**Rental Application for the Dream hall at the KT Square**

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| **Applicant** | Company  |   | Business registration number  |    |
| Person in charge |   |  Tel) FAX)  |
| E-email |  | Mobile  |   |
| Address  |  |
| The entity carrying out an event | Agency □ Organizer □ Name ( ) |
| Organizer  |   | Person in charge at the organizing entity |  |
| **Information for issuing tax invoice**(\*The following are required to be filled out.A tax invoice will be issued on the day of an event with the name of it.)  |
| **Company**  | Business Registration Number |  |
| Company |  | Representative(name) |  |
| Address  |  |  |
| Type  |  | Category |  |  |
| **Person in charge** | Person in charge  |  | Tel) FAX) |
| E-mail |  | Mobile  |  |
| **Summary of an event** | Title of an event |  |
| Type | Lecture □ Seminar □ Kick-off/Ceremony for employment □ Concert □ Press conference /launching show □ Others(event) □ |
| Date  | 20 [YEAR] [MM] [DD] 00: 00 ~ 20 [YEAR] [MM] [DD] 00: 00 ( day[s])) |
| Rental space | Dream Hall □ Waiting room □ |
| Content of the event(program) | * Details
* Major program
* Other details including the time of beginning/time of completion
 |
| Details | * Opening time(when audience is admitted)
* Intermission (00min)
* Cast /List of VIP
* Others

**※ If sufficient details are not provided, an approval for the rental can be rescinded.**  |
| **Type and Date of Rental**  | **Category**  | **Date of rental** | **Details** |
| Rental for preparation (A day before the event) | 20 [YEAR] [MM] [DD] 00: 00~00: 00 (Total hours: ) | Set-up/preparation 00:00 ~ 00:00 |
| Rehearsal 00:00 ~ 00:00 |
| Closing 00:00 ~ 00:00 |
| The day of the rental | 20 [YEAR] [MM] [DD] 00: 00~00: 00 (Total hours: ) | Set-up/preparation 00:00 ~ 00:00 |
| Beginning 00:00 ~ 00:00 |
| Finish 00:00 ~ 00:00 |
| Removal and closing 00:00 ~ 00:00 |
| **Attached document(required )**1. One copy of a rental application
2. One copy of consent for collecting and using personal information
3. One copy of consent for using the Dream Hall
4. One copy of an event planning
5. One copy of business registration certificate
6. One copy of application for the use of supplementary facilities

※ PR materials/display cannot be installed outside of the Dream Hall; provided that, placing a reception table and X banners can be consulted, but an approval can be cancelled following the exhibition schedule of the KT Square.  |

**.**

**I, herein, apply for rental for the Dream Hall at the KT Square.**

Date: [YEAR] [MM] [DD]

Applicant:          (seal)

\*A document without a seal or signature cannot be effective as an application.

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| **Application for the use of supplementary facilities of the Dream Hall at the KT Square**  |
|  |
| **1. Name of the event :** |
| **2. Date of the event :** [YEAR] [MM] [DD] |
| **3. Time :** 00: 00~00: 00 |
| **4. Items**  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit price** | **Others** |
| **GRAND PIANO** | **( )** | **50,000** |  |
| **BEAM PROJECTOR** | **( )** | **100,000** | Including a screen |
| **WIRELESS MICROPHONE (Total 8)** | **( )** | **20,000** | Four(4) are provided out of charge. An additional microphone shall be charged per piece. |
| **PIN MIC (Total 2)** | **( )** | **20,000** | Charged per piece |
| **MICROPHONE (Total 27)** | **( )** | **10,000** | Charged per piece, consultation required for the model (14 for vocals, 악13 for instruments) |
| **BASS AMPLIFIER** | **( )** | **30,000** |  |
| **GUITAR AMPLIFIER** | **( )** | **30,000** |  |
| **SET DRUM’S** | **( )** | **50,000** |  |
| **SYNTHESIZER** | **( )** | **30,000** | Consultation for the model required |

 |
| **(※ excl. VAT / Unit: KRW)** |
| **5. Others** |
| 1. Piano tuning shall be carried out a designated piano tuner or an applicant shall bring one

