

National Performing Arts Center National Kaohsiung Center for the Arts (Weiwuying) Venue Hire Services Guidelines

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Chapter 1 General Provisions

Article 1. Purpose

The National Performing Arts Center - National Kaohsiung Center for the Arts (hereinafter referred to as “Weiwuying”) has formulated these Venue Hire Services Guidelines (the “Guidelines”) with regard to the hire of Weiwuying venues.

Article 2. Regulations for venue hire

These Guidelines are divided into chapters based on the features of the hired venues:

- I. Guidelines for the hire of Weiwuying’s auditoriums and Paint Shop are set forth in Chapter 2 (Articles 3-11) and Appendix 1.
- II. Guidelines for the hire of Weiwuying’s other areas are set forth in Chapter 3 (Articles 12-18) and Appendix 2 of these Regulations.

Chapter 2 Hire of Weiwuying’s Auditoriums and Paint Shop

Article 3. Applicable Venues

Guidelines in this chapter apply to the hire of the Opera House, Playhouse, Concert Hall, Recital Hall, and Paint Shop.

Article 4. Eligibility

Applicants who wish to hire of venues (the “Applicants”) must be at least one of the following:

- I. A performer who attains legal adulthood as defined by Taiwan’s Civil Code.
- II. An organization, company, juridical person or foundation registered in Taiwan or abroad that is eligible to conduct performing arts events.
- III. A school at all levels registered in Taiwan or abroad.

Article 5. Purpose of use

Weiwuying is primarily intended for hosting publicly ticketed performances and events in the performing arts. Priority will be given to the acceptance and scheduling of such performances and events. The applicant must ensure the program is not religious or political in nature and that it does not violate any laws, administrative orders or disrupt public order or public morality.

Article 6. Application procedures

I. Application method

- A. Applications are to be submitted through Venue Hire System on Weiwuying's official website (hereinafter referred to as “Venue Hire System”).
- B. The following must be uploaded with the application in an electronic format recognized by

the system:

1. Non-individual applicants must include images of the front and back of the National Identification card of the authorized representative and proof of the government registration. Individual Applicants must include images of the front and back of their National Identification card.
2. A proposal for the performance or event (hereinafter referred to as “the program”).
3. Other supplementary information as required by Weiwuying, which should be submitted within 3 business days upon request.

C. An Application fee of NT\$1,000 per submission.

II. Venue availability

A. Available slot announcement is as follows:

1. First-ballot of venue available: Restricted to ticketed performing arts programs open to the public. Available slots for hire from January to June of the following year shall be announced in January each year, and applications shall be submitted within February. Available slots for hire from July to December of the following year shall be announced in July each year; applications shall be submitted within August. Exact application period is one week and shall be announced by notice.
2. Non first-ballot of venue available: After completion of scheduling for the first-ballot of venue available, applicants may apply for a venue hire date, if available, beginning on the first business day of each month announced on the Weiwuying website. Applicants shall submit their applications at least 30 business days prior to the date of venue booking.
3. Touring program venue hire application: Same dates as for first-ballot applicants. In accordance with the National Performing Arts Center Touring Program Venue Hire Application Regulations, the applicant may apply for other venues managed by National Performing Arts Center (i.e., the National Theater and Concert Hall, the National Taichung Theater, and Weiwuying).

B. Available slots shall be based on announcements posted on Venue Hire System. Determination of weekdays and holidays shall be made according to announcements from the Directorate-General of Personnel Administration of Executive Yuan.

Article 7. Contract and payment

I. Contract: The applicant shall fill out Weiwuying’s Venue Hire Contract (the “Contract,” of which there shall be two original copies) and the Public Servant and Related Parties Identity Disclosure Form. In addition, Weiwuying may require the Applicant to provide a Letter of Intent for Cooperation or other document of proof of participation of all the major program participants. Application materials are part of the Contract and have the same legal effect as the Contract.

II. Payment

A. Down Payment: For applicants that have been notified for the allocation a slot by Weiwuying must sign a Contract with a payment of 50% of the hire fee within 7 business days.

B. Security deposit

1. First-time Applicants or Applicants who have a record of past-due payments within the past 3 years must requires a security deposit, the balance of which shall be returned (without interest) once the venue hire fee is made in full.
2. Security deposit amounts:

Venue	Security deposit amount (NT\$)
Opera House	30,000
Playhouse	20,000
Concert Hall	10,000
Recital Hall	5,000
Paint Shop	5,000

3. The security deposit shall not offset the hire fee or be used as collateral for any debts.
 4. If the Applicant fails to make payments for the hire fee, other fees, fines, or punitive damages and penalty by the designated deadline, Weiwuying may deduct payment for these fees from the security deposit.
- C. Final payment: No later than 20 business days before the date of hire, the applicant may apply for equipment through Venue Hire System, and the applicant shall pay the final 50% of the venue hire fee (which includes fees for stage setup, rehearsals, occupancy, and dismantling) and the equipment hire fees.
 - D. Back Payment: The Applicant shall pay within 7 business days, upon notification by Weiwuying after the hire period, any fees for the additional booking of equipment/ rehearsal studios/ backstage area and extended/ cancelled time slots (if any).
 - E. With the exception of special circumstances that have been approved by Weiwuying in advance, for applicants who fail to make the abovementioned payment due upon signing or back payment by the due date, Weiwuying shall notify the Applicant in writing or via e-mail on the next business day. If the Applicant fails to make payment within 3 business days of this notification, Weiwuying reserves the right to cancel the booking and terminate the Contract without refund of any payment that has already been made.
 - F. With the exception of special circumstances that have been approved by Weiwuying in advance, for Applicants who fail to make the abovementioned back payment by the due date, Weiwuying shall notify the Applicant in writing or via e-mail on the next business day. If the Applicant fails to make payment within 3 business days of notification, an accumulative late payment of 1% of the past-due amount shall be charged for each business day. For payments that are over 30 business days late, Weiwuying shall initiate legal procedures, for which the Applicant shall be liable for all of Weiwuying's related legal notification, litigation, and attorney fees.
- III. Payment methods
- A. Weiwuying accepts ATM transfers, online transfers, OTC bank transfers, and online card payment.
 - B. Payment accounts
 1. Venue hire: Payment information is virtual account of which the applicant will be notified through the Venue Hire System.
 2. Security deposit

Bank name: Taishin International Bank, Lingya branch

Bank code: 812

Account no.: 2015-01000-38335

Account name: 國家表演藝術中心衛武營國家藝術文化中心
 - C. The applicant shall keep the original payment receipt for verification if needed.

