

**National Performing Arts Center**  
**National Kaohsiung Center for the Arts (Weiwuying)**  
**Theatre Policy, Rules and Regulations**

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The National Performing Arts Center - National Kaohsiung Center for the Arts (hereinafter referred to as “Weiwuying”) has formulated these Theatre Policy, Rules and Regulations (the “Regulations”) to ensure events (hereinafter, “event(s)” refers to both performance programs and any other events) are effectively executed and to provide quality service to audiences, and efficiently manage and maintain the performance venues.

**Chapter 1 General Provisions**

**Article 1. General rules**

- I. The term “Venue User” in these Regulations refers to performance groups involved in events that are presented/ co-presented by Weiwuying, collaborative organizations, external organizations that have hired Weiwuying venues, and their contractors and service providers.
- II. Obstructions to emergency exit routes (including area in front of elevator, stairwells, staircases, and fire extinguisher/ hose cabinets) is strictly prohibited during operations.
- III. Cargo elevators must be used when moving large equipment into a venue, and all related weight restrictions shall be complied. Passenger elevators must not be used in such cases.
- IV. The venue’s equipment and all related auxiliary facilities may not be dismantled, added to, modified, or moved without prior approval. Electrically powered equipment that exceeds venue’s electrical or wiring capacity must not be installed or used at Weiwuying. If the damage caused by improper use, the responsible party shall bear the costs of repair and compensation.
- V. In accordance with the Tobacco Hazards Prevention Act, smoking is prohibited in all indoor areas at Weiwuying except in designated smoking areas. Violators who failed to comply after being advised will be fined NT\$2,500 per offence and may subject to repeated penalties.
- VI. If the use of open flames, sparks, or embers is required, it must comply with Article 14-1 of the Fire Service Act and the relevant regulations such as the Regulations for the Safety Management of Open Flame Performances. All required documentations must be submitted to Weiwuying 45 days before the start of the event, which Weiwuying shall submit to the competent authority for review and approval. For stage use of firecrackers or fireworks, a separate permit must be obtained directly from the competent authority in accordance with the Firecracker and Fireworks Management Act, and a copy of the permit must be provided to the venue for record before execution.
- VII. If the performance involves flying acts, the venue user must submit the Flying Acts Hazards Notification and Declaration, Flying Act Self-Inspection Checklist, and Performance Plan for the flying act to the venue 45 days prior to the performance. Only after confirming that the risk and hazard management procedures are in place may the performance proceed.
- VIII. To avoid disrupting the audience’s enjoyment of the event, the setup of lighting and sound control consoles within the audience seating area is not permitted. However, if such setups deemed necessary for artistic reasons with prior approved by Weiwuying, control console staff shall do their utmost to reduce their conversation volumes and cover light spill from

the control console and related equipment.

**IX. Media access, photography, and filming**

**A. Media access**

If media are invited for coverage or filming, application must be submitted in advance during the technical coordination meeting. Upon approved, media activity may only be conducted in the designated area.

**B. Photography and filming**

Photography and filming during the event may only be conducted from the venue's control room or the designated locations for related equipment in the audience area specified in these Regulations. Each designated location is limited to a single stationary equipment setup. All equipment must operate silently (no shutter noise, battery replacement warning, and alert sounds), and any light emitted must be covered. Flash photography is prohibited. An application must be submitted in advance and may only proceed upon Weiwuying's approval. For any related violations, Weiwuying reserves the right to halt any further photography or filming recording activity during the event.

C. If the photography or filming of the audience is required, an application must be submitted to Weiwuying's Front of House Service Team no later than the technical coordination meeting with detailed filming plan and its intended use. Photography or filming, after approval, shall take place only in the designated area. Crew members for photography or filming shall wear a front-of-house access badge issued by Weiwuying. If any audience member raises concerns, personnel from the Venue User shall provide explanation proactively. Audience members must not be coerced into appearing on camera or participating in interviews. If any violations occur, the venue reserves the right to stop the filming as deemed necessary.

