary contact person: Name:	Contact Tel:	Fax:	Email:
3) Site layout contact person: Name:	Contact Tel:	Fax:	Email:
Site Layout/Company Name:	Contact Tel:	Address:	
4) Site F&B contact person: Name:	Contact Tel:	Fax:	Email:
Site F&B/Company Name:	Contact Tel:	Address:	

Brief outline of the event's proceedings (if this space is inadequate, please make a note and attach further pages to the back of this application)

### Management Guidelines for Use of the Venue

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>I. Venue rental arrangements</li> <li>II. Application formalities</li> <li>III. Review</li> <li>IV. Venue confirmation and security deposit</li> <li>V. Authorities and obligations</li> </ul> | <ul style="list-style-type: none"> <li>VI. Sound recording, photographing, filming and authorized production and publication</li> <li>VII. Cancellation and changes</li> <li>VIII. Damage compensation</li> <li>IX. Attribution of responsibilities</li> <li>X. Attendance services and security maintenance</li> </ul> | <ul style="list-style-type: none"> <li>XI. Promotional Items</li> <li>XII. Items for attention</li> <li>XIII. Other</li> </ul> |
|---|---|--|

**\* With regard to your Company's rights, please read the attachment: *Macao Science Center Venue and Equipment Rental Guidelines*.**

### Pledge

We hereby pledge that during our use of the Macao Science Center Convention Center or Foyer Exhibition Hall venue we will designate personnel in charge of protecting the venue's safety, and should any accident or incident occur during our use, resulting in damage to MSC's equipment or tools, etc., we agree to provide compensation at cost. Furthermore, we pledge that all liabilities incurred as a result of our use (e.g. criminal or civil damages, etc.) do not involve MSC.

Sincerely, to the attention of:

Macao Science Center

Applicant's organization (Invoice title): \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Detailed address: \_\_\_\_\_

Contact Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Chop

\_\_\_\_\_  
(Applicant's signature, chop and date)

Name: Macao Science Center Limited

Contact person: Janet Lei Tel: (853) 87957347

Fax: +(853) 2888 0855

Address: Macao Science Center, Avenida Dr. Sun Yat Sen

Contact person: Joan Lam Tel: (853) 87957335

Email: mfhall@msc.org.mo

**Attachment: Macao Science Centre Venue and Equipment Rental Guidelines**

**I. Venue rental reservation arrangements**

1. General reservations: The latest that general rental reservation applications shall be accepted is no later than three months before and no earlier than nine months before the required rental period. If more than one application is received for a rental reservation on the same date, then priority consideration will be given according to factors such as the scientific promotional nature of the event, the previous success of similar types of events and the organizer's capabilities, etc.
2. Late reservations: Rental reservation applications received after the deadline for general reservations shall all be viewed as late reservations and strictly handled on a first-come, first-served basis up until two weeks prior to the planned rental date. Late reservation applications just received within two weeks of the rental date shall only be given special consideration under special circumstances and according to each individual case.

**II. Application formalities**

1. Application method: After appropriately completing the application form, please return the form by Email, post or by visiting the Centre's offices in person between the hours of 09:00-18:00.
2. Required documents: One venue application form and duplicates of the following documents according to MSC's requirements: Business Registration Licence, a Company Registration Certificate issued according to Company Law, Notification (Articles of Association) of the Establishment of an Association and contact details for the person of responsibility.
3. Document delivery method:  
Post: Use registered post to recipient: Macao Science Center Limited, Avenida Dr. Sun Yat Sen (the postage date will be as per the stamped date). Please make a note of "Macao Science Center Convention Center Venue Rental Application" on the envelope.  
In person: Deliver to MSC's 2nd Floor office, Monday through Friday between the hours of 09:00-18:00 (excluding MSC holidays).  
Email: mhall@msc.org.mo Enquiries Hotline: 8795 7347 (Janet Lei) / 8795 7335 (Joan Lam) Fax: 28880855

**III. Review**

MSC shall complete the relevant review procedures within 10 working days of receipt of the application.

**IV. Venue confirmation and security deposit**

1. Within 7 working days of receipt of the venue approval notice, the Applicant shall visit MSC in person to pay a security deposit or provide a venue rental guarantee to complete the rental confirmation. The security deposit shall be no less than 10% of the full cost of the venue rental (including equipment).
2. The total balance of the venue rental costs shall be settled within 3 working days prior to the start of the rental period; otherwise, MSC has the authority to cancel its venue rental confirmation.
3. Pending restoration of the venue to its original state and the return of all rented equipment, inspections and settlement of all outstanding venue costs, MSC shall reimburse the security deposit paid by the Applicant in full without interest.
4. With regard to the venue's rental plan and additional expended items, MSC shall formulate a confirmed checklist according to all content checked by the Applicant on the application form. If any content is changed, the Applicant shall inform MSC within 10 working days prior to the event, otherwise it shall be deemed that the Applicant agrees to the content of the confirmation checklist and is not permitted to make further changes.