Article 8. Program quality management

- I. Based on the National Performing Arts Center - National Kaohsiung Center for the Arts (Weiwuying) Program Quality Management Regulations, Weiwuying shall conduct reviews and evaluations of hirer's programs.
- II. The Applicant shall be notified via e-mail or phone for the review result for application and scheduling. Applicants may also check the status on Venue Hire System.
- III. Upon being notified, the Applicant shall be required to provide a maximum of 2 tickets for each program for use by Weiwuying's program quality evaluators. The tickets shall be given to Weiwuying at least 7 business days before the date of the program.

Article 9. Program modification

- I. Restrictions
 - A. The content of the program must align with that stipulated in the Contract. Application for any changes made regarding the performers, content, format, or date of the program must be made 90 business days before the date of the program; any of the abovementioned changes made without Weiwuying's approval shall be regarded as violations of the Contract,

in which case Weiwuying shall revoke the Applicant's eligibility to hire for 1 year and shall demand the Applicant pay compensation for any related losses.

- B. To change a venue previously approved, the Applicant must cancel the existing program and reapply for a new venue slot according to Article 9-II.
- C. Applicants who modify publicity information after the deadline must immediately notify the public through texts, various forms of media, and online announcements, and must post prominent notice at all of the entrances of the venue. The Applicant shall be held fully liable for handling any disputes from the public arising from such modification.
- D. The Applicant shall fully compensate Weiwuying for all damages to any of Weiwuying's property or reputation resulting from a modification in program venue and/or content.
- E. Upon signature of a Contract, if the Applicant's program is unable to perform as scheduled and another applicant is willing to swap dates, a request should be made by submitting a Venue Program/ Event Modification Application Form and a fee of NT\$5,000. The modification can only be made after approval from Weiwuying.

II. Cancellation

- A. In the event that part or all of a program cannot be performed on the scheduled date due to force majeure events that are not attributable to the applicant or Weiwuying, the Applicant and Weiwuying shall negotiate a new slot, and if a new slot is not negotiated, Weiwuying shall refund the unused portion of hire fee (without interest) to the Applicant.
- B. In the event that a program cannot be performed on the scheduled date due to illness of the performer(s), the Applicant must notify Weiwuying immediately and provide proof from a medical institution. The Applicant and Weiwuying shall negotiate a new slot, and if a new slot is not negotiated, Weiwuying shall refund the unused portion of hire fee (without interest) to the applicant.
- C. With the exception of the conditions mentioned in Subsections A and B of this Section, the applicant shall for no other reason cancel the program or request a date change or shall be regarded as a violation of the Contract, for which Weiwuying shall demand compensation for punitive liquidated damages in accordance with the Contract. Applicants who wish to cancel a venue hire must submit a Venue Program/ Event Cancellation Application Form, and Weiwuying shall request compensation in accordance with the Contract.
- D. Once a program is cancelled, the Applicant shall handle all of the customer service aspects, such as ticket and parking fee refunds. The Applicant shall be held liable to handle and compensate for any disputes with customers that arise from the cancellation.
- E. If there is an emergency, the Applicant shall comply with the National Performing Arts Center - National Kaohsiung Center for the Arts (Weiwuying) Program Emergency Response Regulations. Such request may not be refused.

Article 10. Ticketing

I. Ticket printing

- A. The Applicant shall print tickets in accordance with the Ministry of Culture's Standard Contract Template for Arts and Cultural Performance Tickets, Including Required and Prohibited Provisions. If a ticket is reported lost by a customer, Weiwuying shall only accept a written affidavit for admission to a reserved seating performances.
- B. The ticket should clearly indicate the following:
 - 1. Those admitted must wear proper attire. Each person admitted must have a ticket and enter the venue on time.
 - 2. Lost tickets will not be reissued. Please retain properly.
 - 3. Members of the audience who are late or leave the venue during the performance shall not be admitted to the venue until arranged by Weiwuying's staff.
 - 4. Members of the audience must comply with all venue regulations. Those who disrupts the performance may be asked to leave or be escorted by their guardians.
 - 5. Those without a ticket or with a damaged ticket that makes it difficult to verify authenticity or seating information shall not be admitted to the venue.

6. Ticket refunds/exchanges shall be handled in accordance with relevant regulations.
- C. The Applicant shall assign personnel to the performance venue to handle ticketing issues, including ticket refunds and exchanges.

II. Seating arrangements

- A. The Applicant shall sell tickets based on the latest seating plan of the venue and may not alter the seating arrangement without prior permission by the venue.
- B. The Paint Shop is an experimental performing space. The Applicant shall specify the seating arrangement in the program proposal, which must be approved by Weiwuying before implementation.
- C. To ensure public and fire safety, standing tickets are not permitted in indoor areas of the venue in accordance with the law.

III. Ticket sales

- A. For any public ticketed performances or events, the Applicant may begin ticket sales only after the Contract has signed. Ticket sales must comply with the laws of the Republic of China (Taiwan), the Standard Contract Template for Arts and Cultural Performance Tickets, Including Required and Prohibited Provisions, and relevant tax regulations. All tickets shall be issued through a computerized system; manually issued tickets shall not be accepted.
- B. The Applicant must comply with Article 59 of the People with Disabilities Rights Protection Act by offering 50% discount to individuals with disabilities and their accompanying persons. Wheelchair-accessible seating can be found on the seating plan at Weiwuying's website.
- C. If recording or filming equipment, projectors, or any other type of equipment needs to be set up in the audience seats, the Applicant shall refer the venue map for suitable placement before ticket sales commence. Seats allocated for such equipment must be reserved and cannot be sold, given away or used in any other manner.