D. Photography, audio, video recording, and other technical equipment shall only be set up in the designated locations of the seating area as shown in the table below:

**Opera House**

<b>Designated Equipment Setup Areas</b>	<b>Seats to be reserved</b>	<b>Notes</b>
1F Row RR Seats 1, 2	1F Row QQ Seats 1, 2 1F Row RR Seats 3, 4	○Photography ○Audio/ video
1F Row RR Seat 19	1F Row QQ Seats 17, 19, 21, 23, 25, 27 1F Row RR Seat 17	○Photography ○Audio/ video
1F Row RR Seat 20	1F Row QQ Seats 18, 20, 22, 24, 26, 28 1F Row RR Seat 18	○Photography ○Audio/ video
1F L, R Box seats	Box seats may not be sold	○Photography ○Audio/video
2F Row A Seat 7	2F Row A Seat 5 2F Row B Seats 7, 9, 11	○Audio/ video
2F Row A Seat 8	2F Row A Seat 6 2F Row B Seats 8, 10, 12	○Audio/ video
2F Row M Seats 1, 2	2F Row L Seats 1, 2 2F Row M Seats 3, 4	○Audio/ video
<b>Designated Equipment Setup Areas</b>	<b>Seats to be reserved</b>	<b>Notes</b>
2F Row L Seats 1-8 2F Row M Seats 1-8	2F Row L Seats 9, 10 2F Row M Seats 9, 10	

## Concert Hall

Designated Equipment Setup Areas	Seats to be reserved	Notes
1F Row 12 Seat 1	1F Row 11 Seats 1, 2, 3 1F Row 12 Seats 2, 3 2F Row A1 Seats 1, 2, 3	○Photography ○Audio/ video
2F Row B8 Seat 2	2F Row B7 Seats 1, 2, 4 2F Row B8 Seats 1, 4	○Audio/ video
2F Row A1 Seat 49	2F Row A1 Seat 47 2F Row A2 Seats 31, 33	○Photography ○Audio/ video
2F Row A1 Seat 50	2F Row A1 Seat 48 2F Row A2 Seats 32, 34	○Photography ○Audio/ video
2F Row F1 Seat 1	1F Row F1 Seats 2, 3 2F Row F2 Seats 1, 3, 5	○Audio/ video Only permitted in the choir seats which are not available for purchase.
2F Row F1 Seat 32	2F Row F1 Seat 30 2F Row F2 Seats 28, 30	○Photography ○Audio/ video
2F Row F1 Seat 33	2F Row F1 Seat 31 2F Row F2 Seats 29 、 31	○Photography ○Audio/ video
Designated Equipment Setup Areas	Seats to be reserved	Notes
1F Row 11 Seats 1-10 1F Row 12 Seats 1-7	2F Row A1 Seats 1-10	
2F Row B7 Seats 1, 3, 5, 2, 4, 6 2F Row B8 Seats 1, 3, 5, 2, 4, 6	2F Row B7 Seats 7, 8 2F Row B8 Seats 7, 8	The height of the equipment must not obstruct the view from the wheelchair seating behind
2F Row D2 Seats 38, 40, 42	2F Row D1 Seats 32, 34 2F Row D2 Seats 24, 26, 28, 30, 32, 34, 36	Designated operator positions for follow spotlights, laser projection, video projection, and surtitling systems.

## Playhouse

Designated Equipment Setup Areas	Seats to be reserved	Notes
2F Row 14 Seat 27	1F Row 13 Seats 25, 27 2F Row 14 Seats 23, 25 2F Row 15 Seats 27, 29	○Photography ○Audio/ video
2F Row 14 Seat 28	1F Row 13 Seats 24, 26 2F Row 14 Seats 24, 26 2F Row 15 Seats 26, 28	○Photography ○Audio/ video
2F Row 20 Seat 1	2F Row 19 Seat 1 2F Row 20 Seats 2, 3 2F Row 21 Seats 1, 2, 3	○Photography ○Audio/ video
Designated Equipment Setup Areas	Seats to be reserved	Notes

2F Row 20 Seats 1-8 2F Row 21 Seats 1-8	2F Row 20 Seats 9, 10 2F Row 21 Seats 9, 10	
1F Row 12 Seat 27	1F Row 11 Seats 23, 25 1F Row 12 Seats 29, 31	Recommended Position for Surtitling Projector
1F Row 12 Seat 28	1F Row 11 Seats 26, 28 1F Row 12 Seats 30, 32	
1F Row 12 Seat 46 1F Row 12 Seat 47	1F Row 11 Seats 36-48 1F Row 12 Seats 28-56 1F Row 11 Seats 35-47 1F Row 12 Seats 27-57	Recommended position for using the in-house 6,000-lumen laser projector with an acoustically transparent surtitles frame (approx. 110 inches).

