

Application Form for Venue Use at Civic Center Buildings of Tainan City Government

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|---------------------------------------|---|--|--|
| Application for Venue Use | Building at Civic Center | | Surrounding Venue of Civic Center Buildings |
| | <input type="checkbox"/> Courtyard, Floor 2, Yonghua Civic Center <input type="checkbox"/> Square and Corridor, Floor 2, Yonghua Civic Center <input type="checkbox"/> Exhibition Area of Lobby, Floor 1, Administration Building, Mingjhi Civic Center | | <input type="checkbox"/> West Square, Yonghua Civic Center <input type="checkbox"/> Silaya Square, Yonghua Civic Center <input type="checkbox"/> Nanying Hall, Minjhi Civic Center |
| Name of Event | | | |
| Characteristics and Contents of Event | | | |
| Duration | Decoration and Preparation | | |
| | Event Time | | |
| | Event Termination Time | | |

Attached documents:

1. Event proposal: The proposal should contain event purpose, method, procedure, and anticipated number of participants, venue layout map, and cleaning and maintenance plan.
2. Legal persons, companies, or organizations should submit a duplicate copy of proof document for the establishment.
3. Other required documents:

I would like to apply for the use of Tainan City Government's venue and equipment, and I will abide by relevant rules of venue use management of TCG and agree and accept all responsibilities for use termination and related items.

This is made to Tainan City Government

Applicant Organization : (Please seal.)

Representative: (Sign and seal)

Contact person: (Sign and seal)

Contact address:

Contact telephone number:

Cell phone:

Fax:

D a t e

Points of attention:

A. Before filling in this application form, the applicant should read “Points Governing Venue Use of Buildings at Civic Centers of Tainan City Government.

B. Insurance policy of public accidents should be purchased to cover protections at the venue by the applicant organization one day prior to the event day.

C. When one of the following situations occurs, no approval of use should be given:

1. Use purpose does not match with regulations in Point 3.
2. The event is for commercial profit making.
3. The event is organized for any elections and political campaigns.
4. The event is for wedding, funeral, and other celebration banquet, catering, cooking, food preparation or BBQ purpose.
5. Event contents are thought to be hazardous to others’ health and building safety.
6. The event violates laws or other public order.
7. Other event contents are determined by Tainan City Government as inappropriate.