IV. Work seats

To ensure audience services within the venue, the Applicant must reserve work seats according to the venue's regulations. These seats cannot be sold, given away or used in any other manner. The number and location of such seats is shown in the table below:

Venue	Opera House			Playhouse			Concert Hall			Recital Hall			Paint Shop
Seat location	Floor	Row/seat	No.	Floor	Row/seat	No.	Floor	Row/seat	No.	Floor	Row/seat	No.	Seating arrangements are not fixed and will be determined based on the performance format.
	1	FF	33	1	9	20	1	4	30	1	5	24	
	1	FF	34	1	9	21	1	4	31	1	11	7	
	2	F	19	2	6	23	2	A5	15	2	19	5	
	2	F	20	2	6	24	2	A5	16	2	U	One odd no.	
	2	U	Two odd nos.	2	6	26	2	B8	14	2	U	One even no.	
	2	U	Two even nos.	2	U	Two odd nos.	2	D3	49				
	3	U	66	2	U	Two even nos.	2	D3	50				
	3	U	67	3	5	1	2	U	Two odd nos.				
	3	U	Two odd nos.	3	5	2	2	U	Two even nos.				
	3	U	Two even	3	U	One odd	3	U	Three odd				

			nos.			no.			nos.		
	4	U	Two odd nos.	3	U	One even no.	3	U	Four even nos.		
	4	U	Two even nos.				3	B4	43		
Total	18 seats			13 seats			19 seats			5 seats	2 seats

Article 11. Venue Hire Restrictions

I. Insurance

The venue is already covered by public liability insurance. However, during the hire period, the Applicant unit must obtain public liability insurance in accordance with the Ministry of the Interior's Safety Management Guidelines for Large-Scale Gatherings. This insurance must cover personal injuries, fatalities, and property damage. Additionally, the organizing unit must provide labor insurance, employment insurance, National Health Insurance, occupational hazard insurance, and/ or other necessary commercial insurance that includes coverage for injury, disability, and death for its staff members. To protect the rights of staff, performers, and participants, the required insurance policies must be obtained no later than the start date of the hire period. Weiwuying reserves the right to request proof of insurance for verification if necessary.

II. Damage Compensation

The Applicant is responsible for properly maintaining all equipment, tools, fixtures, machinery, and other facilities within the venue. They must return all items in a clean, undamaged, and fully functional condition. If any damage, malfunction, or loss occurs, the Applicant must cover the costs of repair, replacement, or reinstallation, as well as compensate the venue for any additional losses, including operational disruptions, breach of contract penalties, and legal fees. Weiwuying reserves the right to revoke the Applicant's eligibility to apply for venue or its equipment rentle in accordance with these Guidelines and the Contract.

III. Equipment and external power supply

- A. No object may be hung from the ceiling steel girders in the Paint Shop.
- B. The Applicant shall not install any electrical equipment or external power supply inside or outside the venue without approval from Weiwuying.
- C. In the event that additional equipment must be set up or installed, the Applicant must obtain prior approval from Weiwuying. The Applicant shall be fully responsible for all costs related to setup and dismantling of equipment, restoration of the venue to its original state. Authorized personnel from Weiwuying must oversee the process. If any damage or loss occurs to the Weiwuying's equipment due to installation or dismantling, the Applicant must compensate for the damage or restore the equipment to its original condition.

IV. Removal of Hazardous Items

Weiwuying shall at any time request the removal of the Applicant's dangerous items or objects that may pose a risk or potentially obstruct others inside or outside the venue. In the event that the Applicant fails to remove the items, Weiwuying may remove them directly, with all associated costs borne by the Applicant.

V. Smoking restrictions

In accordance with the Tobacco Hazards Prevention Act, smoking is strictly prohibited in all indoor areas at Weiwuying. Smoking is only permitted in designated smoking areas. A fine of NT\$2,500 shall be imposed on for each violation, and repeated violations may result in continuous fines.

VI. Restrictions on Open-Flame Performances

In the event that the Applicant's program requires the usage of flames, sparks, or embers, according to the Safety Management Regulations for Open Flame Performances issued by National Fire Agency, details of the usage must be submitted to Weiwuying at least 45 days

before the program. A permit must be received before the abovementioned usage is conducted at the venue.

VII. Restrictions on stage lighting and sound control rooms

- A. The Applicant shall not allow any person to enter the stage lighting rooms or sound control rooms without approval from Weiwuying.
- B. The Applicant shall not allow non-venue personnel or unauthorized individuals to operate stage, lighting, or audiovisual equipment without approval from Weiwuying.

VIII. Restrictions on setting up control desks in the auditorium area

To ensure an optimal viewing experience for the audience, setting up lighting and sound control desks in the audience area is not permitted. However, if deemed necessary for artistic considerations and approved by Weiwuying in advance, operating personnel must minimize conversation noise and properly manage the control desk's light diffusion.

IX. Restoration to original condition

- A. Before the period of the venue hire expires, the Applicant shall remove all personal belongings and restore the venue to its original condition. If the applicant fails to do so, Weiwuying reserves the right to treat the items as abandoned and dispose of them without notifying the Applicant. Any costs incurred or damages caused by such disposal shall be borne entirely by the Applicant. If special arrangements are required, they must be requested in advance and approved by Weiwuying.
- B. The above provisions also apply in the event of early termination of the Contract.

X. Food and beverages, merchandise, gifts, and raffles

- A. All food and beverage services within Weiwuying must be provided by suppliers designated or approved by Weiwuying. If the applicant intends to sell souvenirs or other merchandise, a request for front-desk merchandise sales must be submitted to the venue in advance.
- B. If the program involves charity sales or fundraising activities, the Applicant must comply with the Charitable Fundraising Act and relevant regulations, and obtain approval from the authorities before proceeding. The approval documents for such activities must be submitted to Weiwuying for record-keeping at least 30 business days before event commence date.

