

# Venue Regulations of Xinying Cultural Center of Tainan City

- Article 1 These regulations are made by Tainan City Government (hereinafter referred to as “TNCG”) to promote cultural and open art space and to maintain and manage Xinying Cultural Center (hereinafter referred to as “XCC”).
- Article 2 The competent authority of these regulations is Cultural Affairs Bureau of TNCG.
- Article 3 The venues as mentioned in these regulations include the Performance Hall, the Lecture Room, Study Room, Exhibition and the Square in XCC.
- Article 4 Institutions, schools, civil associations or individual could apply to the competent authority for the venues in the following situations:
1. Cultural and educational events which could promote various culture and native teaching.
  2. Activities on drama, music, dance and film, etc.
  3. International cultural exchange events.
  4. Academic or educational speeches.
  5. Other clubs assemblies approved by relative authorities.
- Article 5 Applicants would be prohibited or cancelled the rights to use the venues in the following situations:
1. The event violates above regulations.
  2. The event is related to elections and parties.
  3. The event probably damages someone’s health, or the building and facility of XCC.
  4. The event violates the public order or good morals.
  5. Other unsuitable events presumed by the competent authority.
- Article 6 Applicants should prepare their permission from relative authorities to the competent authority, and pay all fees 7 days before using the venue. The charged amount is as the 1 attachment.
- Article 7 Applicants can get back part or all of their payment, if application be cancelled 7days before their usage.
- Applicants can get back half of the payment if they have accidents and notify the competent authority during 7 days before their usage.
- When the competent authority has to use the venue because of special demands for its affiliated institutions and schools, it can change the

applicants' duration; if the duration cannot be changed, the competent authority will refund all the payment.

Article 8 Applicants cannot ask for refund, but they are prohibited for using in the following situations.

1. The event violates laws.
2. The event violates the public order or good morals.
3. The contents of the actual event differ from the contents declared in application, or the venue is transferred to a third party.
4. The event probably damages someone's health and the building and facility of XCC.

Article 10 The competent authority has the right to ask the approved applicants to take out public liability insurance before they use the venue.

Applicants insured public liability insurance, and the minimum amount of insurance per person for body casualties is NT \$ 3 million, and each accident casualties is NT \$ 15 million. The period of insurance should start from the venue set-up day until the venue clean-up day.

Applicants should send the copy of insurance contract to the competent authority before they use the venue; their permission would be cancelled by the competent authority if they do not take out the insurance.

Article 10 Applicants should acquire the competent authority's permission before using, and be careful during the usage of XCC's equipment and restore the status quo ante after using it. Applicants are liable to indemnify for damage they caused.

Article 11 Applicants should take responsibility for security maintenance, aid injuries, public order, material facilities and accident insurance of venue.

Article 12 Applicants are not allowed to use lighting, sound, stage, other rigging and electronic equipment, or to move, damage facilities without the competent authority's permission.

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

## Attachment

## Xinying Cultural Center Venue Fee Table

Unit: NTD

Venue	Fee		Fee Table (NTD)	
			Paid Event	Free Event
The Performance Hall	Venue Rental	Per Event	12,000	9,000
	Rehearsal, Set-up and Deconstruction of the Stage	Per Hour	1,400	
	Air Conditioner	Per Hour	400	
	Overtime	Per Hour	2,700	
Lecture Room	Venue Rental	Per Event	2,400	
	Air Conditioner	Per Hour	180	
	Overtime	Per Hour	700	
Study Room	Venue Rental	Per Event	1,600	
	Air Conditioner	Per Hour	150	
	Overtime	Per Hour	500	
Exhibition	Venue Rental	Per Event	1,200	
	Air Conditioner	Per Hour	120	
	Overtime	Per Hour	450	
Square	Venue Rental	Per Event	1,200	
	Overtime	Per Hour	450	

## Note:

1. Every event of the venues of XCC are available in morning (09:00 a.m. to 12:00 p.m.), afternoon (02:00 p.m. to 05:00 p.m.), and evening (07:00 p.m. to 10:00 p.m.). The time of per event is 3 hours.
2. Every venue fee, rehearsal concert hall, the assembly and disassembly station costs are without air conditioning costs, and air conditioning costs separately charged.
3. The event will be charged 3 hours even if it is less than 2 hours. The venue rental fee will be charged one more time if the event exceeds half hour.
4. Using venue of formal performance overtime, it doesn't account less than half an hour, but it is charged the full hourly rate if the time exceeds 30 minutes.
5. Applicant should use the premises 7 days before site use fees, if any overtime costs should be within 3 days after the event in back.
6. Listed fees and charges by the Tainan City Government Cultural Affairs Bureau will be the payment of the city library.