

## Taipei Water Department Taipei Water Park Venue Use Application Form

I hereby apply for the use of a venue at Taipei Water Park and agree to comply with the "Taipei Water Department Taipei Water Park Venue Use Management Key Points" and all relevant regulations. In the event of any violations, I acknowledge and accept the termination of venue usage and the obligations and legal responsibilities outlined in the aforementioned guidelines and regulations without objections. I kindly request your approval of the application.

1. Applicant/Organization:	2. Application Date: ____/____/____/____ (YYYY/MM/DD/HH:MM) (Day of the Week ____)
a. Company GUI No.:	b. Contact Person or Representative:
c. Company Tel:	d. Contact Person's Mobile Number:
e. Company Address:	
3. Application Type <input type="checkbox"/> Filming of commercial videos (advertisements, music videos, etc.) <input type="checkbox"/> Filming of print advertisements <input type="checkbox"/> General event	4. Is this a large-scale event? (See definition on the next page): <input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes" is selected, a separate application is required.)
5. Expected number of participants: ____ persons	6. Event Schedule: ____/____/____/____ (YYYY/MM/DD/HH:MM) (Day of the Week ____) to ____/____/____/____ (YYYY/MM/DD/HH:MM) (Day of the Week ____)
7. Event Theme and Content Summary: <b>(Please attach a proposal or script. For print advertisements, specify the name of the publication. If the event involves charity sales or fundraising activities, approval documents from the relevant authorities must be attached.)</b>	
8. Media Outlet Name: (For filming applications only)	
9. Scheduled Broadcast/Publication Date: (For filming applications only)	
10. Filming Equipment and Scene Setup: <b>(If not applied for in advance or if it violates the venue management regulations, the park management reserves the right to prohibit the activity or filming.)</b>	
11. Entry and Exit Schedule	Entry Time: ____/____/____/____ (YYYY/MM/DD/HH:MM) Exit Time: ____/____/____/____ (YYYY/MM/DD/HH:MM)
<b>Below to be Filled by Taipei Water Park Management Only</b>	
12. Venue Usage Fees and Deposit	Venue Usage Fee: NT\$_____.
	Others: NT\$_____.
	Deposit: NT\$_____.
13. Venue Restoration	<input type="checkbox"/> Restoration completed; deposit approved for refund. Inspector: _____ <input type="checkbox"/> Restoration incomplete; further actions required. Inspector: _____ Required Improvements/Actions: _____ Applicant agrees to follow the required actions. Signed by:

Note: 1. Form Download: <http://waterpark.water.taipei/>  
2. Contact Information: Taipei Water Park (02) 8369-5104  
In-person: Taipei Water Park (No. 1, Siyuan Street) or send email to [waterpark@water.gov.taipei](mailto:waterpark@water.gov.taipei) or fax (02)8369-5105 (please call to confirm receipt)  
3. Applicants must obtain public liability insurance in accordance with the Executive Yuan's approved guidelines on appropriate insurance coverage for public venues or events held in outdoor spaces.  
4. For details on the definition of large-scale gatherings in Taipei City and the recommended coverage for public liability insurance, please refer to the next page.

**According to Point 2 of the Taipei City Large-scale Crowd Activity Safety Management Program Regulations, the scope of large-scale gatherings is defined as follows:**

(I) Events classified as large-scale gatherings refer to those organized by the Taipei City Government and its affiliated agencies or hosted by private entities using government-managed venues. These events must have an estimated attendance of 1,000 or more people and last for more than two hours. Applicable events include:

1. Sports competitions.
2. Concerts, music festivals, or similar events.
3. Exhibitions, trade fairs, job fairs, expos.
4. Lantern festivals, flower festivals, fireworks displays.
5. Traditional festivals and indigenous cultural celebrations.

(II) The following events are exempt from this regulation:

1. Events held within sports stadiums, cinemas, theaters, concert halls, religious venues, entertainment venues, department stores, exhibition centers, and amusement parks, provided they align with the venue's designated purpose, business scope or official development plans.
2. Private ceremonies such as weddings and funerals.
3. Events conducted in accordance with the "Assembly and Parade Act" or the "Standard Operating Procedures for Large-Scale Religious Processions and Similar Events in Taipei City."

(III) If an event features innovative performances or entertainment activities that may pose safety risks, exceeds the city's emergency response capabilities or involves an unusually large gathering of people in a non-routine activity, the Taipei City Government may designate it as a large-scale gathering and regulate it accordingly.