### Recital Hall

Designated Equipment Setup Areas	Seats to be reserved	Notes
1F Row 11 Seat 1	1F Row 10 Seat 1 1F Row 11 Seats 2, 3	○Photography ○Audio/ video
2F Row 18 Seat 1	2F Row 17 Seat 1 2F Row 18 Seats 2, 3	○Photography ○Audio/ video The aisle behind Row 18 must be kept clear at all times.
Row V Seat 1	Row V Seats 2, 3, 4, 5, 6, 7	○Photography ○Audio/video
Designated Equipment Setup Areas	Seats to be reserved	Notes
1F Row 10 Seats 1, 2, 3, 5 1F Row 11 Seats 1, 2, 3, 5 2F Row 17 Seats 1, 2, 3, 5 2F Row 18 Seats 1, 2, 3, 5	1F Row 10 Seat 4 1F Row 11 Seat 4 2F Row 17 Seats 4, 7 2F Row 18 Seats 4, 7	The aisle behind Row 18 must be kept clear at all times.
1F Row 3 Seat 22	1F Row 2 Seats 20, 22 1F Row 3 Seats 20, 24 1F Row 4 Seats 20, 22, 24	Recommended Position for Surtitling Projector

### Paint Shop

Designated Equipment Setup Areas	Seats to be reserved	Notes
Equipment installation is allowed in the last row of the audience area or upon request according to the nature of the performance.	One seat to the front, left, and right each of equipment must remain vacant.	○Photography ○Audio/ video A clear passage must be maintained behind the equipment setup area.

- X. Double-sided foam tape or any other adhesive that is difficult to completely remove is prohibited on the architecture and equipment of Weiwuying.
- XI. Weiwuying is not responsible for the safekeeping of or compensation for items placed in

the Weiwuying cabinets that are lost, stolen, or damaged.

- XII. Food and beverages are prohibited into the audience seating area, stage area, control rooms, rehearsal rooms, or piano storage unless prior approval has been obtained from Weiwuying due to special circumstances or special requirements.
- XIII. Excessive pressure must be avoided when using or moving the piano and placing sharp objects that may cause damage are prohibited. If additional modifications or materials are used on the piano without prior notification to Weiwuying, the applicant will be liable for a misuse fee of NT\$20,000 and all repair costs.
- XIV. Food and beverages cannot be provided to the audience without prior approval from Weiwuying. If permission is granted, the Venue User must ensure that all food provided complies with the Food Safety and Sanitation Act and other relevant regulations, and poses no safety or hygiene risks. If the safety of a food safety incident occurred, the Venue User shall immediately provide related inspection certificates as required by the competent authorities or Weiwuying.
- XV. The Venue User shall hire sufficient personnel to handle tasks related to stage setup, rehearsal, performance, stage dismantling, front-of-house services, and ticketing services.
- XVI. Staff must maintain a neat and professional appearance at all times while on duty. Wearing slippers or sandals is strictly prohibited.
- XVII. Staff without tickets shall not enter the audience seating area during the performance unless in possession of a related access badge issued by Weiwuying.
- XVIII. Animals are not allowed in the backstage areas unless prior approval is obtained from Weiwuying's Technical Management Department due to performance or other special needs, and all related regulations must be strictly followed.
- XIX. Due to safety considerations, individuals under the age of 15 are not permitted to issue front and /or backstage access badges except for performers. Any special requests must be submitted to the Weiwuying's Technical Management Department for approval, and all relevant regulations must be followed.
- XX. All sale activities require prior approval by Weiwuying. Official uniform invoices or government-approved receipts must be issued to customers. Failure to provide such documentation may result in the immediate suspension of sales activities by Weiwuying, with all resulting losses borne solely by the Venue User.
- XXI. While dismantling the stage and other venue equipment, the Venue User shall remove all the personal belongings and restore the venue to its original condition. Any items left behind will be considered abandoned, and Weiwuying reserves the right to remove them or handle them at its own discretion without prior notice. All related costs or damage sustained by Weiwuying's handling of the Venue User's belongings shall be borne by the Venue User.
- XXII. During the venue usage period, the Venue User shall bear full responsibility for any personal injuries, fatalities, or property damage, except in cases where such incidents are directly caused by defects in the venue's structure or equipment. The Venue User shall be held fully liable for any damages caused to the venue or venue equipment as a result of improper usage and shall be held fully liable for restoring the venue or its equipment to its original condition or providing monetary compensation for the aforementioned restoration.
- XXIII. Weiwuying reserves the right to immediately terminate usage by the Venue User under any of the following circumstances:
  - A. Violations of laws or government policy, or disruption of public order or public morality.
  - B. Engagement in or potential to engage in activities that endanger public safety.
  - C. Violation of regulations and failure to rectify as required by written or verbal notice

