



ASEAN-Korea Centre Guideline for Use of the ASEAN Hall

1. Objective

1.1 The ASEAN-Korea Centre (AKC) is an intergovernmental organisation mandated to promote economic and socio-cultural cooperation between ASEAN Member States and Korea. The ASEAN Hall of the AKC is a multi-purpose space open for exhibitions, lectures, seminars, workshops or other various events. The objective of this guideline is to manage the use of facilities of the ASEAN Hall to be in accordance with the mandates and to ensure the compliance with Rules, Regulations and Practices of the AKC.

2. Purpose of Use

2.1 The ASEAN Hall of the AKC can be used for purposes of any programmes or events that:

- 2.1 (1) Promote economic and socio-cultural cooperation, people-to-people exchange, tourism or awareness between ASEAN Member States and Korea.
- 2.1 (2) Facilitate business, academic exchange, education, art, culture or any activities related to ASEAN Member States.

2.2 The AKC can rent the ASEAN Hall to outside entities holding any other programmes or events that are deemed to be appropriate.

3. Definition

3.1 "Rental" is an act of using facilities of the ASEAN Hall for the purposes of organising exhibitions, seminars, workshops, promotional events or any other related activities.

3.2 "Renter" is an entity, which includes any institutional group, organisations, agencies, individuals or other bodies that undergo approval process or have acquired approval of the AKC.

3.3 "Rental Area" includes facilities of the ASEAN Hall (200 m²) and equipment (beam projector, sound system, chairs and tables and etc.).

4. Application and Approval of Rental

4.1 The Renter must download ASEAN Hall Use Request Application (Request Application) from the AKC's official website (www.aseankorea.org) and submit it to the AKC's email address (aseanhall@aseankorea.org).

4.2 The Renter must submit the Request Application at least two weeks before the commencement of the scheduled event.

4.3. The result of approval decision must be notified to the Renter within 7 working days from the effective date of submission of Request Application.

4.4 Food and drinks must not be served unless the Renter obtains the prior approval of the AKC.

4.5 The AKC may adjust the requested time on the basis of AKC's day-to-day operation.

※ Approval procedure takes the following steps: ASEAN Hall Officer (Submission) -> Director of ASEAN Hall (Review) -> Head of IDU (Approval)

5. Restricted Activities

The following programmes or events will be classified as restricted activities if they:

5.1 Violate social norms or breach Korean law.

5.2 Are in political or religious nature.

5.3 Produce excessive noise or cause disturbance.

5.4 Are not compatible with the AKC's management policies or inappropriate to be organised at the AKC's premises.

5.5 Are likely to cause serious irreparable damage to the AKC's property or unsuitable for the building maintenance regulations.



ASEAN-KOREA CENTRE

5.6 Have cancelled the Agreement to use without acceptable reasons.

6. Responsibilities and Duties of the Renter

6.1 The Renter must comply with the AKC's instructions for the safety and facility maintenance of the ASEAN Hall.

6.2 The facilities must be returned to its original state upon the completion of the event. The Renter will be responsible for any costs incurred.

6.3 The right to use the AKC's facilities to third parties are non-transferable.

6.4 The use of any flammable objects that could cause fire are strictly prohibited.

6.5 The Renter is expected to leave the AKC's facilities reasonably clean and remove all items associated with their programme or event. The AKC reserves a right to charge cleaning fees.

※ Cleaning fees are calculated based on invoice supplied by The Seoul Shinmun Plc (The Seoul Newspaper), where the AKC is a tenant.

7. Promotion and Promotional Materials

7.1 The Renter must obtain approval if the AKC's official symbols are included in advertising or promotional materials in any related forms (name, logo, map, leaflet, poster and etc.).

7.2 The Renter can only place or install the promotional materials at the designated area provided by the AKC.

7.3 The AKC may support the event or programme by offering its promotional channels such as social media platforms or official website.

8. Alteration of Facilities

8.1 The general principle is that furniture and equipment owned by the AKC will not be moved or relocated from its place of origin.

8.2 Any apparatus or equipment (decorations, banners or other materials applicable to walls, ceilings, floors or other materials) moved into the AKC requires the prior approval of the AKC.