## Executive Yuan – Recommended Public Liability Insurance Coverage for Public Venues and Events

### (Plan 1)

Insurance Content		1	2	3	4	5	6	Remarks:	
Coverage Amount (Currency: NT\$)	Per Person Bodily Injury Liability	<b>NT\$ 6,000,000</b>	NT\$ 6,000,000	NT\$ 6,000,000	NT\$ 6,000,000	NT\$ 6,000,000	NT\$ 6,000,000	Note	
	<b>Per Accident Bodily Injury Liability</b>	<b>NT\$ 30,000,000</b>	<b>NT\$ 60,000,000</b>	<b>NT\$ 120,000,000</b>	<b>NT\$ 180,000,000</b>	<b>NT\$ 240,000,000</b>	<b>NT\$ 300,000,000</b>		
	Per Accident Property Damage Liability	NT\$ 2,000,000	NT\$ 2,000,000	NT\$ 2,000,000	NT\$ 2,000,000	NT\$ 2,000,000	NT\$ 2,000,000		
	Maximum Compensation Within Policy Period	NT\$ 64,000,000	NT\$ 124,000,000	NT\$ 244,000,000	NT\$ 364,000,000	NT\$ 484,000,000	NT\$ 604,000,000		
<b>Outdoors</b>	<b>1. Outdoors (Non-Sports)</b>	Speeches, seminars, cultural and artistic events, workshops, press conferences and other static activities, as well as concerts, banquets, year-end parties, expos (food, IT, travel, anime), trade shows, fairs, family days, performances, exhibitions and camping events.	500 or fewer participants	501 to 3,000 participants	3,001 to 5,000 participants	More than 5,001 participants	<b>X</b>	<b>X</b>	Considering the nature of outdoor activities, where the risk of a single incident is more dispersed.
	<b>2. Outdoors (Sports)</b>	Mountaineering, hiking, marathons, sports competitions, cycling events, various drills (including water rescue, disaster prevention and firefighting), children's festivals and sporting events...etc.	1,000 or fewer participants	1,001 to 3,000 participants	3,001 to 10,000 participants	More than 10,001 participants	<b>X</b>	<b>X</b>	Considering the nature of outdoor activities, where the risk of a single incident is more dispersed.
	<b>3. High-Risk Activities</b>	Fireworks displays, firecrackers, or events involving explosive or flammable materials, New Year's Eve countdown events, temple fairs, water-related activities and political rallies or marches.	200 or fewer participants	201 to 500 participants	501 to 1,000 participants	1,001 to 3,000 participants	3,001 to 5,000 participants	More than 5,001 participants	Due to the high density of people in these activities, the risk of a single incident is relatively higher.

**(Plan 2)**

Insurance Content		1	2	3	4	5	6	Remarks:	
Coverage Amount (Currency: NT\$)	Per Person Bodily Injury Liability	<b>NT\$ 5,000,000</b>	NT\$ 5,000,000	NT\$ 5,000,000	NT\$ 5,000,000	NT\$ 5,000,000	NT\$ 5,000,000	Note	
	<b>Per Accident Bodily Injury Liability</b>	<b>NT\$ 30,000,000</b>	<b>NT\$ 50,000,000</b>	<b>NT\$ 100,000,000</b>	<b>NT\$ 150,000,000</b>	<b>NT\$ 200,000,000</b>	<b>NT\$ 250,000,000</b>		
	Per Accident Property Damage Liability	NT\$ 2,000,000	NT\$ 2,000,000	NT\$ 2,000,000	NT\$ 2,000,000	NT\$ 2,000,000	NT\$ 2,000,000		
	Maximum Compensation Within Policy Period	NT\$ 64,000,000	NT\$ 104,000,000	NT\$ 204,000,000	NT\$ 304,000,000	NT\$ 404,000,000	NT\$ 504,000,000		
<b>Outdoors</b>	<b>1. Outdoors (Non-Sports)</b>	Speeches, seminars, cultural and artistic events, workshops, press conferences and other static activities, as well as concerts, banquets, year-end parties, expos (food, IT, travel, anime), trade shows, fairs, family days, performances, exhibitions and camping events.	500 or fewer participants	501 to 3,000 participants	3,001 to 5,000 participants	More than 5,001 participants	<b>X</b>	<b>X</b>	Considering the nature of outdoor activities, where the risk of a single incident is more dispersed.
	<b>2. Outdoors (Sports)</b>	Mountaineering, hiking, marathons, sports competitions, cycling events, various drills (including water rescue, disaster prevention and firefighting), children's festivals and sporting events...etc.	1,000 or fewer participants	1,001 to 3,000 participants	3,001 to 10,000 participants	More than 10,001 participants	<b>X</b>	<b>X</b>	Considering the nature of outdoor activities, where the risk of a single incident is more dispersed.
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# Taipei Water Department Taipei Water Park Venue Use Compliance Agreement Form

The applicant hereby acknowledges and agrees to all of the following terms. In the event of any violation, the applicant unconditionally accepts the corresponding penalties without objection.