(additional consultation required) |
| 2) This application shall be submitted two weeks prior to the date of rental |
| 3) If you have further questions, please contact at 1577-5599 |
|  |
| Date: [YEAR] [MM] [DD]  |
| Applicant:          (seal)\*A document without a seal or signature cannot be effective as an application |
|  |

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| **Consent for Collecting and Using Personal Information** |

**KT Corp.**

|  |
| --- |
| When the KT Corp. (“Corporation”) intends to collect and use your personal information with respect to transaction with your company, it shall obtain your consent pursuant to the Article 15, 22, 24 of the Personal Information Protection Act. The personal information would be managed by the KT Corp. (“Coporation”) and the KT Group Hope Sharing Foundation (“Foundation”) which operates Dream hall on consignment basis. I, hereby, give consent for collecting and using personal information.  |

**□ Matters regarding collecting and using personal information (consent required)**

|  |  |
| --- | --- |
| **Purpose of collecting and using** | ▪ Identification ▪ Reservation, implementation, and management for rental▪ Entering into an agreement for paying the price for the transaction with the Corporation, and maintenance, fulfillment, and management thereof.  |
| **Collected items** | ▪ Required items: Name/Company name, address, bank information, mobile phone number, business registration number, E-mail  |
| **Period for holding and using the information** | ▪ The information shall be held and used from the day of consent for collecting and using personal information to the day of fulfilling the purpose of collecting and using (completion of payment). ▪ After the day of fulfilling the purpose of collecting and using, the information shall be held for five years only for the purpose of fulfillment of legal duty, resolution of dispute, and handling civil complaints; provided that, when the relevant legal provision is applicable, it shall be complied with.  |
| **The right for refusal and subsequent disadvantage** | ▪ You can refuse for your personal information to be collected and used; provided that, without consent for the required items, concluding, maintaining, fulfilling and managing an agreement is impossible.  |

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| **I am, herein, provided with sufficient explanations on the matters regarding collecting and using personal information; read the details; understand; and give consent on it.**  **\_\_\_ [MM] \_\_\_ [DD] \_\_\_\_\_\_ [YEAR ] Name : signature/(seal)**  (autograph required)  |

**Consent for Use of the Dream Hall**

**C**

**Consent**

**1. Guide for restriction**

 **1) Restriction on display installation**

- Any installation/garland that has not been agreed on can be removed without prior consent.

**2) Restriction on parking and stop**

- The maximum three cars that have been registered in advance can be parked (additional registration not allowed)

**3) Restriction on disposal of waste/food**

- Waste/food produced regarding an event shall be directly removed by a lessee

- Illegal littering around the building or the restrooms of the KT Square can be subject to penalty.

**4) Prohibition on carrying in food inside the Dream Hall (excluding water)**

**5) Employment of staffs to operate the light and sound system**

- A lessee is responsible to employ his or her own staff members for the light and sound operation during the rental period.

- During the rental period (including preparation and closing time), a lessor will not be liable for any stage accident.

**2. Regulations**

1) The rental fee shall be paid immediately after the conclusion of contract and the notification of deposit account.

O Account information: Individual notification through the invoice o Account holder: KT Corp.

2) Posters and PR materials for the performance can be attached to or placed in designated locations.

3) Without consent from the person in charge, the equipment in the Dream Hall cannot be moved or changed.

4) Please do not damage the floor and equipment of the hall; when damaged, they shall be recovered to the initial states.

5) Please arrange equipment of the hall in order after completion of an event.

6) Waste to be recycled, on which a prior agreement has been made, shall be separated and informed to the person in charge.

7) A lessee shall be liable for all of the responsibilities of implementing rental and safety.

