

REST Book and Bed Space Rental Regulations

1. Renting for three hours is counted as a unit, which includes set-up time and space restoration time. Please check the form below for our billing standards. Every usage beyond a complete hour will be charged another full hour (500NTD for every additional hour). Rental fee does not include cleaning services, thus please thoroughly clean-up and sort the trash accordingly and restore the space to its former state after the rental time.
2. Please no outside food and/or beverages. If so, cleaning fees are charged at NTD 500 for 20 people and under and NTD 30/person for groups of more than 21 people.
3. Tables, chairs and water are complimentary. Should you have needs for the use of a projector, projector screen, laptop, speakers, microphones or audio equipments, please state so in the application form.
4. For persons not renting the space, should they require to use our socket to charge their electronic devices such as cell phones, laptop or tablets, the standard fee is NTD 50 for the first hour and NTD 1 for every additional minute.
5. For kitchen rentals, kitchen utensils will be provided (excludes consumables such as seasonings and disposable tableware). Please confirm beforehand with our on-site staff the amount and type of utensils needed. A deposit fee of NTD 1000 will be required, and will be returned once the kitchen and kitchen utensils are cleaned and restored to its former state.
6. Should you also happen to make a reservation for meals in the bookstore during the time of your rental, the meal time (maximum 2 hours) will not be counted into the renting hour. For meal reservations please inquire our staff for details.
7. Compensations will be charged accordingly for any lost or damage to the facility, equipment and/or devices such as tables and chairs.
8. Our staff reserves the rights to suspend any unauthorized private or business activities being held without our prior knowledge.
9. To avoid disturbances of our neighborhood, persons renting our outdoor space should take note that our outdoor site should be restored to its former state before 10PM.
10. The following is the renting criteria:

	Fees for 3hrs/unit	Number of people	Notes
First Floor Bookstore	NTD 1500	Groups of 20 people and under	
	NTD 2000	Groups of 21-40 people	
	NTD 3000	Groups of 41-60 people	
First Floor Kitchen & Dining Area	NTD 1500	Groups of 10 people and under Charge of NTD100 for every extra person	Maximum 20 people
Second Floor Living Room	NTD 1200	Groups of 12 people and under	Charge of NTD 500 for every 3hrs usage of air conditioner
	NTD 2000	Groups of 13-20 people	
Outdoor Kitchen	NTD 1500	Groups of 20 people and under Charge of NTD 100 for every extra person	1. For people who'd like to have barbeque in this area, please inquire our staff for details. 2. Maximum 200 people for the outdoor space.
Outdoor Patio	NTD 1500	Groups of 30 people and under Charge of NTD 50 for every extra person	

11. After filling in the application form, please e-mail to restbb54@gmail.com or contact our Facebook page. REST Book & Bed reserve the rights to decide whether or not to rent the place.

* REST Book & Bed will send one of our staff on duty in case of emergency or requirement of equipment. We do not offer additional manpower.

籃城書房場地租借申請表

RESTBB Space Rental Application Form

活動名稱 Event name			
申請團體名稱 ／申請人姓名 Applicant's name			
連絡電話 Phone number		電子郵件 Email	
租借日期 Date		租借時段 Hour	
租借空間 Space	<input type="checkbox"/> 一樓書房 1F Bookstore	預估人數 Number of Participants	
	<input type="checkbox"/> 一樓廚房 1F Kitchen & Dining Area	是否訂餐 Meal Order	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
	<input type="checkbox"/> 二樓客廳 2F Living Room	費用 Rental Fee	_____元 (本欄位由書房填寫)
<input type="checkbox"/> 戶外廚房 Outdoor Kitchen	<input type="checkbox"/> 戶外廣場 Outdoor Square		
所需設備 Equipment	<input type="checkbox"/> 無 None		
	<input type="checkbox"/> 投影布幕 Projection Screen		
	<input type="checkbox"/> 電腦 Laptop		
<input type="checkbox"/> 電腦喇叭 Computer Speakers			
<input type="checkbox"/> 投影機 Projector			
<input type="checkbox"/> 麥克風／音響 Microphone／Speakers			
活動簡易內容及時程 Brief Content			
其他需求 Other request			
<input type="checkbox"/> 我已詳閱並同意遵守籃城書房場地租借規則。 I have read and accept RESTBB Space Rental Rule.			

籃城書房審核人及審核日期：_____