XI. Program content assurance

The program content must align with the approved application and comply with the Intellectual Property Authorization and Usage Guidelines of the National Kaohsiung Center for the Arts (Weiwuying). If any false or misleading information in the performance, event, or promotional materials results in violations of copyright, trademark rights, trade secrets, or other intellectual property rights, or infringes upon the rights of others, causing reputational damage or inconvenience to Weiwuying, Weiwuying reserves the right to immediately revoke the Applicant's eligibility and seek compensation for damages based on the severity of the violation.

XII. Publicity limitations

Without prior written approval from Weiwuying, the Applicant shall not name as a Weiwuying presented, associated, sponsor, or supervisory entity of the program. The applicant must avoid any actions that could mislead the public into believing such affiliations exist in marketing and promotions. This includes, but is not limited to, naming the program after Weiwuying, using Weiwuying's trademarks, or featuring images of the auditoriums, or architectural elements.

XIII. Recording and filming

If the venue provides recording or filming services, or if the Applicant conducts their own recording or filming, the applicant shall bear full responsibility for any infringement of third-party intellectual property rights. In the event that Weiwuying faces any claims for damages due to such infringements, the Applicant shall be fully liable for all related costs and compensation.

XIV. Restrictions on photography, filming and recording

During performances, photography, filming, and audio recording are only permitted from the designated control room or authorized camera setup areas within the auditorium. Each designated area is limited to a single stationary camera. All recording equipment must operate silently, including shutter sounds, battery replacement noises, and function alerts. Equipment light sources must be properly covered, and the use of flash is strictly prohibited. Applicants

must submit a request to Weiwuying in advance and obtain approval before proceeding with any recording activities. Failure to comply with these regulations, Weiwuying reserves the right to prohibit further photography, filming, or recording.

Chapter 3 Hire of Other Venue Spaces

Article 12. Venues

- I. Public areas
 - A. Indoor: Exhibition Hall, Lecture Hall, and Concert Hall 3F Lobby (including VIP Room)
 - B. Outdoor: Banyan Plaza and Outdoor Theater (including the paved area and stairs on the southern section of the plaza)
- II. Backstage
 - A. Rehearsal studios
 - B. Backstage auxiliary spaces (Carpentry Shop, Paint Shop, Costume shop, Laundry room, Dressing room, green room, and company office).
 - C. The aforementioned spaces are available for hire by Applicants who are not hiring the venues described in Chapter 2.

Article 13. Eligibility

- I. Republic of China (Taiwan) citizens who have reached the legal age, as defined by the Civil Code.
- II. Domestic and international registered organizations, companies, legal entities, foundations, schools, and government agencies.

Article 14. Usage guidelines

- I. The Applicant must ensure the content is not related to religious or political activities and does not violate any laws, administrative orders, or disrupt public order and good morals.
- II. The nature of the Applicant's program must be primarily related to culture/ arts, education, or public welfare promotion.
- III. The Applicant's program must not damage Weiwuying's reputation or interfere with other events and performances held at the venue.

Article 15. Application process

- I. Public areas
 - A. Application process
 - 1. Available slots for January to June of the following year will be announced every January, while the slots for July to December will be announced every July.
 - 2. Applications are to be submitted through Venue Hire System at least 30 business days before the hiring period of an indoor venue and at least 45 business days before the hiring period of an outdoor space.
 - 3. The following must be uploaded with the application in an electronic format accepted by Venue Hire System:
 - (1) For non-individual applicants: A copy of the responsible person's identification card (front and back) and proof of establishment. For individual applicants: A copy of their identification card (front and back).
 - (2) A program proposal or descriptions of the intended use.
 - (3) Other supplementary information as required by Weiwuying, which should be submitted within 3 business days upon request.
 - B. Contract signing procedure
 - 1. The Applicant shall complete two original copies of Weiwuying's Venue Hire Contract (hereinafter referred to as the "Contract"). The submitted application materials are considered an integral part of the Contract and hold the same legal effect.
 - 2. Upon receiving confirmation of the hiring period from Weiwuying, the Applicant must complete the Contract signing process and settle the full fee and security deposit (for outdoor spaces) within 7 business days, unless prior approval is obtained from

Weiwuying under special circumstances. Failure to do so will be considered a forfeiture of the reserved slot. The confirmed slot will also be publicly announced on the Weiwuying's official website under the Venue Hire System.

II. Backstage

A. Rehearsal studios

1. Application process

- (1) Available slots for July to December of the current year will be announced every January, while the slots for January to June of the following year will be announced every July.
- (2) Applications must be submitted through Venue Hire System at least 7 business days before the start of the hiring period.
- (3) The following must be uploaded with the application in an electronic format accepted by Venue Hire System:
 - i. For non-individual applicants: A copy of the responsible person's identification card (front and back) and proof of establishment. For individual applicants: A copy of their identification card (front and back).
 - ii. Any additional documents required by Weiwuying, which should be submitted within 3 business days of notification.

2. Contract signing procedure

- (1) The Applicant shall complete two original copies of Weiwuying's Venue Hire Contract (hereinafter referred to as the "Contract"). The submitted application materials are considered an integral part of the Contract and hold the same legal effect.
- (2) Upon receiving confirmation of the hiring slot from Weiwuying, the Applicant must complete the Contract signing process and settle the full fee within 3 business days, unless prior approval is obtained from Weiwuying under special circumstances. Failure to do so will be considered a forfeiture of the reserved slot.

B. Backstage auxiliary spaces

For availability and application procedures, please contact Weiwuying Technical Management Department.

Article 16. Payment procedure

- I. Public areas: Unless prior approval by Weiwuying is obtained from the venue for special circumstances, the Applicant shall pay the hire fee in full upon signing a Contract. A security deposit is required for the hire of outdoor spaces.
- II. Backstage: Unless prior approval by Weiwuying is obtained from the venue for special circumstances, the Applicant shall pay the hire fee in full upon signing a Contract with Weiwuying. Please contact Weiwuying's Technical Management Department for details regarding backstage auxiliary spaces.
- III. See Chapter 2, Article 7, Section 3 of these Guidelines regarding payment methods for venue hire and security deposits.

