

## Applications Regulations of Conference Center Venue Rental

### I. There are 3 sections of meeting schedule for choices

Morning	Afternoon	Evening (Only available for Monday ~ Friday)
09:00-12:00	14:00-17:00	18:00-21:00
Please submit the application form to confirm the reservation and pay the booking deposits that are 30% of venue rental fee within 1 week after application form submission to complete the venue reservation. Rest of payment should be paid on the date of usage. If the date of usage and date of application is within 1 week, please pay the booking deposits 3 days before date of usage. <b>If payment of venue is overdue, the reservation will be canceled and the deposit will not be refunded.</b> Each rental section is for 3 hours. <b>If the usage time of each section is over 30 minutes, the rental fee will be charged as the usage fee for 30 minutes.</b>		

### II. Meeting venues

Venue	Classroom	No. of persons	Amount (For each section)	Remarks
Large conference room	2 <sup>nd</sup> Floor auditorium	Tables and chairs for 80-100 persons Chairs for about 100 persons	12,000 NTD.	Overhead projector is available. The piano is not included. Tables and chairs can be adjusted.
Medium conference room	201	Tables and chairs for 40-50 persons Chairs for about 50-60 persons	6,600 NTD.	Overhead projector is available. Tables and chairs can be adjusted.
	203	Tables and chairs for 20-36 persons Chairs for about 30-40 persons	5,000 NTD.	Overhead projector is available. Tables and chairs can be adjusted.
	311	Table and chairs for 25-30 persons	4,500 NTD.	Overhead projector is available.
Classroom	301	15 persons	2,700 NTD	Long table, U-shape
	205	12 persons	2,700 NTD	Long table
	302	12 persons	2,400 NTD	Long table, U-shape
	303	10 persons	2,100 NTD	Long table, U-shape
	204	8 persons	1,500 NTD	Long table
	304	8 persons	1,500 NTD	Long table

### III. Others

<b>Catering services</b>	Lunch box, 100 NTD/serving (5 is the minimum.) Desserts, 3,000 NTD/serving	Please inform YMCA and pay the fee for catering service 3 days before date of usage. It is alternative. The users can prepare by themselves.
<b>Venue instructions/guidance</b>	There are instructions/guidance for directions and the name of users/activities at doorway and around corners.	They are made with simple color A4 paper for free.

#### IV. Instructions for venue usage

1. YMCA will help to arrange the tables and chairs in advance for the conference room. The users can also come and arrange by themselves 30 minutes before the scheduled time.
2. For classrooms, there are no options for venue arrangements. If tables and chairs have to be moved, users can arrange by themselves and return to the original positions after usage.
3. Please use the areas rented and do not move around other areas. Please do not stay inside and outside the venue for long.
4. Please do not attach posters on the walls or glass surfaces. Please do not put objects separately and keep the tidiness around the venue areas.
5. If the users need table cloths (30 NTD/sheet) or piano (2000 NTD/ section), please inform the customer service staff of the reception counter.

#### V. Remittance

<b>Name: Young Men's Christian Association, Taipei City, R.O.C.</b>	<b>Taipei Branch, Chang Hwa Bank (009) Account: 50125100218400</b>
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© Please fax the remittance slip to YMCA after remittance is transferred for confirmation.  
FAX: 886-2-2381-2145

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