from a competent authority.

## **Chapter 2 Public Area and Backstage Management**

### **Article 2. Work Permit and Access Badge**

- I. The Venue User shall apply for Front of House and backstage access badge at least 5 business days before the start of the hire period. (All days mentioned in these regulations are business days unless the event involves open flame performances and Flying Acts) If additional personnel need access to the Front of House or backstage areas at short notice, the Venue User must proactively notify the on-duty technical coordinator and arrange for temporary badge.
- II. Venue User shall wear their access badge and maintain identification documentation on their person at all times while at the venue; those who do not present access badge shall be denied entry. Access badge are strictly personal and may only be used by the individual to whom they were issued. Weiwuying reserves the right to confiscate the badge and impose a fine of NT\$3,000 on the responsible venue user.
- III. Venue User not using access badge issued by the venue must provide proof of staff identity, such as identifiable uniforms, stickers, wristbands, or other visible items, for approval by Weiwuying. A sample of the identification item(s) and a complete staff list must be submitted in advance for verification purposes.
  - A. Venue User shall wear their identification item(s) at all times while at the venue.
  - B. Venue User is required to provide proof of staff identity during the rental period to Weiwuying. The quantity and intended use must comply with the agreement between the Venue User and Weiwuying.
  - C. Access badge obtained by Weiwuying are strictly for on-site support or supervision of venue use by relevant personnel and may not be used for hospitality or guest access purposes.
- IV. Access Badge issued to the Venue User may only be used during the venue hire period. Compensation of NT\$500 shall be paid by the Venue User for each damaged or lost badge.

### **Article 3. Technical coordination meetings**

- I. The Venue User shall complete the technical requirement no later than 30 business days before the start of the hire period and shall convene a technical coordination meeting with Weiwuying staff at least 7 business days before hire period to confirm the technical requirement of the performance.
- II. The Venue User shall assign relevant front-of-house and backstage personnel to be present at the technical coordination meeting. On the day of the event, the Venue User shall assign at least one personnel at the front-of-house to conduct ticketing, audience-related services, and camera/ equipment setup.
- III. If the Venue User fails to provide definitive information during the technical coordination meeting and makes additional requests on the day of the event, Weiwuying reserves the right to evaluate the safety and feasibility of such request before approval is given for implementation.

### **Article 4. Front-of-house services**

- I. The Venue User shall provide five copies of the program booklet to the venue's front-of-house staff at least three hours prior to the performance, for use during the event.
- II. Neither personnel from the Venue User nor members of the audience shall access the stage before, during, or after the event unless it is necessary for the event.
- III. The Venue User must inform Weiwuying during the technical coordination meeting if any designated individuals are to go on stage to receive acknowledgment. Front-of-house or

backstage staff shall be responsible for escorting them in and out of the backstage area.

- IV. In consideration of stage safety, audience members are prohibited from proceeding to the stage from the audience seating area to present flowers or other gifts during the performance. Bouquets and gifts shall be given to the intended recipients by Weiwuying's Front of House staff.
- V. Front-of-house public announcements may only be made in the case of emergencies or when other necessary announcements are required. The content of the announcement shall be determined by Weiwuying. The Venue User shall not use its own public announcement system or solicit sales in the front-of-house or public areas at Weiwuying.