Article 17. Slot change and cancellation

I. Public areas:

- A. To change the scheduled slot, the Applicant shall submit a request to Weiwuying at least 7 business days before the start of the scheduled program. Changes shall only take effect upon approval by Weiwuying.
- B. To cancel the scheduled slot, the Applicant shall submit a cancellation request to Weiwuying, using the Venue Program/Event Cancellation Application Form. Weiwuying will claim compensation for breach of Contract in accordance with the Contract.

II. Backstage Area

A. Rehearsal studios

1. To change the scheduled slot, the Applicant shall submit a request to Weiwuying at least 7 business days before the date of the program. Changes shall only take effect upon

approval by Weiwuying.

2. To cancel the scheduled slot, the Applicant shall submit a request to Weiwuying, using the Venue Program/Event Cancellation Application Form. Weiwuying shall process a refund hire fee for unused slots or equipment accordingly. No refund shall be made for cancellation request submitted within 7 business days from the start of the scheduled program.
- B. Backstage auxiliary spaces: Please contact Weiwuying Technical Management Department for details.

Article 18. Usage of other spaces.

For restrictions and usage guidelines for other spaces at Weiwuying, please refer to the National Performing Arts Center - National Kaohsiung Center for the Arts (Weiwuying) Theatre Policy, Rules and Regulations and the National Performing Arts Center National Kaohsiung Center for the Arts (Weiwuying) Public Space Rules and Regulations.

Chapter 4 Additional Provisions

Article 19.

The Applicant shall comply with all provisions of these Guidelines. Any violation shall be considered a breach of the Contract, upon which Weiwuying shall terminate the Applicant's eligibility to use the hired venue and its facilities based on the severity of the breach. All fees paid shall non-refundable, and the Applicant shall not be eligible to apply for a venue hire for 1 year starting from the date of notification.

Article 20.

Any matters not covered in these Guidelines shall be handled in accordance with the Contract and other relevant regulations of Weiwuying.

Article 21.

These Guidelines and any future amendments shall take effect immediately upon approval by the General and Artistic Director and the Board of Directors, and shall be submitted to the related supervising authority for record. In the event of a natural disaster or emergency situation that necessitate urgent amendments to any part of these Guidelines, the General and Artistic Director is authorized to draft amendments to be submitted to the Chair of the Board for approval and implementation. All board members must be notified of the amendments in writing before the approval of the Chair of the Board, and the amendments shall be formally ratified at the next Board Meeting in accordance with the aforementioned procedure.

Appendix 1: Scales of Hire Charges

I. Four auditoriums and Paint Shop

Monetary amounts in New Taiwan dollars

Session Venue	Performing arts/ public activities						Non-performing arts/ non-public activities			
	Performance			Rehearsal/ occupancy/ setup/ dismantle	Overtime		Performance	Rehearsal/ occupancy/ setup/ dismantle	Overtime	
	Weekday		Holiday	Weekday/ holiday	Weekday/holiday		Weekday/ holiday	Weekday/ holiday	Weekday/holiday	
	Morning/ afternoon	Night	Morning/ afternoon/ night	Morning/ afternoon/ night	22:00- 23:00	23:00- 09:00	Full day	Full day	22:00- 23:00	23:00- 09:00
Opera House (2236)	30,000/ session	60,000/ session	85,000/ session	9,000/ session	7,200/ hour	13,500/ hour	470,000/day	36,000/ day	9,600/ hour	18,000/ hour
Concert Hall (1981)	30,000/ session	60,000/ session	85,000/ session	6,000/ session	4,800/ hour	9,000/ hour	320,000/day	33,000/ day	8,800/ hour	16,500/ hour
Playhouse (1209)	25,000/ session	50,000/ session	60,000/ session	8,000/ session	6,400/ hour	12,000/ hour	160,000/day	36,000/ day	9,600/ hour	18,000/ hour
Recital Hall (434)	9,000/ session	18,000/ session	25,000/ session	3,000/ session	2,400/ hour	4,500/ hour	105,000/day	33,000/ day	8,800/ hour	16,500/ hour
Paint Shop	8,000/ session	8,000/ session	8,000/ session	2,000/ session	1,600/ hour	3,000/ hour	63,000/day	15,000/ day	4,000/ hour	7,500/ hour

Service Schedule:

1. Session: Morning (09:00-13:00), Afternoon (13:00-18:00), and Night (18:00-22:00)
2. Full day: 09:00-22:00
3. Holiday: Refers to the actual day of the holiday and its preceding evening.

The above fees include:

1. Personnel: Weiwuying shall arrange for staff members to provide front-of-house and backstage services according to actual needs as determined by Weiwuying.
2. Equipment: Stage, lighting, audio, and video equipment etc. (Please refer to Weiwuying website for technical information).
3. Spaces: Lobbies, dressing rooms, and green rooms of each venue (to be arranged according to the size of the performance group).
4. Video recording: Single fixed wide-angle shot, with video quality suitable for archival purpose only.
5. Audio recording: Capture live sound, with audio quality suitable for archival purpose only.
6. Front-of-house/ backstage access badge: The Applicant shall apply for the permit through Venue Hire System 30 business days before the start of the hire period.

Note:

1. Master classes, open rehearsals, full video/ audio recordings during rehearsals, or other public activities held in the venues or Paint Shop are considered official performances. Weiwuying may charge accordingly under the “performance” rate. For competition/ contest-based events, Weiwuying shall charge the “non-performing arts/non-public activities” rate.
2. For press conferences at the venues, Weiwuying shall charge under the “rehearsal/ occupancy/ setup/ dismantle” rate.
3. For Applicants who hire the Opera House/ Playhouse for 2 consecutive weeks or more, and the Concert Hall/ Recital Hall for 2 consecutive days or more, if the stage is used only for storing performance-related equipment (such as set, props, instruments, chairs, music stands, etc.) without any set-up, rehearsal, performance, or dismantling activities, the session shall be charged the “occupancy” rate.
4. If receptions with food and beverages held in a venue lobby, post-event cleaning shall be handled by a contractor designated by Weiwuying and the cost shall be borne by the Applicant.
5. Post-performance reception, autograph session, or other program-related activities held in the front-of-house

areas shall incur “overtime” charge, which is calculated starting after 22:00 following the performance; any duration less than 1 hour shall be counted as 1 full hour.

