

《The Lab Space-實演場》

場租時段價格表 Rental Times & Rates

2017.May版本

(1) 聯絡方式 Contact:

如有疑問請於週一至週五來電或來信聯絡：
Please call us during office hours, or write us an email:

實演場行政 The LAB Space Administrator: Yang Shu Han
租借信箱 Email : rent@thelabtw.com 電話 Phone : (02)2898-5382

(2) 租借時段區分方式 Rental Times :

開放租借時間自早上十點至晚間十點，每三小時為一個時段，一天共四個時段，如下：
Available rental times are from 10am to 10pm, every three hours makes up a session, with four sessions a day split up as below:

A : 10:00~13:00 B : 13:00~16:00 C : 16:00~19:00 D : 19:00~22:00

(3) 場租費用表 Rental Schedule :

| | 使用用途 Purpose | 非假日 Weekday | | 週末/假日 Weekend/Holiday | | 保證金 Safety Deposit |
|-----------------------------|--------------------------|---------------------|---------------------|-----------------------|---------------------|--------------------------|
| | | A、B 時段 Session | C、D 時段 Session | A、B 時段 Session | C、D 時段 Session | |
| 藝文團體 Arts Groups | 排練 Rehearsal | 600 /時段 Session | 800 /時段 Session | 900 /時段 Session | 1000 /時段 Session | |
| | 課程 Classes | 1000 /時段 Session | 1200 /時段 Session | 1300 /時段 Session | 1400 /時段 Session | |
| | 活動日 Full Day Activity | 6000 /天 Day | | 7000 /天 Day | | 3000 |
| 非藝文團體 Non-Arts Groups | 排練 Rehearsal | 1000 /時段 Session | 1200 /時段 Session | 1200 /時段 Session | 1400 /時段 Session | |
| | 課程 Classes | 2000 /時段 Session | 2500 /時段 Session | 2500 /時段 Session | 2500 /時段 Session | |
| | 活動日 Full Day Activity | 10000 /天 Day | | 15000 /天 Day | | 5000 |
| 拍攝 Shooting | 攝影 Photography | 5000 /天 Day | | 10000 /天 Day | | 3000 |
| | 錄影 Filming | 12000 /天 Day | | 15000 /天 Day | | 10000 |

租借備註 Rental Notes:

- 藝文團體（非營利團體及個人創作者及公家學術單位）；非藝文團體含廣告、公關、電影、傳播公司。Arts Groups are understood as non-commercial groups, individual artists, and school activity groups. Non-Arts Groups include advertising, public relations, film and media companies.
- 日租時段為早上10點到晚上10點(上班時段)。租借超過12小時或在上班時間以外之時段，須加收場租費，超時場租費每小時為平時1.5倍，不滿一小時以一小時計。One Full Day is a 12 hour period from 10am-10pm (Working Hours). The LAB Space reserves the right to charge for additional fees at 1.5 times the base rate, calculated hourly (to the nearest full hour), for any rental period over 12 hours total and/or times outside 10am-10pm.
- 演出費是針對任何對外公開之活動而計費，無論售票與否，例如表演、講座、記者會、播映會等。
A Performance Fee applies to any activity that is open to the general public, with or without entrance fees or

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tickets, including: shows, lectures, press conferences, screenings.

- 拍攝時段費用包含架設與預備時間。Shooting Fees include set up and preparation times.
- 如遇超時工作/逾時離場(超過原定時間即為逾時), 則逾時每小時加收2,000元。若未滿一小時則以一小時計之。If you continue using the space past the agreed time, the LAB Space charges 2,000 per hour. Any additional time will be rounded up to the next hour.
- 超時工作最晚需於三天前提出申請, 實演場因人力及安全之考量, 有權拒絕接受申請。If you would like to use the space overtime, apply for the space no later than three days prior. The LAB may reject applications due to personnel or security concerns.
- **實演場不負責擔任租借者之演出工作人員和工作中所產生之清潔問題。**
- 所有場地租借務必繳交**保證金**新台幣1000元整(起), 並請於租借**第一日**連同**尾款**一併繳清, 場地使用完畢後, 經確認場地無損毀情形且恢復至場地原貌後, 方可退還全額保證金。(租借規範請見**(5)租借規範**)There is a minimum 1000NT refundable **safety deposit** for all rentals, unless otherwise noted. The safety deposit must be paid two weeks before the rental day. After the space is returned and checked for any damages or issues, the security deposit will be returned.
- 請於收到估價單後**十日內**將**50%租金**匯入以下帳戶:
永豐銀行807 西松分行。帳號: 006-018-0000148-4。戶名: 蝴蝶效應劇團

(4) 另加費用Add-on Fees:

實演場的場租費用是以場地基本空間運用計算。如有需要其他服務或設備請參考以下需額外付費的項目。Rental of The LAB Space is based on using the basic space. If you require additional technical elements, please see the below list of add-on services.

