



財團法人張榮發基金會  
CHANG YUNG-FA FOUNDATION

# Chang Yung-Fa Foundation's International Convention Center Rental Policy

## 1. Purpose:

The rental policy regulates the venue and equipment rental operations conducted by Chang Yung-Fa Foundation's International Convention Center, ensuring the ethical conduct of lessees.

## 2. Opening Hours:

The Center opens daily from 8:30 to 22:00. Venue rental is available in three slots: 1. 8:30 to 12:30; 2. 13:30 to 17:30; 3. 18:00 to 22:00. The Center will be closed in the event of typhoons or earthquakes according to the announcement of Directorate-General of Personnel Administration, Executive Yuan. The Center may be closed if there are major public gatherings and accompanying traffic restriction in the surrounding area.

## 3. Rental Procedures, Rates, and Payment:

1. Venue rental is charged according to the Center's "Venue Rental Price List." The rates include air conditioning, standard lighting, and basic cleanup, but do not include display booth cleanup, pre-event setup, or large-scale post-event cleanup and waste disposal. Lessees who fail to clean up their waste or garbage after being notified by the Center will be charged additional cleanup fees.
2. The use of equipment, devices, or services in addition to those included in the venue rental will be charged according to the Center's "Equipment Rental Price List."
3. After making an enquiry, the lessee will receive the Center's "Venue Reservation Rates Quotation." The lessee is required to sign and return the quotation and the rental policy within 30 days, and to make a deposit of 30% of venue rental fees within seven days of returning the signed quotation. The reservation will be cancelled after seven days. In the event of multiple requests of reservation on the same venue, the right to rent will be given to the lessee who has made the deposit. If the event is taking place less than 30 days from the quotation date, the deposit may be combined with the final payment. However, the lessee is required to sign and return the quotation within three days of receipt.
4. The final payment of rental fees and the payment for additional dining, staging, and miscellaneous services should be made on the day of the event's closure. The payment methods include cash, check (post-dated checks are not accepted), credit card, and bank transfer. Organizations with partnership agreement with the Foundation may pay within the specified period.
5. Organizations with partnership agreement with the Foundation are not required to make deposits for venue reservation. However, they are still required to sign and return the quotation 30 days before rental date. Failure to do so will result in the cancellation of their reservation. The Foundation's partners who return the signed quotation but fail to rent the venue more than three times a year have their privilege revoked.
6. If the cancellation or alteration of contract is necessary due to the cancellation and change of events, the lessee is required to give the Center's customer service personnel a written notice, otherwise it is required to carry out its payment obligations according to the original contract.
7. If the lessee cancels the reservation prior to 60 days in advance of the rental date, the deposit will be returned in full without interest. If the cancellation is made 15 to 60 days in advance, a return of 50% will apply. If the cancellation is made within 15 days in advance, no return will be made. The cancellation date refers to the date when the Foundation receives the lessee's written notice of cancellation.
8. If the rental venue is unavailable due to force majeure, the Foundation reserves the right to provide another venue. The right to rent and the payment due date is extended by six months.
9. The venue must be cleared within 30 minutes of the conclusion of the event. For overtime use of 30 minutes to one hour, an overtime charge of 1/4 of the session rental rate will be incurred. For overtime use of over one hour, an overtime charge of one session rate will be incurred.

