


Content

Title :	The Management Guidelines for Use of Nanhai Theater at the National Taiwan Arts Education Center 
Date :	2018.02.07
Legislative :	1.Approved by the Ministry of Education (Tai) 75 She-Zhi Di No. 51594 on November, 13th, 1986 2.Revised by Order Yi-Zhan-Zi(91) No.91002769 on Sept. 3, 2002 3.Revised by Order Yi-Zhan-Zi No.0940000190 on Jan 17, 2005 4.Revised by Order Yi-Zhan-Zi No.0960001698 on June 23, 2007 5.Revised by Order Yi-Zhan-Zi No.0990000325 on Jan. 27, 2010 6.Revised by Order Yi-Yan-Zi No.1070000529 on Feb. 7, 2018
Content :	<p>1.The National Taiwan Arts Education Center (now called our Center) specially formulated these main points to strengthen the use efficiency of the Nan Hai Theater, maintain the building equipment, promote arts education, and upgrade the performance level.</p> <p>2.Use Scope and Qualifications</p> <p>(1) The Nan Hai Theater mentioned by these main points refers to the indoor venues, which our Center provides for performing arts activities. These building facilities provided for performances and the audience's moving sphere include the stage, the backstage, the controlling room, the front hall, the audience seats, and the toilets.</p> <p>(2) Our Center's Nan Hai Theater provides our Center for organizing various kinds of arts education activities; in addition, it provides exclusively governmental organizations, official schools, legally registered private schools and civic groups, or nationals of full age (over 20 years old) of the Republic of China for organizing music, dance, theater, drama, folklore arts, movies, entertainment performances, or related arts education activities.</p> <p>3.Time Periods and Expenses of Use</p> <p>(1) Each day is divided into three time periods of use, each of which amounts three hours and thirty minutes (They all include the respective thirty minutes for the marching in and out): 8:30-12:00 AM; 1:30-5:00 PM; 6:30-10:00 PM.</p> <p>(2) Venue and equipment rental fees will be charged according to Venue and Facility Maintenance Fee Standards.</p> <p>4.Procedures of Application and Use</p> <p>(1) Application time and necessary information :</p> <p>A. Yearly the activity applications for July to December are accepted regularly in February of the same year; the activity applications for January to June of the succeeding year are accepted in August.</p> <p>B. Provided the schedules of our Center's venues are not filled out, we accept temporary applications that are not promptly proposed within the above-mentioned time periods.</p> <p>C. On application, an application plan(Please see attachment.) is to fill out with certificates and other related documents.</p>

(2) Examining :

- A. Our Center holds yearly the appraisal commission in March and September and examines regularly all the applications.
- B. For those temporary applications that are not promptly proposed before the regular examining meeting, our Center will take account of the use time and the activity character, and hold a temporary appraisal commission to process them.

(3) Notification and sign of a contract :

- A. Our Center will send off the notification within ten days after examining.
- B. Authorized applications should sign a contract within two weeks after the notification; If applicant fails to sign the contract and pay the deposit within the period given, the center may cancel his/her application.

(4) Payment :

- A. After contract is signed and the price is offered, the applicant will need to pay 1/5 of total venue rental fees as a deposit; the rest expense should be paid up one week before using the venue.
- B. If the applicant fails to pay the fees according to the regulations, the center may cancel his/her right to use the venue.

(5) Technical coordination :

The applying organization (person) should come to our Center at latest one week before using the venue, and coordinate related technical support as well as the front stage service with the technical staff and the organizer so that all work can be proceeded well. Should something disobey orders and cause delay, so that the activity couldn't proceed well, the applying organization (person) is to take the responsibility alone.

5. Preferential Terms for Venues Use

- (1) Participant organizations of activities which are handed over by Ministry of Education, and organized, undertaken, or co-organized by our Center, venue rental fees may be exempted.
- (2) Governmental organizations, schools, and non-commercial educational & cultural institutes or public wealth groups are given special discount of 20 % to their venues expenses.

6. Change and cancel of Activity Content

(1) Change :

Provided the applying organization (person) has to change parts of the plan out of specific reasons, it or he should propose it in written form 2 months before the activity and can handle it only with our Center's approval.

(2) Cancel :

A. After the contract has been signed, the activity cannot be canceled arbitrarily. However, if the activity cannot be held as planned due to an air raid, a natural catastrophe, and an irresistible reason, the applying organization (person) should describe the reasons clearly in written form and propose an application to our Center. The expense will be returned after the application is examined and confirmed. Our Center is generally not responsible for compensating the applying organization's (person's) damage.

B. If the activity must be canceled after the contract has been signed, an application must be proposed 2 months in written form before the activity. For those activities which are canceled and stopped arbitrarily without proposals according to regulations or our Center's approval, the deposit

and venue rental fees which the applying organization (person) has paid, will generally not be returned, but paid on a consolidated basis to the state treasury. The venues cannot be transferred to other people for use. Our Center will retract and take care of the venues by himself.

- (3) The applying organization (person) is generally responsible for ticket affairs and other related matters to which the above-mentioned activity content change and cancel refer.

7. Retraction and Stop Use of the Venues

- (1) Retraction of the venues: If our Center has to retract the venues of the Nan Hai Theater for use need, it must notify the applying organization (person) to change the time. If it's impossible to change the time, our Center will return the paid expenses without interest. The former applying organization (person) cannot have any objection; neither can he ask for any compensation.
- (2) Stop use:
Our Center can stop use of the venues because of one of the following matters. The paid expenses will generally not be returned; neither can the applying organization (person) ask for any compensation:
 - A. The activity violates government's policy, laws, good and honest manners, and goes counter to social education.
 - B. The activity content doesn't conform to the originally registered one, or the venues are transferred to other people for use without our Center's permission.
 - C. Activities that are dangerous or may damage the venues by soiling our Center's venues, facilities and may disturb the on-the-spot orders.
 - D. Other activities that don't conform to our Center's purposes.