#### **Article 5. Front of house setup and placement or distribution of printed material**

- I. The Venue User shall assign its personnel to receive flower baskets and wreaths delivered. These gifts may be received at Weiwuying's East and West loading docks and must be kept by the Venue User at the following designated locations:
  - Opera House: Between the two entrance doors on the East and West sides of the second floor.
  - Concert Hall: By the wall area in front of the lobby service desk on the first floor.
  - Playhouse: By the designated wall area in the lobby on the first floor.
  - Recital Hall: By the wall area to the right of the lobby entrance on the second floor.
- II. Printed material
  - A. The content of posters, billboards, standees, and other promotional materials displayed by the Venue User shall be limited to the program being presented at the venue. In case of violation, Weiwuying shall request the removal or modification of printed material directly.
  - B. The placement of promotional materials shall be limited to areas designated by Weiwuying and may be distributed at the entrances of the auditorium and in the lobby.

#### **Article 6. Autograph sessions and other program-related events**

- I. The Venue User shall submit a technical requirement form no later than 30 business days before the start of the hire period to hold an autograph session.
- II. The Venue User shall comply with the National Performing Arts Center National - Kaohsiung Center for the Arts (Weiwuying) Venue Hire Services Guidelines to hold pre/post-performance events or to sell merchandise in the front-of-house area.
- III. The Venue User shall be responsible for the setup and on-site order of the autograph session. The event shall only be held at the location designated by Weiwuying and shall not be changed without prior permission to avoid obstructing audience movement path.

#### **Article 7. Occupational safety regulations**

- I. The Venue User shall comply with the Occupational Safety and Health Act and its enforcement rules, and implement appropriate safety measures. Personnel involved in load-in or load-out operations entering the stage area, grid, catwalks, orchestra pit, or stage traps for overhead or lift-related work must wear safety helmets at all times.
- II. While using scaffolding, A-frame ladders, or lighting ladders to perform work at heights, the Venue User must require personnel to wear safety helmets and full-body safety harnesses.
- III. Weiwuying provides a limited number of safety helmets for loan. The Venue User must ensure all personnel wear them properly. If the number of helmets required exceeds the Weiwuying's supply, the Venue User must prepare their own to ensure worksite safety.
- IV. During rehearsals and performances, only authorized personnel are allowed to enter or

remain in the auditorium or control room.

- V. Backstage public announcements may only be made regarding emergencies and changes in event content.
- VI. Work on scenery, props, and costumes must be conducted in Weiwuying's carpentry shop, metal shop, paint shop, and costume shop; such work shall not be conducted in the stage area or backstage area except in the cases of minor touch-ups painting or costume mending. Touch-up work must use water-based paint and include protective measures for the venue.
- VII. Set and props that need to be affixed to the Opera House or Playhouse stage floor shall be affixed with screws not exceeding 3 centimeters in length.
- VIII. Screws, nails, and any other similar hardware shall not be used on wooden dance floors. If lighting lift are to be used after flooring is installed, additional protection wooden boards must be laid underneath. .
- IX. The support legs of lighting lift must be properly set when the lifts are in use. The lifts must be lowered to a height below 4 meters when being moved.
- X. The fire shutter in the Opera House and Playhouse must be able to be completely deployable at all times. No set pieces or equipment may be placed in the fire shutter area without prior approval from Weiwuying. Approved items must be readily movable or destructible.
- XI. Weiwuying shall remove or request the removal of equipment on the stage that is unrelated to the event.

### **Chapter 3 Space and Equipment Use**

#### **Article 8. Rehearsal studios, piano storage, dressing rooms, green rooms, waiting area, and Company offices**

- I. The Venue User must comply with the National Kaohsiung Center for the Arts (Weiwuying) Venue Hire Service Guidelines when conducting non-rehearsal events in a rehearsal studio.
- II. Electrical usage must not exceed the load limit of 15 amps per room (e.g., do not use high-power appliances such as two hairdryers or irons simultaneously).

#### **Article 9. Workshops**

- I. General provisions
  - A. The Venue User must ensure adequate lighting and proper ventilation during use and must turn off the power upon leaving.
  - B. The Venue User must obtain approval from Weiwuying before using equipment and must operate according to on-site instructions or under guidance of Technical Management Department staff. All consumables and materials shall be prepared by the Venue User.
  - C. Operators must have basic knowledge of the equipment and materials and be familiar with the machinery functions, operating procedures, operating hazards, and related safety precautions. Before operator, users must notify Technical Management Department personnel of the materials to be used and the methods of processing in advance. Unauthorized operation is prohibited. Mid-size and large machinery must be operated by at least two operators.
  - D. To ensure occupational health and safety, operators must wear protective gear (such as masks, safety goggles, earmuffs, etc.) while operating machinery.
- II. Laundry room
  - Petroleum, gasoline, dry-cleaning solvents, and any other flammable or explosive materials shall not be used in the laundry room for cleaning, washing or soaking. Garments that has been soiled with any of the aforementioned materials shall not be



placed inside the washing machine or dryers.