1. The applicant confirms that all information provided in this application is accurate and truthful. The applicant acknowledges and agrees to abide by the Taipei Water Department Taipei Water Park Venue Use Management Key Points. In the event of any violation, the applicant accepts the termination of venue usage and assumes all obligations and responsibilities outlined in the aforementioned guidelines without objections.
2. The venue shall not be used for any purpose other than what was originally approved in the application. If the actual use deviates from the approved purpose and violates the Management Key Points, the Taipei Water Department reserves the right to cancel or terminate the event without refunding the venue usage fee. The deposit will be refunded only after confirmation that no restoration work is required.
3. The applicant is responsible for managing and maintaining all facilities and equipment set up within the approved venue usage area. The applicant assumes full liability for any personal injuries, fatalities or property damage incurred during the event.
4. The applicant agrees to comply with the Noise Control Act, Social Order Maintenance Act, and other relevant regulations during the venue usage period. If the event disrupts the surrounding environment, fails to maintain order, affects visitors or nearby traffic, or poses safety hazards due to improper venue setup and if the issue remains unresolved after warnings, the Taipei Water Department reserves the right to deduct NT\$ 3,000 from the deposit as a penalty. If violations result in citations issued by environmental protection, police, or other competent authorities, the applicant must accept and pay the fines independently. If the applicant continues to violate regulations after receiving a citation, and further citations are issued, the Taipei Water Department reserves the right to immediately terminate venue usage without prior notice, retain the venue usage fee, and deduct penalties from the deposit before refunding any remaining balance after confirming that no restoration work is required.
5. If event activities or filming operations obstruct visitor pathways or interfere with park operations and the issue remains unresolved after warnings, the Taipei Water Department may deduct NT\$ 3,000 from the deposit. If the violation is severe, the department reserves the right to cancel or terminate the event without refunding the venue usage fee.
6. If venue restoration and cleaning are not properly completed, and the issue remains unresolved after inspection, the Taipei Water Department may deduct NT\$ 5,000 from the deposit. Additionally, if event-generated waste is not fully removed (including improper disposal in park areas or public restrooms) and the issue remains unresolved after inspection, the department may deduct NT\$ 3,000 from the deposit.
7. If event setup is not dismantled and cleared within the designated deadline and the issue remains unresolved after inspection, the Taipei Water Department may deduct NT\$ 5,000 from the deposit.

8. If venue usage results in consequential damage to Taipei Water Department facilities or equipment, the applicant is responsible for repairs or compensation. If the damage affects park operations, the applicant must also compensate for any resulting operational losses. Repair and compensation costs will be deducted from the deposit. If the deposit is insufficient, the Taipei Water Department reserves the right to seek additional compensation from the applicant.
9. If the applicant violates any regulations, the Taipei Water Department may refuse future applications, cancel existing reservations, or require an increased deposit amount for future applications.
10. For special project collaborations or public welfare events where no deposit has been paid, the applicant agrees to comply with all the aforementioned regulations. Any penalties or compensation incurred shall be handled in accordance with this agreement.

Applicant (Organization):

ID Number (or Company GUI No.):

Contact Number:

Declarant (Position):

Contact Number:

Date of Declaration:

(This agreement is issued in duplicate, with each copy bearing the same legal effect. One copy shall be retained by the applicant and the other by the Taipei Water Department.)

# Taipei Water Department Taipei Water Park Venue Restoration Confirmation Form

User (Organization): \_\_\_\_\_

Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD) (Day of the Week:\_\_\_\_)

Location:

- Plaza in front of Scenic Fountain
- Garden in front of the Museum of Drinking Water
- Fountain Garden with Stage
- Water Country Park
- Water Distribution Equipment Display Area
- Pipe Sculpture Area
- Guanyinshan Hiking Area
- Pressure-Reducing Tower and Surrounding Plaza
- Plaza in front of the Taipei Water Park entrance
- Gongguan Riverside Plaza
- Siyuan Street Plaza
- Guanyinshan Reservoir
- Others: \_\_\_\_\_

Status of Restoration:

- Venue facilities remain intact and undamaged
- Waste and ground cleaning completed (no trash left on-site)
- Flags, floor stickers, and decorations removed
- Others

Inspector:

Time of Inspection:

(On the day of the event, please contact the nearest on-site security personnel for inspection and confirmation. If no security personnel are present, please call the [Management Center at \(02\) 8369-5104](tel:02-8369-5104) for confirmation. This completed form must be presented to process the deposit refund.)