**V. Authorities and obligations**

1. According to MSC's requirements, the Applicant must hold a venue coordination meeting with MSC's personnel prior to the rental period.
2. The Applicant shall arrange personnel during the rental period of the event that shall be responsible for enquiries, safeguarding of the equipment and the safety of all property. MSC shall not bear any responsibility for the safeguarding of any equipment or property during the rental period.
3. The area of the venue to be used shall be limited to the area indicated in the Applicant's form. If the Applicant arbitrarily uses any other area of the venue or its equipment without prior consent, MSC has the authority to request that the Applicant immediately vacates the area and provides appropriate compensation according to the relevant rent amount.
4. The Applicant shall complete all restoration of the venue to its original state within the final day of its rental period. For those that do not complete the necessary restoration, MSC may deduct the applicable cost of restoration from the Applicant's security deposit without objection from the Applicant.

**VI. Sound recording, photographing, filming and authorized production and publication**

1. Provided that it does not affect the Applicant's event, MSC may assign special personnel to film or record the event for the purpose of editing, filing and research; furthermore, it may authorize a third party to use said recordings for non-profit use.
2. All content produced by the Applicant during the rental period as reviewed and approved by MSC shall not infringe the copyright of any other party; moreover, the Applicant shall not use this as a basis to advocate immunity from any rights seeking legal prosecution against its content.

**VII. Cancellations and changes**

1. If the event in whole or part cannot be held as scheduled due to reasons of force majeure or factors non-attributable to either of the parties involved, such as natural disaster, war or equipment malfunction, etc., the Applicant may re-schedule a rental period with MSC. If the related application is cancelled for the said reasons, MSC shall reimburse the Applicant without interest for all expenses already paid; however, the Applicant shall bear the cost of any relevant expenses already utilized at the venue.
2. With the exception of the factors indicated in the previous Item, the Applicant may not use any other reason to cancel the rental application. Parties in breach of these conditions shall forfeit the full amount of all security deposits and downpayments already paid, to cover MSC's administrative expenses.
3. If the Applicant cancels its rental application without reason once it has already confirmed the rental checklist, those in breach shall pay 10% of the original rental costs, to cover MSC's administrative expenses; with the exception of conditions of force majeure.
4. If the Applicant intends to make any changes to the event plan, including: changes to the main theme of the convention or exhibition, the nature of the event, its content or the venue layout, etc., it shall immediately notify MSC in writing and only carry out the requested changes once consented to by MSC.
5. If MSC needs to revoke the rental arrangement of the venue due to special circumstances, it shall notify the original Applicant to change the rental period. Parties that are unable to make changes shall be reimbursed without interest for all expenses already paid. The Applicant shall not dispute such circumstances and herewith renounces any rights to seek compensation.
6. If the objective or content of the venue use is in conflict with Macao Science Center Limited's goals, [TN: source sentence incomplete]
7. If the MSC revokes the rental arrangement of the venue for special requirements, [TN: source sentence incomplete]

**VIII. Compensation for damages**

1. The Applicant shall maintain the venue's construction and equipment in a clean and intact manner. If any part becomes dirty, damaged or malfunctions, MSC has the right to deduct the appropriate cost of restoration from the security deposit. If the amount is insufficiently covered by the security deposit, the Applicant shall supplement the difference within 5 working days, without objection.
2. Submission of the application by the Applicant shall be deemed as the Applicant's agreement to the provisions of the previous Item.

**IX. Attribution of responsibilities**

1. During the Applicant's rental period of the venue, the Applicant shall bear full responsibility if any employee is injured and MSC shall not bear any liabilities for medical treatment or compensation. The same holds true for all resulting damages incurred as a result of the Applicant's inappropriate use of MSC's equipment.
2. During the rental period of the venue, the Applicant must take out insurance policies of its own accord covering personnel and property in relation to the event. MSC shall not bear any liabilities for compensation of damages incurred as a result of its structure, equipment or theft.
3. If the content of the event is in violation of MSC's established objectives and management guidelines for use of the venue or constitutes deliberate assault of other persons or is against social norms of goodwill, dependant on the circumstances, MSC may suspend the Applicant's event in full or in part. Once notified, Applicants that fail to make appropriate amendments, or that refuse or procrastinate in suspending the event, shall be suspended by MSC from making applications to use the venue from a period of one to three years depending on MSC's view of the severity of the circumstances and by resolution of MSC through use of its authorities.