III. Costume shop

- A. After using the flatbed sewing machine and overlock sewing machine, unused spools of thread must be returned to their proper place. The bobbin case must be placed properly. Before starting the machine, the needle must be lowered to below the needle plate. No hard objects may be placed within the sewing area.
- B. When turning on the flatbed sewing machine and overlock sewing machine, wait for the motor to run smoothly before using the foot pedal. After turning off the machine, do not step on the foot pedal.
- C. The power of industrial iron must be turned off after use.
- D. After ironing, the iron must be placed flat on the iron rest. Be careful of plastic objects on the ironing board to prevent melting or damage.

IV. Carpentry Shop and props shop

While operating machinery, operators must wear fitted top and long pants. Accessories such as scarf, tie, long necklace, hat with a drawstring are not permitted. Long hair must be tied back. Thick-soled, closed-toe shoes is required; sandals, slippers, and backless shoes are prohibited.

V. Metal shop

While welding, full protective gear must be worn, including welding gloves, an apron, leg covers, and thick-soled insulated leather shoes.

VI. Paint shop

- A. Notify Technical Management Department staff before using oil-based spray paint (cans), paint products, or fiberglass material, and take all necessary personal safety measures.
- B. The work area must be covered with canvas, Kraft paper, or plywood to protect against spilled paint. With the exception of cement-based paint, do not pour any other paint into the sinks, and do not clean paint buckets or brushes in sinks designated for general use. Unused paint must be sealed properly and kept together with other paint.
- C. After using the paint sprayer, detached the air compressor hose and reset the valve.

VII. East and West Loading Docks:

- A. The doors and hydraulic lift shall be operated by Weiwuying staff. Unauthorized operation is strictly prohibited.
- B. Scenery panels or heavy items must not be leaned against walls or pillar edges, nor shall they obstruct aisles, entrances/exits, electrical panels, or fire safety equipment.
- C. Once vehicles are unloaded, they shall leave immediately. No vehicles may remain parked at the docks.
- D. Those who operate Weiwuying's forklifts must have a valid forklift operator's license and must obtain prior approval from Weiwuying.
- E. Scenic carts and trolleys must be returned to their original locations after use.

**Article 10. Exhibition Hall, Lecture Hall, and 3F Concert Hall Lobby**

- I. The recommended maximum capacities for each venue are as follows: 350 persons for the Exhibition Hall, 100 persons for the Lecture Hall, and 300 persons for the Concert Hall 3F Lobby.
- II. The Venue User shall be responsible for planning and executing all aspects of their event, including setup, dismantling, reception, and safety measures, and shall notify Weiwuying prior to the start date of the event.
- III. The Venue User shall assign members of its staff on-site to provide guidance and consultation during the event. If the event includes visual artwork or exhibitions, the

Venue User shall assign staff to manage and supervise the exhibited objects and shall comply with the Copyright Act and other related intellectual property laws. The Venue User shall be held fully and legally liable for any related violations or disputes related to infringement; Weiwuying shall bear no legal responsibility in such cases.

- IV. Venue Users shall pay all related expenses for additional sound or lighting equipment. Installation of such equipment is only permitted upon the venue's approval.

