

Centro Pastoral Diocesano Da Juventude

VENUE BOOKING

NAME OF ORGANIZATION : _____ TEL NO. : _____

NAME OF OFFICER-IN-CHARGE : _____ TEL NO. : _____

USE OF VENUE : _____

DATE : _____

TIME : FROM _____ TO _____

NO.OF PARTICIPANTS : _____

SIGNATURE : _____ OFFICIAL CHOP : _____ DATE : _____

NOTES : PLEASE READ THE NOTES BEFORE FILLING OUT THIS FORM

1. Approval of venue booking is subject to room availability.
2. The application request has to be submitted to Pastoral Center at least 7 working days prior to the function date.
3. Successful booking(s) will be confirmed by phone at least 3 days prior to the function date.
4. To cancel a confirmed booking, the cancellation request has to be submitted to Pastoral Center at least 3 working days prior to the function date. However, the charge will not be refunded.
5. Pastoral Center reserves the rights to reject an application without giving any reasons.

Fee charging of rental room:

- * Three hours for One section : Hall (capacity: 50 peoples maximum)\$MOP100 per section
Activity room (capacity: 30 peoples)\$MOP50 per section

Fee charging equipment:

- * Air conditioner using : Hall (\$50/per hour), Room(\$30/per hour)

Office hour : Tuesday to Sunday 3:00pm~10:00pm

Address : 30, Rua do Pe. Joco Climaco, Macau

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