6. During non-performance hours, if the Applicant wishes to hold program-related events in the lobby, Weiwuying shall not provide front-of-house staffing; the Applicant must make their own arrangements.
7. If stage set-up or overtime work is required at night after normal service hours, the Applicant must apply for approval from Weiwuying at least 45 business days in advance, with the application, along with related stage, lighting, and video/ audio technical information. Weiwuying shall reply to the request within 7 business days of submission and reserves the right to final approval.

II. Musical instruments

Monetary amounts in New Taiwan dollars

Item	Brand	Qty. available	Unit	Charge	Model/remarks
Pianos	Steinway&Sons	3	Per instrument/ session	3,000	D274 (274 x 157 cm)
	FAZIOLI	1	Per instrument/ session	3,000	F308 (308 x 158 cm)
	KAWAI	1	Per instrument/ session	2,000	SK-6L (212 x 154 cm)
	YAMAHA	1	Per instrument/ session	2,000	C7XPE (227 x 155 cm)
		1	Per instrument/ session	500	U3 Upright piano (153 x 65 x 131 cm)
Harpsichord	J. C. NEUPERT	1	Per instrument/ session	3,000	Hemsch
Celesta	SCHIEDMAYER	1	Per instrument/ session	3,000	5½ Octave Studio Model
Organs	ORGELBAU KLAIS BONN	1	Per instrument/ session	5,000	See Concert Hall technical information
	ORGELBAU Johannes KLAIS	1	Per instrument/ session	3,000	Portable organ

Note:

1. Session: Morning (09:00-13:00), Afternoon (13:00-18:00), and Night (18:00-22:00); any duration less than 1 session shall be counted as 1 full session.
2. If the musical instrument is used beyond the hire period, the applicant must pay 25% of the session charge for each exceeded hour; any duration less than 1 hour shall be counted as 1 full hour.
3. To ensure program quality and the enjoyment of the audience, the Applicant shall be responsible for ensuring the piano/ harpsichord is tuned before each performance. If untuned instruments affect performance quality, or if any related disputes arise, the Applicant shall bear full responsibility.
4. Requests for tuning and any other adjustments to the pipe organ shall be submitted by the Applicant and shall be handled solely by Weiwuying. The Applicant shall bear all related costs.
5. Only the YAMAHA C7XPE and KAWAI SK-6L are permitted for preparation. After used, the piano must be restored by the Weiwuying's designated piano tuner (no later than the following day), and the Applicant shall cover all costs. An Applicant who prepares one of Weiwuying's pianos without prior approval from Weiwuying shall be fined NT\$20,000 as a penalty of improper use and shall bear full cost of any required repairs.
6. If stage smoke or fog effects are used while a keyboard instrument from Weiwuying is in operation, the Applicant shall contact the Technical Coordination Team of the Technical Management Department for assistance.
7. Piano and harpsichord tuning must take place within the hire period. If tuning is to be done during regular working hours (09:00–22:00) but outside of the hire period, advance approval from Weiwuying is required.
8. The standard pitch for the pianos and pipe organ is 442 Hz. In the event that the Applicant requests a change in this pitch, it must be restored to 442 Hz by the following day; otherwise, Weiwuying shall proceed with the restoration and the expense shall be paid by the Applicant.
9. In the event that the Applicant requires any instrument modifications beyond pitch adjustment, the Applicant must submit a request for approval from Weiwuying at least 30 business days before use, and may only proceed upon approval.
10. In the event that conflicting requests for the same instrument by more than one Applicant, priority shall be given to the Applicant that has a performance that day.
11. If the Applicant requires a specific piano model, a piano selection request must be submitted to the Technical Management Department of Weiwuying at least 45 business days before the performance.
12. Based on safety concerns regarding piano transport, it may only be moved by a contractor designated by Weiwuying in specific circumstances and all related moving costs shall be borne by the Applicant. The above conditions apply to the following circumstances:
 - (1) Moving a concert piano to the Playhouse or a rehearsal studio (2, 3, 4, or 5).
 - (2) Moving a rehearsal piano from a green room or a rehearsal studio.
 - (3) The fee for moving a piano is based on the rates outlined in the current year's Memorandum of Understanding between the venue and its contractors. For details, please contact the Technical Coordination Team of the Technical Management Department.

III. Front-of-house merchandise sales service

A. Fees

<div>Venue</div> <div>Sales mode</div>	Opera House, Concert Hall, Playhouse, Recital Hall, Paint Shop	Remarks
Direct sales by Applicant	1. No Charge. 2. Application must be submitted at least 30 days before program date, and may only proceed upon confirmation.	The Applicant's sales personnel must report to the front-of-house staff at the performance venue at least 1 hour before the show starts.
Consignment	1. A consignment service fee of 15% based on the actual sales amount per performance session, and the items may not exceed 10. 2. A minimum consignment fee of NT\$2,800 per session of service. 3. Application must be submitted at least 30 days before program date, and may only proceed upon confirmation.	The Applicant is required to report to the venue's consignment service staff at the front-of-house area at least 3 hours prior to the performance to complete the merchandise check-in process (i.e., delivery and receipt of items).

B. Notes on applying for front-of-house merchandise sales service:

1. Applications must be submitted through Venue Hire System at least 30 business days before the start of the scheduled hire period. For applications received after that deadline may only be accepted depending on existing venue usage order and staff availability.
2. All merchandise must be retrieved by the Applicants on the same day the performance ends. WeiWuying reserves the right to dispose all items not collected in time.
3. Items that are prohibited by law or unrelated to the program content are not eligible for sales service.