**X. Admittance services and safety maintenance**

1. The Applicant is solely responsible for the packaging, transportation and insurance of property/equipment used during the rental period.
2. MSC bears no liabilities for compensation of damages incurred by property/equipment during the rental period; however, if personnel of MSC or subcontracted service providers are neglectful in their duties, MSC shall pursue administrative liability.
3. Prior to the rental period, the Applicant shall provide a detailed description of the event's content and related information.
4. The Applicant shall designate at least one person of responsibility during the rental period charged with liaising with MSC's office. Furthermore, according to need, it shall allocate personnel onsite to preserve the safety of the equipment or to answer visitor's questions.
5. The Applicant shall abide MSC's regulations and items for attention; moreover, use the venue according to the directions of MSC personnel. Otherwise, the Applicant shall bear full responsibility for compensation of injuries sustained by MSC personnel as a result.
6. On the last day of the rental period, all equipment, private belongings and posted items shall be removed and transported off the premises. A delay in this removal shall be deemed by MSC as abandoned property, to be cleared from the venue in order to restore it to its original state. The Applicant shall bear responsibility for restoration of any damage to the original facilities.

**XI. Promotional items**

1. The Applicant is solely responsible for any related promotional items.
2. Promotional property may not be placed at random and no posters containing promotional text or images may be adhered or hung inside or outside of the venue.

**XII. Items for attention**

1. If any extensions to the already coordinated setup dates and times are required, please submit a request with MSC no later than 7 working days prior to the event.
2. Venue decorations may not be adhered to the venue's walls, floors and related equipment or public property by means of paste, sticky tape, glue, staples or double-sided tape, etc. Without prior approval from MSC, the Applicant may not arbitrarily erect equipment and materials or connect electrical sources. The Applicant shall bear all liabilities for compensation of damages incurred as result of any accidents or incidents therefrom.
3. It is strictly prohibited to smoke, chew gum or use fire, candles or any type of electrical device that could create an electrical discharge in MSC's rental venue.
4. Without MSC's consent, the Applicant may not privately negotiate changes in the rights of the venue use.
5. Pay attention to the nature of any other events occurring simultaneously and whether there is a need for mutual cooperation and coordination.
6. Loading and offloading vehicles may access the venue at MSC's designated times and are strictly prohibited from entering the venue at all other times. Those in violation shall be reported to the Department of Transport to be towed and MSC shall bear no responsibility.
7. Please ensure that emergency exits remain unobstructed and be aware of access to the location of relevant equipment such as light switches, water taps and fire extinguishers. MSC shall request the Applicant to remove hazardous materials or items impeding passages. If the Applicant fails to remove these, MSC may prohibit the Applicant from using the related venue.

**XIII. Other**

1. These Application Guidelines constitute a part of the contract to use the venue and failure by the Applicant to abide by these Guidelines shall be deemed a breach of contract.
2. Depending on the severity of violation, if the Applicant is in breach of these Guidelines, MSC has the authority to request the immediate halt of its event, to retain the security deposit and to revoke the Applicant's rights to apply for rental of any of MSC's venues or equipment within a one year period.
3. If the Applicant violates the Social Order Maintenance Act or other related Decree, MSC shall immediately terminate the continued use of the venue and confiscate the security deposit according to its regulations.
4. Any items not covered herein shall be dealt with in accordance with the current related legislation of the local region.
5. Unless by special approval, the rental venue shall not be used for events requiring fee-based entry tickets or of a commercial trading nature.
6. Security deposit and venue rental full amount payment method: within 7 working days of the confirmed venue checklist, payment shall be made by dispatching personnel or visiting the Macao Science Center in person at its Avenida Dr. Sun Yat Sen location to submit payment in <cash/locally issued cheque/cashier's cheque>. Locally issued cheques/cashier's cheques shall be made out to "Macao Science Center Limited". If payment is made by a locally issued cheque and a cashier's cheque at the same time, fees will be levied separately on both cheques to enable future reimbursement of the security deposit. Furthermore, please notify MSC of the "name of the bank" and "cheque number" of the related cheques one day prior to their deposit in order to minimize payment procedures. Please contact Caleb Chan (87957222) at MSC's Financial Department for further details.
7. Applicant organizations that require an invoice should notify MSC 10 working days in advance.

Company Chop

(Applicant's signature, chop and date)

NB: (Information that is not completed above does not need to be provided.)

Company Chop

\_\_\_\_\_  
(Applicant's signature, chop and date)