

Venue Rules of U-mkt

The space of U-mkt is generally open for the public, allowing audience visiting during the open hours of the venue. For the sake of preserving the right of the public, environmental security and cleanness, the applicant units should be fully-and-well-aware of “Venue Rules of U-mkt” before application, and abide by the following rules:

Venue Security Deposit

1. The process of venue application is only completed after the selected author pays the security deposit for exhibition. The deposit will only be returned after the selected author returning all the borrowed stuff and completing site restoration and being checked by U-mkt operator. The deposit will be returned without interest as the selected author offers the well-preserved “Receipt of Contract Security Deposit” in the condition of the aforementioned matters being completed. The day of the deposit return will be noticed.
2. If the deposit is not paid in the due time, it means the venue application is not completed and U-mkt operator can accordingly terminate the contract. If the selected author cancels the plan afterwards without advanced mutual consent with U-mkt operator, all the payment as claimed above will not be returned.
3. If any extra expense is requested, the selected author should pay it to the designated account within 7 working days after the venue is used.
4. The amount of deposit is exclusively for venue reservation, and facility fee cannot be requested to withdraw from it.
5. Approach of payment: Only pay by bank wire/transfer accepted. Please send e-mail to notice U-mkt operator (ashleylin@jutfoundation.org.tw) with the scan file of the receipt after the transfer is completed.

Bank info of U-mkt

Bank: Cathay United Bank, Fuhsin Branch
 Name: JUT Foundation for Arts & Architecture
 Swift code: UWCBTWTP018
 A/C : 018-03-5055521

Schedule of Using Venue

1. The time of setting-in & moving-out must be in agreement of operational hours of U-mkt: Monday to Sunday 09:30-18:00. No earlier or overtime is allowed.
2. Open hours of U-mkt: Tuesday to Sunday 10:00-18:00(Open on national holidays, closed on Monday). When adjustment of open hours is needed, the exhibition/performance can still be open as scheduled.

3. The selected author should set-up the exhibition/performance according to the condition of the venue.
4. The selected author must: provide the proposal content (including exhibition statement, statement of purpose, presentation concept, etc.) 90 days before exhibition opening; provide the exhibition design (including exhibition floor plan, equipment list, materials to be used, etc.) 60 days before exhibition opening; confirm exhibition content and provide the execution plan (including traffic flow, lighting configuration, exhibit dimensions and materials, entry and exit schedule, installation methods, installation schedule, etc.) 45 days before exhibition opening; attend a coordination meeting with U-mkt 15 days before setting up the exhibition.

Terms and Conditions of Venue Using

1. The whole area of U-mkt is the City Monument of Taipei, and open fire is absolutely forbidden. The following situations are also strictly forbidden: smoking, alcohol-drinking, betel-nuts-chewing, and eating, bringing food into the exhibition/performance space.
2. The range of traffic flow of setting-in & moving-out, take the floor for example, all should be under precautions protection. Compensations for any reported damages are required.
3. Only basic electric facilities (projection lamps [7W], and 110V ground sockets) are offered in the venue. The use of extra electric capacities requires application in advance, and to be confirmed by U-mkt operator for the safety issue. The selected author should sign a letter of guarantee and pay for the related cost.
4. The exhibition/performance and events held by the selected author should not violate the law, administrative ordinances or offense public order and good morals.
5. No nails or pins into the walls, pillars, the ground, and the ceiling. No painting the walls or the ground. No glue things allowed, but if it is necessary, the selected author must turn all such alterations back to its original appearance as the exhibition/performance ends.
6. Any oil paint and volatile solvents which damage to health are not allowed to use. Materials needed cleansed, such as paint brush, mop and the like, are to be washed in designated sink.
7. All cost of personnel concerning setting-up and the like should be covered by the selected author, not from U-mkt operator.
8. If noise, dust, or irritating gas caused by the selected author has any violation of the rights & interests of the people, U-mkt operator reserves the right to require for improvement or suspending the work. All wastes from the exhibition/performance execution and operation should be tossed away by the selected author.
9. During the run of the exhibition/performance (including move-in and move-out), the selected author must examine carefully if all electric power use is completely off after use.
10. During the run of the exhibition/performance (including move-in and move-out), U-mkt operator will not offer parking space, and any responsibility concerning property security. If temporary parking is needed, this requirement can be offered to U-mkt operator in advance, and will be dealt with according to the condition of the operation of the day.

11. If it is without mutual consent and selling plan with U-mkt operator in advance, the selected author is not allowed to sell things solely on its own, holding events or publication-setting outside the designated space (including public area of U-mkt). If the selected author intends to sell works on the spot, no extra commission is requested from U-mkt operator, however, receipt-offering should be fully responsible on the party of the selected author.

Alteration of the Exhibition/Performance Plan

1. After signing the contract, if the selected author intends to cancel, change dates, or adjust the content of the plan out of certain reasons, such alteration should be notified to U-mkt operator and obtain to achieve mutual consent 2 months in advance. Otherwise, the selected author is obliged to proceed the plan and pay for the relevant expenses cited in the contract.
2. While the arrangement of the space and time for the plan acclaimed in the contract is impossible to execute due to the force majeure, U-mkt operator reserves the right to alter the space and time for the plan. As under such circumstances, the validity of the contract security deposit and the right to use the space will be prolonged up to 6 months at most, and in the limit of one time. The arrangement of the order to use the venue will be reserved for U-mkt operator.

Attribution of Responsibility

1. The selected author can insure certain exhibited or other related items on its own behalf.
2. The rest of cost, such as hiring personnel, transportation and disposal for huge facilities as setting-in & moving-out, should be all undertaken by the party of the selected author.
3. The selected author is to use the facilities of the venue in appropriate and safe way. If any inappropriate use of the facilities causes the personnel any injuries or death, all the medical payment and compensation is to be undertaken by the selected author.

Damage and Compensation

1. The selected author should be responsible to keep the venue clean and maintained. The selected author also should reinstall the space back to its original condition after the exhibition/performance ends. If any damages or messy condition left undisposed, U-mkt operator will hire the clean crew to handle it, then the selected author is fully responsible to pay the cleaning fee and other related costs.
2. If any damage and cost resulted from inappropriate application of facilities, or electricity circuit alteration, exhibition/performance schedule delayed/personnel injury/property loss due to ill-management is to be fully responsible by the selected author for repairing and compensation.
3. The selected author is to be fully responsible for all the issues regarding venue using, operation, and safety. In the sake of securing the accountability of the venue using, U-mkt operator should assign people to examine the space and its operation in certain reasonable periods of time.

The selected author has to sign the contract with the fully agreement of “Venue Rules of U-mkt”, and by contract-signing, the selected author agrees to these terms and conditions. If any violations occur, U-mkt operator reserves the right to terminate the venue application, and plead for compensation of the damage and loss from the selected author.

The venue applicant unit: _____,

has read and understood the terms and conditions of “Venue Rules of U-mkt”

Representative and seal:

Date: _____ (yyyy) _____ (mm) _____ (dd)

