

## Taipei City Park Rental Application Form (example)

Name of Event	○○○○○○○○○○ (activity)	Duration of Use	From: 2020/ 08 / 11 08:00 (YY/MM/DD HR) Till: 2020 / 08 / 11 17:00 (YY/MM/DD HR)		
Description of Event	○○○○○○○○○○				
Name of Park Used	○○○○ Park	No. of Participants	50	Type, Quantity & Weight of Vehicle	None (each up to 8, 800kg)
Notes	<ol style="list-style-type: none"> <li>1. Please enclose Event Proposal &amp; Safety Plan, Environmental Maintenance Form or Event Safety Maintenance Plan</li> <li>2. For profit making activities, please enclose form of Vendor Selling Activities</li> </ol>				
<p>Attention to: Parks and Street Lights Office, Public Works Department, Taipei City Government</p> <p>Applicant: _____ Signature/Seal: _____</p> <p>Responsible Person: Daming Wang Signature/Seal: Please affix personal stamp</p> <p>ID Card No.: A123456789</p> <p>Undertaker: Daming Wang Signature/Seal: Please affix personal stamp</p> <p>ID Card No.: A123456789</p> <p>Address: No. 1, Shifu Rd., Taipei City</p> <p>Tel.: 27258185 0911111111</p> <p>Activity Organizer On-site: Daming Wang Signature/Seal: Please affix personal stamp</p> <p>ID Card No.: A123456789</p> <p>Address: No. 1, Shifu Rd., Taipei City</p> <p>Tel.: 0911111111</p> <p>Name of Account for Refund: Daming Wang</p> <p>Name of Financial Institute: Shifu Branch, Fubon Financial Bank</p> <p>Account No.: 123-456-1234567-1</p> <p style="text-align: right;">Date: 2020 / 00 / 00</p>					

**Note:**

1. Application Deadline: From 10 days to 180 days before the applied event held.
2. In case of damage, the responsible person, undertaker and activity organizer on-site of the application unit will be jointly held liable under legal proceedings.
3. Event proposal and safety plan for event held in Taipei City Park. (example)

# Event Proposal and Safety Plan for Event Held in Taipei City Park (example)

I. Date and time of event:

From 2020 / 08 / 11 08:00 (YY/MM/DD hr:mm) to 2020 / 08 / 11 18:00 (YY/MM/DD hr:mm)

II. Purpose of usage:

(1) ○○○○○○○○○○○○

(2) ○○○○○○○○○○○○

III. Scope of event (please provide name of the field with attachment of event layout and traffic flow plan):

○○○○○○○○○○○○○○○○

IV. Type of event (please tick):

This event falls under the

1. Academic, artistic, sport, leisure category or other events of similar property

2. Charity category

3. Others (please specify):

V. Description of event (please describe the theme and target of event):

○○○○○○○○○○○○○○○○

VI. Name of unit, personnel and number of people participating in the event (incl. the organizer, co-organizer, performance or instructing units):

Name of unit: ○○○○○○

Number of personnel: 30

Total Number of people: 50 (incl. family members and audience)

VII. Procedures of the event (please describe the agenda and content):

08:00 –○○○○○

14:00 –○○○○○

10:00 –○○○○○○

16:00 –○○○○○

12:00 –○○○○○○○○

17:00 –○○○○○○○○○○

VIII. Facilities (In case of separate hardware equipment and vehicle transportation, please describe the condition of equipment, type of vehicle, number of trips and direction in detail. Vehicles shall not enter the lawn yard.)

○○ x 1, ○○ x 1 and ○○○○ x 3

IX. Content of traffic control and safety plan:

(1) Traffic control during the event: (Please specify the relevant control measures)

The ○○○○ will arrive at the ○○ park with their own transport and park in the parking lot; thus no special control is required.

(2) Police support: (If necessary, a written notification shall be submitted to the City Police Department in advance. Please indicate "None" if no police support is required.)

None

(3) Safety maintenance:

For keeping the order of event on site in order and preventing nuisance to the neighborhood, 2 safety personnel will be consigned depending on the situation for

maintaining the order and safety on site during the event. However, please apply for police support in advance if experiencing nuisance and disorder that cannot be eliminated without police coordination.

(4) Public safety maintenance:

In order to ensure safe execution of the event, please reserve sufficient access for the fire engine.

(5) Cleaning:

The organizer will arrange for cleaners to clean the site and restore the facilities during and after the event, as well as dispose of waste away from the site. In case of damage to the facilities on site due to the event, the organizer will be liable for compensation.

(6) Medical support:

First-aid kit is provided on site for simple protection against injuries. In case of personnel injury, such personnel will be transported to a hospital nearby.

(7) Other items of safety maintenance: None