- **演出費 Performance Fee (藝文團體 Arts Groups: 1000 /場 Presentation; 非藝文團體 Non-Arts Groups: 2000 /場 Presentation) – 請看“租借備註” Please see *Rental Notes***
- 投影機及投影幕Projector & Screen (500/段session 3100流明) (2000/段session 5500流明)
- 燈控Lighting Board (500/段session) (不含調焦和掛燈, 需自備燈控人員。Does not include focusing or hanging- must have own operator)
- 無線麥克風Wireless Microphone (200/段session)
- 技術人員Technician (1000/段session)
- 其他設備歡迎洽詢實演場。For others, please contact the LAB Space.

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(5) 租借規範Rental Regulations:

- 1) 《The LAB Space-實演場》全面禁煙。No smoking is allowed in the LAB Space.
- 2) 煙槍們請至《空場藝術聚落》建築物以外之空曠地點吞雲吐霧(EX: 鐵捲門以外之空地、一樓...等無屋頂遮蔽之戶外空間), 並請確認已將煙蒂完全熄滅。
Smokers may proceed to open areas outside of Polymer (for example outside the metal doors, the first floor, or the rooftop), and please make sure that all cigarette butts are completely put out.
- 3) 實演場嚴禁攜帶危險物品進入, 禁止飲食(已事先經實演場許可者則不在此限)、吐痰、嚼檳榔; 勿使用任何點火器材, 如打火機、火柴、瓦斯罐、點火器。
Dangerous objects are prohibited in the LAB Space, and no food or drinks are allowed either (unless with permission from the Lab Space). Spitting and betel nuts are prohibited, as are objects that can start fires, like lighters, matches, natural gas, etc.
- 4) 租借人請自行保管實演場內之財物、服裝、燈光、道具及其他財物; 貴重物品請隨身攜帶, 如有遺失或損壞, 實演場概不負責。
Renters of the space should keep close watch of any valuables, costumes, lights, props, or other belongings brought into the LAB Space. If you need to leave the space temporarily, please keep your valuables with you. The LAB Space is not responsible for any losses or damages.
- 5) 請務必愛惜公物並遵照申請時間使用場地; 若需進行大小道具之布置陳設, 請以“便於恢復場地原貌”之材質做為佈置材料。
Please treat the property and equipment with care and follow the agreed upon hours. If additional prop or set pieces are needed to redecorate the space, keep “can easily be restored to its original state” as a rule of thumb.
- 6) 如需外加器材設備, 請在徵得實演場管理人同意後, 方可增設。
If extra equipment is needed, please do not set it up before receiving permission from a manager of the space.
- 7) 未經許可, 不得於實演場與空場(實演場所在之藝術聚落)內、外, 擅自增設安裝電器與外加電力。
No electrical equipment or additional power source may be added in the LAB Space or Polymer without permission.
- 8) 凡因演出需要而將實演場內部牆面重新油漆者, 在歸還場地時須將場地恢復至原本黑色牆面(立邦5合1, 平光, 色號802); 未完成場地恢復者, 視為場地歸還不全, 實演場得以延緩保證金之退還。租借人於演出結束後一周內若未將場地恢復完成, 將視為無條件放棄保證金, 實演場不需退還。
- 9) 實演場為封閉空間, 場內嚴禁使用會產生有毒氣體、造成人體不適異味之揮發性液體, 如松香水、汽油、酒精等等。
The LAB Space is a closed space. No toxic gases or liquid substances that might cause discomfort (like cologne, perfume, oil, or alcohol) are allowed in the space.
- 10) 實演場牆面設有鏡子, 平日以黑色布簾圍上, 請勿拍打撞擊, 以免鏡子破裂造成財物受損、人員受傷。(實演場財物受損規範罰則, 請見第14條)
The LAB Space has a wall covered with rehearsal mirrors which are usually covered with black curtains. Please do not bang on the mirrors to prevent them from breaking and causing damages or casualties. (See article 16 for the Lab Space's policy on damaged property and compensation)
- 11) 實演場嚴禁於黑膠地板上切割、塗鴉, 若造成地板受損導致需要更換, 則依照市價賠償整道地板。**(黑膠地板必須為以下尺寸: 寬92cm長1800cm厚1.8mm, BG318黑/灰舞蹈地板, 不得以拼接方式賠償)**
Any cutting, painting, or actions damaging the marley floors is strictly prohibited. If the floor needs to be replaced because of your actions, you will be required to compensate for the floor according to market prices. (Dimensions of the marley floor are as follows: W 92cm x L 1800cm x Thickness 1.8mm; BG318 Black/Grey dance floor, entire floor must be compensated for)
- 12) 租借用途為劇團排練者, 請自備地板標示用品, 僅可使用不傷害地板材質、無殘膠之膠帶。租期已滿、撤場