#### **4. Terms of Service:**

1. In principle, food and drinks consumed at the venue should be provided by the Center. If event organizers prepare their own food and drinks, additional cleanup fees will be incurred. To maintain a tidy and professional environment, food and drinks are not allowed in the conference rooms.
2. Contraband, combustibles, explosives, hazardous substances, and pets are not allowed in the Center.
3. Please take care of your belongings. The Center is not liable for the damages to your personal items.
4. The lessee is required to follow prescribed routes and avoid visitor elevators when moving equipment and other items.
5. The lessee is required to follow "Notes for Lessees and Venue Setup Personnel." Without the consent of the Center's customer service personnel, the lessee must not use glue, stickers, nails, and hooks on the walls of the conference rooms, public areas, and the exterior of the building. The lessee is responsible for restoring damaged parts of the building to their previous state or pay damages of 10 times the value of the property.
6. Special effects, such as firecracker, air burst, confetti, gold powder, spray adhesive, smoke, fireworks, and gongs and drums, are prohibited.
7. Venue setup is limited to the venue rented by the lessee and the designated public areas in the Center. The lessee's venue setup should not infringe upon other lessee's rights. Promotional campaigns and the distribution of promotional materials are not allowed in the public areas of the Center.
8. If large-scale electricity consumption is necessary, the lessee is required to submit application in advance. The Center personnel will arrange for power supply and extra fees may be incurred depending on the extent of electricity use.
9. Individuals other than the engineers of the Center and its partners are prohibited from operating the air conditioning, lighting, electromechanical, and audiovisual equipment at the Center.
10. The lessee and its contractors should acquire insurance according to part five of the Rental Policy. The lessee is liable for the damages and injuries caused by venue preparations or the events held in the venue.
11. Public disturbance caused by lessee's quarrels and conflicts with other parties during rental period (including entrance and exit) should be resolved immediately by the lessee. Failure to do so will result in the termination of the event. The rental fees will not be refunded. The lessee is liable for damages suffered by the Center due to the disturbance.
12. Smoking, chewing gum or betel nuts, and acts that violate public decency are not allowed in the conference rooms and the public areas at the Center. The lessee is required to maintain order during the event and protect the safety of people involved in the activities.
13. To facilitate event preparation, the lessee is required to provide event plans and the information of the person or persons responsible for event preparation to the Center's customer service personnel.
14. The volume of the lessee's event should not disturb the events organized by other lessees. If the lessee ignores the warning against loudness, the Center reserves the right to cut off power, lighting, air conditioning, and the audiovisual system of the venue and terminate the event. The rental fees will not be refunded.
15. If an act, whether intentional or negligent, of the lessee (including the users and their contractors) cause damage to the premises, the lessee and the actor have joint liability for the damages.
16. The audiovisual equipment used during the event should be those provided by the Center. If special equipment is requisite for the activities, the lessees may bring their own equipment on condition that they notify the Center before signing the contract.
17. The conference or educational activities carried out by the lessee in the venue should not violate fair trade or involve fraud or other illegalities. The lessee is solely responsible for illegal acts. Party A is not liable.
18. If conflicts or disputes take place during the rental period, the lessee is required to prevent aggressive behavior, lawsuits, or damages demand against the Center. Lessees who fail to do so are required to compensate the Center for all its losses, including but not limited to damages paid, litigation and attorney's fees.
19. For the safety of the Center's personnel and facilities, a surveillance system is in operation in conference rooms and hallways. The videos are for surveillance purposes only and remain within the Center premises.

#### **5. Insurance:**

The lessee should acquire public liability insurance and third party liability insurance on the rental premises specified in the "International Convention Center Venue Rental Contract." The Center is not liable for the accidents caused by the use of the rental premises.

## **6. Break Clause:**

On the following conditions, the Center may terminate the contract immediately without notice. The rental and other fees paid by the lessee will not be refunded:

1. The lessee has not made payment by the due dates according to “International Convention Center Venue Rental Price List” and “International Convention Center Equipment Rental Price List.”
2. The lessee lends or sublets the rental premises, or transfer the lease, to the third party without the consent of the Center.
3. The lessee lists the Center as the organizer or sponsor of the event without the written consent of the Center.
4. The Center has substantive evidence showing the activities taking place at the event organized by the lessee are illegal or in violation of government regulations.
5. There is obvious discrepancy between the actual content of the event and the user of the rental premises and those listed in the quotation signed by the lessee.
6. The persistent violation by the lessee of any of the above articles in the Rental Policy after being notified by the Center.

## **7. Consent Jurisdiction:**

1. Both parties agree that any disputes in connection with the rental shall be submitted to the jurisdiction of the Taiwan Taipei district court as the court of first instance trial.
2. The Center reserves the right to amend the Rental Policy anytime.
3. The Rental Policy came into effect on October 1, 2011.

**Name of Lessee (Organization):**

**Signature of Lessee (person):**

**Month:**

**Date:**

**Year:**