C. Notes on applying direct merchandise sales service:

1. The Applicant shall issue a uniform invoice or a government-recognized receipt exempt from uniform invoicing to customers. WeiWuying does not provide invoices or receipts services. The Applicant's sales representative shall sign a Direct Sales Affidavit upon products delivery. Failure to comply with these regulations may result in the WeiWuying prohibiting sales activities.
2. The Applicant's sales personnel must arrive at the venue and report to the front-of-house staff at least 1 hour before the start of the program. They must wear uniforms or other proper attire; slippers and sandals are not permitted.
3. Violation of the above regulations may result in the WeiWuying prohibiting the product sales activity.

D. Notes on applying Consignment sales service:

1. This service includes the issuance of invoices by WeiWuying to customers on behalf of the Applicant.
2. The Applicant must arrive at the venue at least 3 hours before the start of the program and complete product delivery procedures to WeiWuying's consignment sales staff.
3. The number of items for sales must not exceed 10.
4. On the final day of sales, the Applicant shall reconcile the total revenue with WeiWuying's consignment sales staff, after which the amount (after deducting the consignment fee and other related expenses) and related invoice shall be transferred to the Applicant by WeiWuying within a designated time. If the total consignment service fee is NT\$2,800 or less (or exactly NT\$2,800), the final settlement must be completed on-site with the venue's consignment sales staff on the last day of the sales period.

Appendix 2: Hire Charge for Other Spaces and Related Fees

I. Indoor public areas hire charges

Monetary amounts in New Taiwan dollars

<div>Session</div> <div>Venue</div> <div>(*1 ping=3.3058sq m)</div>	Rehearsal/ occupancy / setup/ dismantle	Fomal Event (Weekdays/ holidays)	Overtime
	Morning/ Afternoon/ Night		22:00-24:00 07:00-09:00
Exhibition Hall (227 ping/ 750 sq m)	3,000/session	15,000/session	5,000/hour
Lecture Hall (78.7 ping/260 sq m)	3,000/session	30,000/session	5,000/hour
Concert Hall 3F Lobby (235 ping/777 sq m)/ Auxiliary VIP Room (29 ping/96 sq m)	5,000/session	50,000/session	8,000/hour

Note:

1. Session: Morning (09:00-13:00), Afternoon (13:00-18:00), and Night (18:00-22:00).
2. The above hire rate does not include technical or front-of-house personnel. The hire period must also include venue setup, decoration, and restoration to original condition.
3. For programs that are cultural or educational in nature (such as culture and art promotion, education activities, and public welfare advocacy), a 50% discount on the standard hire fee for formal events may be applied. However, no discount will be granted if any commercial elements is involved in the event.
4. For the hire of venue for 14 consecutive days or more, a 50% discount on the standard hire fee for formal events may be applied. If the purpose is for cultural or educational as described above, the standard hire fee for formal events will be reduced to 20% of the regular rate.
5. For Applicants who have hired one of the four auditoriums, the hire fee for one of the venues in the above to hold a press conference or culture/ art promotion program will be reduced to 20% of the stanard rate.
6. During the hire period of the Exhibition Hall, sessions during which only program-related equipment (such as exhibited items, chairs, etc.) is kept at the venue without rehearsal, performance, or stage setup and dismantling shall be charged the "occupancy" rate.
7. The aforementioned discounts may not be combined. In the event that the Applicant is found to provide false information ot have violated any of the aforementioned conditions to obtain discounts, Weiwuying reserves the rights to charge the Applicant the full fee.
8. Only light refreshments are permitted in the venues. Weiwuying reserves the right to charge a NT\$3,000/day cleaning fee based on the event format.

II. Outdoor public areas hire charges

Monetary amounts in New Taiwan dollars

<div>Session</div> <div>Venue</div>	Rehearsal/ occupancy/setup/ dismantle	Fomal Event (Weekdays/ holidays)	Overtime	Security deposit
	Morning/ afternoon/ night		22:00-24:00 07:00-09:00	
Banyan Plaza (Must remain within boundaries designated by Weiwuying)	3,000/session	50,000/session	5,000/hour	50,000/program
Outdoor Theater (Including the paved area and the steps located on the southern side of the plaza)	5,000/session	200,000/session	10,000/hour	100,000/program

Note:

1. Session: Morning (09:00-13:00), Afternoon (13:00-18:00), and Night (18:00-22:00).
2. The above hire rate does not include technical or front-of-house personnel. The hire period must also include venue setup, decoration, and restoration to original condition.
3. For programs that are cultural or educational in nature (such as culture and art promotion, education activities, and public welfare advocacy), a 70% discount on the standard hire fee for formal events may be applied. However, no discount will be granted if any commercial elements is involved in the event.
4. For the hire of venue for 14 consecutive days or more, an 80% discount on the standard hire fee for formal

events may be applied.

5. During the hire period of the Exhibition Hall, sessions during which only program-related equipment (such as exhibited items, chairs, etc.) is kept at the venue without rehearsal, performance, or stage setup and dismantling shall be charged the “occupancy” rate.
6. The aforementioned discounts may not be combined. Discount will not be offered if the programs content includes commercial elements. In the event that the Applicant is found to provide false information or have violated any of the aforementioned conditions to obtain discounts, Weiwuying reserves the rights to charge the Applicant the full fee.
7. For the Outdoor Theater, any stage setup, if required, must be oriented facing the steps. Special arrangements for alternative configurations may be considered upon request and are subject to Weiwuying’s approval.
8. The Applicant is responsible for the proper safeguarding and management of the stage and equipment, as well as for maintaining safety and order throughout the event. Staffing and support plans shall be jointly developed in coordination with Weiwuying.
9. The Applicant shall restore the venue to its original condition within the hire period. After on-site inspection and approval by the venue, the security deposit will be refunded without interest. If there are any additional venue fees or other related expenses, they will be deducted from the deposit. If the deposit is insufficient to cover the costs, the applicant shall be responsible for paying the remaining balance.
10. Weiwuying reserves the right to assess and determine additional cleaning fees based on the scale and type of the event.

