

[Attachment 4] ICC Tainan Venue Rental Application Form

Last Updated: March 1, 2023

Form Number (To be filled out by ICC Tainan)				
Event Name	(Chinese)			
	(English) <small>(This information will not be made public if not provided)</small>			
Exhibition Venue	1F Exhibition Hall	<input type="checkbox"/> East Exhibition Area	<input type="checkbox"/> West Exhibition Area	<input type="checkbox"/> North Exhibition Hall
	Outdoor Zones	<input type="checkbox"/> Outdoor East Exhibition Area A	<input type="checkbox"/> Outdoor East Exhibition Area B	<input type="checkbox"/> Outdoor East Exhibition Area C
		<input type="checkbox"/> Outdoor East Exhibition Area D	<input type="checkbox"/> Outdoor East Exhibition Area E	
		<input type="checkbox"/> Outdoor North Plaza A	<input type="checkbox"/> Outdoor North Plaza B	Outdoor North Plaza C
Conference Rooms	Conference Rooms - 1F	<input type="checkbox"/> Nusantara A	<input type="checkbox"/> Nusantara B	<input type="checkbox"/> Nusantara C
		<input type="checkbox"/> Nusantara D	<input type="checkbox"/> Nusantara D1	<input type="checkbox"/> Nusantara D2
		<input type="checkbox"/> Nusantara E	<input type="checkbox"/> Nusantara E1	<input type="checkbox"/> Nusantara E2
		<input type="checkbox"/> Orange A	<input type="checkbox"/> Orange B	<input type="checkbox"/> Orange C
	Conference Rooms - 3F	<input type="checkbox"/> Tayouan A	<input type="checkbox"/> Tayouan B	<input type="checkbox"/> Tayouan C
		<input type="checkbox"/> Tayouan D	<input type="checkbox"/> Zeelandia A	<input type="checkbox"/> Zeelandia B
Public Spaces	1F	<input type="checkbox"/> The Lobby	<input type="checkbox"/> East Side Check-in Area	
	3rd Floor Conference Hall – Corridor Area	<input type="checkbox"/> Tayouan A	<input type="checkbox"/> Tayouan B	<input type="checkbox"/> Tayouan C
		<input type="checkbox"/> Tayouan D	<input type="checkbox"/> Zeelandia A	<input type="checkbox"/> Zeelandia B
Kitchen Areas	<input type="checkbox"/> East Outdoor Kitchen Area <input type="checkbox"/> 1F Commercial Kitchen <input type="checkbox"/> West Outdoor Kitchen Area <input type="checkbox"/> 3F Catering Prep Room			
Rental Period	From ____ (yyyy) / ____ (mm) / ____ (dd) to ____ (yyyy) / ____ (mm) / ____ (dd)			
Requested Space(s) 1 <small>(Please fill in the borrowed area)</small>	Move-in Date & Time : ____ (yyyy) / ____ (mm) / ____ (dd) ____ (hh) : ____ (mm) AM/PM Event Date & Time : ____ (yyyy) / ____ (mm) / ____ (dd) ____ (hh) : ____ (mm) AM/PM Move-out Date & Time : ____ (yyyy) / ____ (mm) / ____ (dd) ____ (hh) : ____ (mm) AM/PM			
Requested Space(s) 2 <small>(Please fill in the borrowed area)</small>	Move-in Date & Time : ____ (yyyy) / ____ (mm) / ____ (dd) ____ (hh) : ____ (mm) AM/PM Event Date & Time : ____ (yyyy) / ____ (mm) / ____ (dd) ____ (hh) : ____ (mm) AM/PM Move-out Date & Time : ____ (yyyy) / ____ (mm) / ____ (dd) ____ (hh) : ____ (mm) AM/PM			
Requested Space(s) 3 <small>(Please fill in the borrowed area)</small>	Move-in Date & Time : ____ (yyyy) / ____ (mm) / ____ (dd) ____ (hh) : ____ (mm) AM/PM Event Date & Time : ____ (yyyy) / ____ (mm) / ____ (dd) ____ (hh) : ____ (mm) AM/PM Move-out Date & Time : ____ (yyyy) / ____ (mm) / ____ (dd) ____ (hh) : ____ (mm) AM/PM			
If the above fields are insufficient, please add more as needed.				
Event Website	http:// _____ <small>(If not provided, no link will be provided)</small>			
Organization Name	(Chinese)			

(Same as the invoicing entity)	(English)		
Tax ID/ Business Registration No.	※Name on all fee invoices and payee for the remaining security deposit.		
Address	□□□□□		
Phone		Fax	
Organization Website	(If not provided, no link will be provided)		
Contact Person		E-mail	
Co-organizers Name (If there are co-organizers, please list them.)	(Chinese)		
	(English)		
Address	(Chinese)□□□□□		
	(English)		
Phone		Fax	
Co-organizers Website	(If not provided, no link will be provided)		
Contact Person		E-mail	
Applicant's Signature	Applicant Organization Seal	ICC Tainan Officer's Signature (to be completed by ICC Tainan)	
※Application Date : ____ (yyyy) / ____ (mm) / ____ (dd)		※Acceptance Date : ____ (yyyy) / ____ (mm) / ____ (dd) (to be completed by ICC Tainan)	
※ <input type="checkbox"/> I have carefully read and agree to the "ICC Tainan Venue Rental Guidelines" prior to filling out this form. If this box is not checked, submission of the completed form will be deemed as agreement by default.			

Form Completion Guidelines :

- Meeting rooms must be booked in time slots: 08:00 a.m.–12:00 p.m. / 01:00 p.m.–05:00 p.m. / 06:00 p.m.–10:00 p.m..
 - The applicant guarantees that all information provided is accurate. If the form is incomplete (and not corrected within the specified period) or any information is found to be false, ICC Tainan reserves the right to cancel the application without further notice.
 - The name on invoices for venue rental, overtime charges, and utilities must be that of the main or co-organizer. Once issued, invoice headers cannot be modified. °
 - The payee for any remaining security deposit must also be one of the listed main or co-organizers. No objections from other organizing parties will be accepted afterward.
 - This application form is considered an attachment to the venue rental agreement. Please complete all required sections as specified; otherwise, the application will not be accepted.
- ※Our organization has read and understood all of the above terms.

Note : The information provided in this form will be used solely by ICC Tainan for contact purposes between