When violation of the aforementioned is committed, an approval for further events (for an organizer and an agency) can be restricted.

I, here in, give consent for complying with the aforementioned.

 **\_\_\_ [MM] \_\_\_ [DD] \_\_\_\_\_\_ [YEAR]**

**Person in charge (seal)** (signature required)

**KT Square Dream Hall Rental Manual**

**□ How to Rent**

 ○ Operating hours: 09:00-20:00 (it applies the same to the weekend and holidays)

 (Excluding New Year’s Day / Chuseok holidays and other holidays designated by KT Square)

 - Additional consultation required for the use for hours other than operating hours

○ How to apply: Download a rental application from KT website and submit it via e-mail.

○ Required documents: Application for rental(required), Agreement on collecting personal information (required), Agreement on the use of the Dream Hall (required), Event plan (required), copay of business registration certificate (required), Application for additional facilities (when necessary)

 ○ When to apply: 20 days prior to the event

 ○ Basic rental hours: 5 hours perrental (additional fees for the use shall be charged for extra hours)

 ※ Please refer to the rental rate of the Dream Hall

**□ Rental Process**

 ○ Rental Application→ After filing the form, please submit it via e-mail at (kthall@ktgf.or.kr)

 ○ Review Process→Notification of the result of the review within 7 business days from the date of receiving the application

 ○ Approval → Notification of the result of the review

 ○ Rental Agreement → Make a rental agreement and finalize the rental fees (rental fees additionally attached)

 ※ Documents required: Rental agreement, cue sheet/scenario or time table for the event, copy of the bankbook, list of the cars to be used, staffs contact information (when necessary) the list for special devices (required when used)

 ○ Staff meeting → Fix a schedule and hold staff meeting

 ○ Rental → Rental and events held

 ○ Finish→ Check whether any facilities and devices are damaged or not

**□ Review and Approval**

1. The rental application shall be reviewed by the review committee of the KT Square, and the purpose of the performances and events shall comply with the guidelines and purpose of the KT Square. Approval can be denied in each of the following case

 ① Performance or event violating law

 ② Performance or event going against the basic guidelines of KT and the KT Square

 ③ Performance or event that can severely damage the facilities and devices of the hall

 ④ Performance or event for the purpose of promotion for a certain religion or

 ⑤ Commercial performance and event for the purpose of seeking profits

 ⑥ Performance and event by organizations or individuals whose content is deemed inappropriate to be accepted.

2. When the statements in the application turn out false after the approval, or when matters that have not been consulted in advance are carried out, rental can be cancelled and the events can be required to discontinue.

**□ Regulations**

1. A lessee must follow the safety regulations and precautions for use of facilities.

When a lessee does not follow the safety regulations and precautions, KT Square may stop the lessee from using the facilities at any time of the rental period (including preparation and closing time).

KT Square does not have a responsibility for the safety-related accident and any loss occurred by incompliance.

2. A lessee shall be liable for any event incurring during the rental period (including preparation and closing time). The KT Square shall not be liable for any compensation for damage of any personal and physical resources incurred in regards to a performance and event during the rental period.

3. A lessee who acquires an approval for the rental shall submit a “plan for an event (Performance)” in advance; attend the staff meeting no later than two weeks prior to the event; and check relevant matters regarding the event or performance.

4. A lessee shall bear the cost incurring in pull out from the hall after the rental, and directly take out any waste and dispose it.

5. When any damage or loss on the facilities or equipment of the KT Square arises, a lessee shall recover it to its initial state at its own expense and obtain confirmation from the KT Square after the recovery.

6. The number of the audience shall be limited to 208 seats for the safety purpose

7. Bringing in food in the hall is banned (excluding water), and catering is not allowed in any space of the KT Square including the Dream Hall.