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前請將標示馬克清理乾淨，將場地復原並由實演場管理人員檢查無誤之後方可離開。

Those renting the space may bring their own floor markers. Anything used to mark the floor should not damage the marley or wood. At the end of the rental period, please remove all markers, restore the space to its original state, and have a manager of the Lab Space check the space for any problems before leaving.

- 13) 租借人務必在歸還場地前把實演場恢復原狀，包括掃地、丟垃圾、從整燈光設備、等。不得因任何緣故將垃圾擱置於實演場或空場聚落周邊，違者將酌收1500元場地整理費。The renter is responsible for returning The LAB Space to its default condition, including, if needed: sweeping the floor, removing garbage, re-focusing lights, etc.
- 14) 租借人所備大小道具，需以不破壞實演場內既有裝置設備為一定前提，若場地使用後有所毀損，租借人需付賠償責任，金額則照當時新品售價之1.5倍賠償。
Any props brought in by renters can be done so as long as no equipment of the LAB Space is damaged as a result. If the LAB Space property is damaged, the renter is responsible for compensating 1.5 times the original price of the damaged object.
- 15) 場地用畢、撤場前請務必移除道具，長期租用者於實演場同意後，可暫放道具於實演場內，惟實演場不負保管責任。租借人使用結束撤場後，如有留下物品，則視同租借人授權實演場任意處理。**(清潔未完成者之規範罰則，請見第13條)**
All props must be removed after using the space. Long-term renters may temporarily store their props in the LAB Space with prior permission, however the LAB Space is not responsible for them. If props are left in the LAB Space after striking and returning the space, the LAB Space will dispose of the props as it pleases.
- 16) 申請租借人違反上述第一至第十五項之規定，經口頭勸告累積三次後仍未改進者，實演場得以立即取消該租借人之場地使用權、沒收租借費用，並停止該租借人兩年內申請租用《The Lab Space-實演場》之權利。
If renters of the space violate any of the aforementioned rules and continue to do so after three verbal warnings, the LAB Space will cancel the renter's rights to using the venue, keep the rental fee, and prohibit the renter from using the LAB Space for two years.
- 17) 實演場以外之空間皆屬空場藝術聚落所有，若因故需移動物件，請告知管理人後再行移動；若未盡告知義務而導致物件有所損害，實演場或空場藝術聚落有權要求照價賠償。
- 18) 卸貨口外空地僅作為貨車卸貨、聚落藝術家停車使用，如需借用停車位或卸貨空間請先告知實演場管理人，不可影響其他車輛進出。
- 19) 出借人在任何情況下，均不得將場地以任何名義、理由、轉讓、分租、轉租、贈與第三方使用。如有發生，實演場有權收回場地使用權並不予以退場租保證金。
- 20) 實演場之租借人，若從事違法或與申請項目不符活動，實演場有權停止租借人之場地使用，並不予退費。
If renters of the LAB Space engage in activity that is illegal or not in agreement with the applied for event, the LAB Space has the right to stop the renter from using the space, and, with no refunds.
- 21) 本租用管理方法，經相關單位核定後實施，修正時亦同。實演場保留修正與更動之權利。
Changes made to the Rental Guidelines are implemented after approval is given by related parties. The LAB Space holds the right to revise and make changes to the Rental Guideline.
- 22) 如有本文未竟之事宜及細則，實演場將依情況處理。
If there are details not mentioned or resolved in the Rental Guidelines, the Lab Space will review them separately according to each individual case.