#### **Article 11. Banyan Plaza and the Outdoor Theater**

- I. The boundaries<sup>1</sup> of Banyan Plaza and the Outdoor Theater have been defined by Weiwuying, and areas outside those boundaries shall not be used without prior approval.
- II. Venue usage regulations
- A. The use of small bits of paper (such as confetti) or other materials that may cause difficulty in cleaning is prohibited.
  - B. Open flames are prohibited at Banyan Plaza, only electrically powered equipment for any cooking purpose may be used,
  - C. Noise produced by the Venue User shall comply with the Noise Control Act and regulations established by the competent authority. Events must not interfere with indoor operations or ongoing performances within the venue.
  - D. Light beams produced at night may not be directed at neighbors. Lights must be turned off from 22:00 to 8:00 and must not flicker in a way that disturbs residents.
  - E. There are no access to water in this area. The Venue User shall not use Weiwuying's water supply in other areas to wash equipment or for other such purposes.
  - F. To maintain the environmental and sanitation quality at Weiwuying, a Venue User holding a large event must provide portable restrooms (including accessible restrooms facilities).
- III. While using Banyan Plaza or the Outdoor Theater, the Venue User shall obtain adequate insurance coverage, such as comprehensive liability insurance for event organizers and employer's liability insurance. The following regulations apply:
- A. The Venue User's public liability insurance policy coverage shall comply with the Ministry of the Interior's Guidelines for the Safety Management of Large-Scale Gatherings.
  - B. Proof of the public liability insurance policy and the stage construction all-risk insurance policy (which must include third-party liability insurance for stage setup and employer's accident liability insurance) shall be submitted to Weiwuying no later than the first day of the hire period. The Venue Users shall bear full responsibility for any accidents causing injury or death.
  - C. The insurance coverage period shall begin prior to the beginning of the hire period and last until the venue is cleaned and restored to its original condition.
- IV. Without prior approval from Weiwuying, vehicles are not allowed to enter Banyan Plaza or the Outdoor Theater; Delivery vehicles may only park temporarily in designated areas.
- V. The Venue User shall submit a work schedule and site layout plan (indicating the positions of the stages, cameras, follow spots, lighting trusses, projectors, screens, control consoles, power generators, staff rest areas, service counter, first aid stations, portable restrooms, and waste receptacles) at least 30 business days before the start of the rental period. Execution may only proceed after the venue has reviewed and approved the submitted plans.
- VI. Regulations for stage, equipment, and tent installation

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<sup>1</sup>For the boundaries of Banyan Plaza and the Outdoor Theater, see the pages "Banyan Plaza" and "Outdoor Theater" on the "Venue Hire" page of the Weiwuying website.

- A. Stage construction shall comply with the relevant provisions of the Kaohsiung City Temporary Building Regulations for Temporary Performance and Exhibition Venues.
- B. When constructing stages, tents, or other structures, rubber pads or wooden planks must be placed underneath for protection. A minimum clearance of 2 meters must be maintained around the structure for pathways.
- C. The ground load limit of Banyan Plaza is 1,000 kilograms per square meter.
- D. During setup and dismantling, the work area shall be clearly demarcated and enclosed with safety barriers. Pedestrian access must be maintained around the site, and proper nighttime warning signals must be installed.
- E. Stages, tents and similar installations shall be secured with heavy metal weights, sandbags, or other stabilizers to prevent collapse due to strong winds or human interference.
- F. All power cables and wires must be properly routed and covered with cable ramps. Safety fencing must be installed around and oil-proof mats must be placed beneath generators and fire extinguishers are prepared.
- G. A maximum number of tent may be set up at Banyan Plaza or the Outdoor Theater for street fairs or vendors markets is limited to 20.
- H. Logistics and public order regulations
  - 1. The Venue User is responsible for the safekeeping of all installed structures and equipment, and for maintaining safety and order during the event. Required staffing and support plans shall be determined in consultation with Weiwuying.
  - 2. The Venue User shall obtain prior approval from Weiwuying to put up posters, slogans, banners, flags and any other such promotional materials at Banyan Plaza and surrounding areas.
- I. If the Venue User violates any of these Regulations and fails to rectify the issue after being advised to do so by Weiwuying, a penalty of NT\$3,000 shall be imposed per incident and may subject to repeated penalties. In severe cases, Weiwuying reserves the right to immediately suspend usage.

**Article 12.** Unless otherwise specified, any violation of these guidelines will be documented and may serve as a reference in evaluating future venue hire applications.

**Article 13.** Any matters not covered by these Regulations shall be handled in accordance with the National Kaohsiung Center for the Arts (Weiwuying) Venue Hire Services Guidelines, Public Space Rules and Regulations, Contracted Management Regulations, and Access Control Regulations.

**Article 14.** These Regulations and any future amendments shall take effect immediately upon approval by the General and Artistic Director and shall be announced accordingly.

(For any conflict between the English version of this Regulation and the corresponding Chinese version, the Chinese version shall prevail.)