8. Carrying any flammable device in shall never be allowed.

**□ Rental Fee**

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| --- | --- | --- | --- |
| **Category** | **Time** | **Amount(excl.VAT, KRW)** | **Others** |
|
| The day of rental | Basic rental fee (5hours) | Weekday | 1,900,000 | Additional charges for subsidiary facilities |
| Weekend / holiday | 2,200,000 |
| Additional rental fee (per hour) | Weekday | 200,000 |
| Weekend / holiday | 300,000 |
| Rental for an entire day (Set-up / rehearsal) | Basic rental fee (4 hours) | Weekday | 950,000 |
| Weekend / holiday | 1,100,000 |
| Additional rental fee (per hour) | Weekday | 09:00 ~ 20:00 | 100,000 |
| 20:00 ~ 24:00 | 150,000 |
| Weekday | 09:00 ~ 20:00 | 150,000 |
| 20:00 ~ 24:00 | 225,000 |
| Night | 24:00 ~09:00 | 300,000 |

○ Subsidiary facilities included in the basic rental fee

 -Stage, audience seats, waiting rooms for the performers

 -Basic lighting and acoustics (including wireless four microphones)

**□Fees for subsidiary facilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Item** | **Unit** | **Amount (KRW)** | **Others** |
| **Acoustics** | PIN MIC | 1 | 20,000 |  |
| Wireless microphone | 1 | 20,000 | When using more than four |
| Wired microphone | 1 | 10,000 |  |
| **Image** | beam projector | 1 | 100,000 |  |
| **Instrument** | Piano | 1 | 50,000 |  |
| Piano tuning | 1 | 150,000 | Additional consultation required |
| Instrument AMP | 1 | 30,000 |  |
| SET DRUM’S | 1SET | 50,000 |  |
| SYNTHESIZER | 1 | 30,000 |  |
| **Others** | Cleaning fee for the carpet | 1 | 500,000 |  |

**□List of equipment**

○ Lighting

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Manufacturer** | **Model** | **Number** |
| CONSOLE  | ETC | ETC ION Xe | 1 |
| VARYSCAN | JB-lighting | VARYSCAN P6 | 8 |
| LED SPOT |  | LED SPOT 120W | 6 |
| LED WASH |  | LED WASH 360W | 5 |
| ELLIPSOIDAL | ETC | SOURECE FOUR 19 | 30 |
| ELLIPSOIDAL | ETC | SOURECE FOUR 26 | 6 |
| ELLIPSOIDAL | ETC | SOURECE FOUR 36 | 8 |
| FRESNEL |  | FRESNEL | 10 |
| PAR |  | PAR46 | 16 |
| PAR |  | PAR64 | 19 |
| HAZEBASE | GERMANY | BASEHAZER | 1 |

○ Acoustics

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Manufacturer** | **Model** | **Number** |
| CONSOLE | DIGICO | sd9 | 1 |
| SPEAKER | MEYER SOUND | CQ-1 | 6 |
| SOB WOOFER | MEYER SOUND | 700HP | 2 |
| MONITOR SPEAKER | MEYER SOUND | UM-1P | 8 |
| SPEAKER MANAGEMENT | MEYER SOUND | Galileo408 | 1 |
| CD PLAYER | TASCAM | CD-01U | 2 |
| WIRELESS MICROPHONE SYSTEM | SHURE | SLXD4Q / ULXD2 | 8 |

○ Image

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Manufacturer** | **Model** | **Number** |
| PROJECTOR | PANASONIC | PT-DZ21K2 | 1 |

□ Cancellation policy

1. After an approval of lease, if a lessee cancels the lease unilaterally, the lessee would face a penaly for the next lease agreement.

2. After the agreement[lease], if a lessee breaches the lease unilaterally, the lease must pay the entire of rental fee and use of facilities fee.

**□ Supplementary regulations**

1. The regulations shall be deemed part of the agreement between the KT Square and a lessee and have the same force and effectiveness to the agreement.

2. The regulation shall apply to the agreement for performance that would be held from

 January 1, 2018.