

## Venue Regulations of Gueiren Cultural Center, Tainan City (Amendment) 2021

**Article 1** These regulations are made by the Tainan City Government to promote social education, culture and art and achieve the objectives of the Gueiren Cultural Center (hereinafter referred to as "GCC").

**Article 2** The competent authority of these regulations is the Cultural Affairs Bureau of Tainan City Government.

**Article 3** The venues as mentioned in these regulations include: the performance hall, experimental theater, conference room, wooden floor classroom and the plaza of GCC.

**Article 4** Institutions, schools, corporations, unincorporated bodies or individuals may apply to the competent authority for the use of the venues for the following purposes:

1. Cultural or artistic exhibitions, performances or events;
2. International cultural exchange activities;
3. Academic or educational exchange activities, gathering or speeches;
4. Other events or gatherings approved by relative authorities.

**Article 5** For the use of the Performance Hall, a standard application form should be filled in and submitted with an event plan to the competent authority by the published deadline.

For the use of a venue other than described in the previous paragraph, an official letter of application should be submitted to the competent authority.

**Article 6** The use of the venues in the following situations should not be approved or should be suspended if it has been approved. Such use will be handled according to applicable law.

1. The event violates a law, public order or good morals.
2. The venue is used for an event other than declared in the application form or the venue is used by a third party.
3. The event may potentially cause damages to GCC buildings or facilities.
4. Other uses deemed inappropriate by the competent authority.

**Article 7** Unless otherwise specified in these regulations, the venue rental, cleaning fee, air

conditioning fee, rehearsal fee, set-up fee and tear-down fee for using GCC venues for a gathering or an event should be paid by the applicant in a lump sum by the deadline indicated by the competent authority. The fees applicable are indicated in the table in the Annex.

**Article 8** The payment is not refundable unless in one of the following situations where the applicant may receive the payment returned in part or in full, without interests.

- a. If the timely use of the venue becomes impossible due to an extraordinary circumstance and the competent authority is notified of such situation no later than three days prior to the date booked, one half of the amount paid will be refunded.
- b. If the timely use of the venue becomes impossible due to force majeure, the amount paid for the period where the use is impossible will be refunded.
- c. When the venue must be used otherwise due to a special reason, the competent authority may ask the applicant to reschedule the use of the venue. If rescheduling is impossible, the amount paid will be refunded in full.

**Article 9** The venues may be used free of charge in one of the following situations:

- a. A social charity event where the income generated will be used for charity purposes in accordance with applicable laws and evidences are available for inspection;
- b. An event organised, co-organised or supported by the Tainan City Government and the competent authority.

**Article 10** The competent authority has the right to require an approved applicant to take out fire insurance, public liability insurance for other insurance related to venue use or event organisation prior to the use of the venue.

The insurance should cover the period from the set-up until the venue is restored to the original conditions after the event.

Applicants should send a copy of insurance contract as described in the first paragraph to the competent authority prior to the use of the venue. Failure to take out an insurance as required may result in the cancellation of an approval for use.

**Article 11** The following regulations should be followed during the use of the venues:

- a. The use of lighting, sound, stage, rigging and other equipments are not allowed without the consent of the competent authority;

- b. The use of additional lights or other electrical devices should be agreed by the competent authority;
- c. Identification badges should not be produced or used until a sample is sent to the competent authority no later than seven days prior to the intended date of use for review and approved by the competent authority.
- d. If it is necessary to set up a ticket office or display posters or other advertisement materials in the venue during the use, the ticket office or the materials should be installed or posted at a place designated by the competent authority.

The GCC property equipments should be used with care and restored to their original conditions after the use. The user is liable for any damages. A serious violation is subject to a denial of application for two years.

**Article 12** The competent authority is allowed to enact the forms referred to in these regulations

**Article 13** These regulations shall come into force on the date of promulgation.

**(Annex) GCC Venue Fee Table**

Unit: NTD

Venue	Capacity	Item	Charging Unit	Normal Day		Weekend & Public holidays	
				Paid event	For Free	Paid event	For Free
Performance Hall	660	Venue Rental	Morning & Afternoon per event	15,000	12,000	16,000	13,000
			Evening	18,000	15,000	19,000	16,000
		Cleaning	per event	1,000			
		Rehearsal, set-up & tear-down	per hour	1,200			
		Air Conditioning	per hour	1,300			
Experimental Theater		Venue Rental	per hour	1,000			
		Air Conditioning	per event	700			
Conference Room		Venue Rental	per event	1,800			
		Cleaning	per event	200			
		Air Conditioning	per event	1,000			
Wooden Floor Classroom		Venue Rental	per event	1,300			
		Cleaning	per event	200			

		Air Conditioning	per event	500
Plaze		Venue Rental	per event	4,000
		Cleaning	per event	1,000

Note:

1. Rehearsal, set-up & tear-down and air conditioning in Performance Hall are charged at an hourly rate. 30-60 minutes will be charged for one hour.
2. Venue rental is charged at a three-hour rate with a minimum charge of one hour. Overtime will be charged for an additional three-hour.
3. Session hours:
  - a. Morning session: 9 am to 12 pm; Afternoon session: 2 pm to 5 pm; Evening session: 7 pm to 10 pm.
  - b. In the case of a special circumstance, the evening session may be extended with prior consent of the competent authority.