8. Equipment Use and Damage Compensation

- (1) It should be processed according to the Facilities & Equipment Use Notes of the Nan Hai Theater of our Center to use the stage lighting, hi-fi equipment, stage facilities, electric power system, and other equipment. It's not allowed to start up or add equipment presumptuously without approval of the responsible staff.
- (2) If the applying organization (person) uses the facilities and equipment of the Nan Hai Theater of our Center, it or he should maintain them with care. Should there be damage or shortage, the applying organization (person) should be responsible for the compensation or restoration according to the market price.

9. Sound Recording, Video Recording, Photographing, Relaying, and Data Use

- (1) The applying organization (person) should control matters concerning sound recording, video recording, photographing, or relaying by himself, and should not affect the quality of performance as well as viewing and enjoying. Should the actions of the applying organization (person) – sound recording, video recording, photographing, or relaying – violate rights of the others, it or he is to take the responsibility by himself.
- (2) Our Center should be authorized to use gratuitously the related dynamical and static materials provided by the applying organization (person) on application, when our Center needs the materials for advertising, edition and print, data index inquiry, research, or education promotion.

10. Notes

- (1) The applying organization (person) are not allowed to establish seats presumptuously. The number of admission tickets should not exceed that provided by our

Center's Nan Hai Theater; further, the reserved seats and staff seats cannot be used.

- (2) It's forbidden to bring dangerous things into of our Center's venues; smoking is generally forbidden; conducts which could soil the floors, the seats, and carpets – such as dining, drinking, snacking, spitting, chewing betel nuts and chewing gum in the seats, on the stage, and in the controlling room– are forbidden.
- (3) Only dry ice is allowed for creating a smoky stage effect, and shutting down the fire monitoring system is not acceptable. The contract will be cancelled for those who violate the above agreement.
- (4) Being an arts education institute, the arts rating system is strictly implemented. The rating of the performance should be stated carefully in the playbill and National Arts Education Center should be informed in advance.
- (5) On producing tickets, the applying organization (person) should print the following matters on the tickets and ask the audience indeed to obey them :
 - A. One ticket for each person, admission with ticket, checking the number for the seat. Please be seated five minutes before the performance, otherwise, there will be no entrance when the show start.
 - B. Except children programs, children under 7 years old are not allowed to enter the performance venue.
 - C. Access to the venue 30 minutes before the performance starts. It's forbidden to record sound, record video, photograph, walk about at will, or clamour in the performance venue.
 - D. Please don't bring dangerous things, food, drink with you, and enter the venue in disordered clothing.
 - E. It's forbidden to dine, drink, chew betel nuts or chewing gum in the venues.
 - F. In order not to influence the others, late arrivals will be allowed only at intermission.
 - G. Our Center's venues don't accept such gifts as flower baskets, flower wreaths.
- (6) The applying organization (person) should keep the costumes, stage lighting, and properties in the venues of our Center safe by himself. Should there be lost or damage, our Center wouldn't take the responsibility.
- (7) The applying organization (person) is not allowed to establish a ticket booth or put posts and advertising slogans up in the surroundings of our Center without approval, any selling items not relevant to the performance are prohibited.

11. The matters concerned, which these main points don't cover, are to be processed according to the other related regulations of our Center.

12. These main points are implemented from the issued date.

Application Form for Use of Nan-Hai Theatre, National Taiwan Arts Education Center

Application

Date:

Application unit And number And identity card number	Applicant & Registration No.(for non-individuals only) / Applicant & I.D. No.(for individuals only) (Personal Seal/Signature)
Address	<input type="text"/> - <input type="text"/> County/City town/township/city Road/Street section lane alley no. floor room
Person in Charge	Title: Tel No.: Fax No.: Name: e-mail:
Contact Person	Title: Tel No.: Fax No.: Name: e-mail:
Event Title	
Type	<input type="checkbox"/> Music <input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Traditional Performing Arts <input type="checkbox"/> Folk Art <input type="checkbox"/> Movie <input type="checkbox"/> Variety Show <input type="checkbox"/> Other _
Time Needed (time to be in and out of the venue, including setup, rehearsal, performance and teardown)	From M/H/D/M/Y to M/H/M/Y (The performance is from M/H/D/M/Y to M/H/M/Y) * To avoid any overlapping time periods, please coordinate with our staff beforehand the time you need for the venue.
Objectives for the Event	
Event Contents	
Group & Personnel Participating in the Event	

Promotional Strategies	
Admission	<input type="checkbox"/> Ticket Sale <input type="checkbox"/> Admission by Ticket <input type="checkbox"/> No Admission <input type="checkbox"/> Other
Anticipated Benefits	
Introduction of the Applicant (non-individuals/ individuals)	
Attached files (Certificates of Eligibility and Other Relevant Documents)	1.Certificates of eligibility: <input type="checkbox"/> a copy registration certificate (for non-individuals only) <input type="checkbox"/> a copy of I.D. card (for individuals only) 2.Other relevant documents: <input type="checkbox"/> detailed proposal for the event <input type="checkbox"/> video/audio for the event <input type="checkbox"/> photos <input type="checkbox"/> media coverage/reviews <input type="checkbox"/> other

Remarks:

1. Individual applicants must be R.O.C. citizens of at least 20 years of age.
2. Please type and print the form for review.

Data Source : Laws and Regulations Retrieving System