8.3 Any apparatus or equipment requiring any substances for fixation that could cause permanent damage to the ASEAN Hall facilities must not be used.

8.4 The AKC reserves a right to discard any remaining objects and all costs for such disposal incurred shall be directly borne by the Renter.

8.5 Failure to respect the Rules 6, 7, or 8 (to leave the facilities in good condition or use the facilities in adherence to this Guideline), the AKC has no liability for any damages or losses caused to the Renter's belongings during the relocation or removal process.

9. Revocation of Approval

9.1 The Renter can submit ASEAN Hall Use Cancellation Application (Cancellation Application) at least 7 days before the beginning of the scheduled event to cancel the whole or part of the programme or event.

9.2 The AKC can nullify the approval if the Renter breaches the Rules 5, 6, 7 or 8.

9.3 The AKC can revoke the approval if there are significant modifications to the planned event or the information supplied was inaccurate or imprecise.

9.4 The AKC shall not be responsible or liable for if any failure in the performance of this Agreement or any obligations hereunder is prevented or interfered with by reason of force majeure.

10. Rental Time and Operation Support Fees

10.1 The use of facility during operation hours of the ASEAN Hall is available at no cost.

10.2 Fees may be charged outside the operation hours. Rental time slots and operation support fees are subject to Appendix 2.



ASEAN-KOREA CENTRE

10.3 The AKC may reduce or waive the operation support fees if public institutions or government organise programmes or events for the mutual benefits for ASEAN Member States and Korea.

10.4 AKC's staff shall be present on duty at all times when the facilities are in use by any entities.

11. Compensation

11.1 Any entities using the AKC's facilities as provided under this Guideline shall be liable for any property damages, losses, costs or expenses that may arise during or be in any way caused by such use or occupancy.

11.2 The Renter assumes the responsibility for any accidents caused during the event or programme.

11.3 The AKC is not responsible for any losses or damages caused to the belongings of the participants and the Renter, resulting from, whether or not owing to their own carelessness, inattention or negligence.

12. Dispute Resolution

12.1 Disagreement regarding the interpretation of this Guideline is to be decided through consultation between the AKC and the Renter in good faith.

13. Denial of Entry to the ASEAN Hall

13.1 Any person in the following categories may be ordered to leave or not to be granted access to the ASEAN Hall:

1. Person carrying infectious diseases.
2. Person whose manner and conduct are inappropriate to other participants.
3. Person who displays violent characteristics or possesses dangerous objects.
4. Person who has been found out being inconsiderate of others by the AKC staff.

14. Interpretation of the Guideline

14.1 Any interpretation of undefined term not included in the Guideline is subject to the AKC's Rules, Regulations and Practices.

15. Effect of the Guideline

15.1 Signing this Guideline is considered as having a contract between the AKC and the Renter.

[I hereby state that I agree with the terms and conditions]

YYYY MM DD

Name / Organisation

(Signature)

- ASEAN Hall Use Request Application. End.



ASEAN-KOREA CENTRE

<Appendix 1>

Facility

ASEAN Hall	Air Conditioner, heater, water purifier, tables, chairs, audio equipment, large touch screen kiosk, podium, laptop, beam projector, microphone, whiteboard, stand, litter bin
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※ The AKC does not provide disposable paper or plastic cups, refreshments (coffee, snacks, teas or other drinks).

<Appendix 2>

ASEAN Hall Operation Hours and Operation Support Fees

Time	Availability	Charges
Weekdays AM	09:30~12:00 (12:00-13:00 Lunch Break 1 hour)	No Charge
Weekdays PM	14:00-17:30	No Charge
Weekdays Night	18:00~21:00	Per Hour ₩25,000
Weekends or Public Holidays	09:30-17:30	Per Hour ₩25,000

※ Basic two hour rates (₩50,000) are applicable and any additional hour per ₩25,000.

< Appendix 3 >

Assessment Criteria

Judgement Criteria	Details
Purposes and Objectives of Programmes or Events	1. Are the purposes and objectives of programmes or events are compatible with the mandates of the ASEAN Hall of the ASEAN-Korea Centre in the Rule 2?
AKC's Capacity and Past Usage	1. Can the AKC's facility accommodate the scale or size of the event? 2. Has the organiser complied with the Guideline in the past?