III. Backstage

A. Rehearsal studios hire charges

Monetary amounts in New Taiwan dollars

Session Space		Rehearsal Weekday/holiday	Activities other than rehearsal Weekday/holiday	Size: length x width x height (meters)	Remarks (equipment and recommended max. capacity)
1182	Rehearsal studio 2 (Medium size)	1,500/ Session	3,000/ Session	11.4x10.8x3.8	1. Wooden floor, black dance mat, 2 acoustic walls, 2 mirrored walls, grand piano. 2. Recommended max. capacity: 50
1184	Rehearsal studio 3 (Medium size)	1,500/ Session	3,000/ Session	11.1x10.8x4	1. Wooden floor, black dance mat, 2 acoustic walls, 2 mirrored walls, grand piano. 2. Recommended max. capacity: 50
1186	Rehearsal studio 4 (Large size)	3,000/ Session	6,000/ Session	17.5x12.1x3.9	1. Grand piano, wooden floor, black dance mat, 2 ballet barres, 3 mirrored walls. 2. Recommended max. capacity: 110
				6.6x8.8x3	Aux. green room
1192	Rehearsal studio 5 (Large size)	3,000/ Session	6,000/ Session	19.3x12.2x3.9	1. Grand piano, wooden floor, black dance mat, 2 ballet barres, 3 mirrored walls. 2. Recommended max. capacity: 110
				6.6x8.8x3	Aux. green room
B1111	Rehearsal studio 6 (Small size)	1,000 Session	2,000/ Session	8x7.4x2.3	1. Upright piano, wooden floor, acoustic wall. Ceiling ranges from 2.5-2.3 meters tall. 2. Recommended max. capacity: 25
B1112	Rehearsal studio 7 (Small size)	500/ Session	1,000/ Session	5.2x4.4x2.3	1. Wooden floor, acoustic wall, cabinets. 2. Recommended max. capacity: 10

B1113	Rehearsal studio 8 (Small size)	700/ Session	1,400/ Session	7.2x5x2.7	1. Wooden floor, acoustic wall, cabinets. 2. Recommended max. capacity: 15
B1114	Rehearsal studio 9 (Small size)	500/ Session	1,000/ Session	5.2x3.7x2.7	1. Wooden floor, acoustic wall, cabinets. 2. Recommended max. capacity: 10
B1115	Rehearsal studio 10 (Small size)	500/ Session	1,000/ Session	5.2x4.1x2.7	1. Wooden floor, acoustic wall, cabinets. 2. Recommended max. capacity: 10
B1116	Rehearsal studio 11 (Small size)	500/ Session	1,000/ Session	5.2x4.1x2.7	1. Wooden floor, acoustic wall, cabinets. 2. Recommended max. capacity: 10
B304	Choir rehearsal studio	2,000/ Session	4,000/ Session	15.9x9.9x8.8	1. Grand piano, wooden floor, acoustic wall. 2. Recommended max. capacity: 80
B313	Ensemble rehearsal studio	5,000/ Session	10,000/ Session	18.7x14.3x7.8	1. Audience seating (84 seats), grand piano, wooden floor, acoustic curtain. 2. Recommended max. capacity: 200

Note:

1. Session: Morning (09:00-13:00), Afternoon (13:00-18:00), and Night (18:00-22:00).
2. For the use rehearsal studios for activities other than rehearsals—such as promotional filming, press conferences, workshops, masterclasses, or teaching— The Applicant must submit a prior application to the venue and may only proceed upon receiving approval.
3. If the space is used beyond the approved hire period, an additional fee equal to 50% of the hire charges for that session will be charged for every half hour of overtime.
4. The hire of the above spaces does not include technical support or front-of-house staffing. The hire period must include time for setup, decoration, and restoration.
5. A cleaning fee of NT\$3,000 shall be charged for Applicants who fail to clean and restore the space to its original condition after use.
6. Eating and drinking are strictly prohibited in the rehearsal room. Violators will be fined NT\$3,000.
7. Equipment rental: Wireless portable amplifier sets (MIPRO MA-708 or MIPRO MA-808, both of which have two wireless handheld microphones): respectively NT\$500 or NT\$800 per session ; single lens projector (NEC-ME401X; does not include setup/ dismantling or operator): NT\$500 per session (usage of less than 1 session shall be charged as a full session); retractable projector screen (100-inch, pneumatic; does not include setup/ dismantling or operator): NT\$500 per session (usage of less than 1 session shall be charged as a full session).
8. In addition to the equipment described in the remarks column in the above table, other equipment provided includes chairs and music stands, which may be requested for on the application for hiring a rehearsal studio. Weiwuying shall provide a number of chairs/ music stands subject to availability. The Applicant shall be responsible for the transport, assemble, setup/ dismantling, and restoration the equipment to original condition.
9. For more information on the use of these spaces, please refers to the National Performing Arts Center - National Kaohsiung Center for the Arts (Weiwuying) Theatre Policy, Rules and Regulations.

B. Backstage auxiliary spaces hire charges

Session Space		Weekday/holiday	Remarks
1002	Carpentry Shop	1,000/ day	
1009	Paint Shop	1,000/ day	
1181/1165/B1022	Costume shop	1,000/ day	

1163/B1019	Laundry room	500/ day	
Small dressing room		1,000/ session	Max. 3 people (inclusive)
Group dressing room		1,500/ session	Min. 3 people (inclusive)
Green room/ company office		1,500/ session	
<p>Note:</p> <ol style="list-style-type: none"> 1. Session: Morning (09:00-13:00), Afternoon (13:00-18:00), Night (18:00-22:00), and Full Day (09:00-22:00). 2. If the space is used beyond the approved hire period, an additional fee equal to 50% of the hire charges for that session (or day) will be charged for every half hour of overtime. 3. A cleaning fee of NT\$3,000 shall be charged for Applicants who fail to clean and restore the space to its original condition after use. 4. If the Paint Shop is used for a public performance, relevant regulations in accordance with Chapter 2 of these Guidelines shall apply. 5. For more information on the use of these spaces, please refers to the National Performing Arts Center - National Kaohsiung Center for the Arts (Weiwuying) Theatre Policy, Rules and Regulations. 			

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