ETIHAD MUSEUM, DUBAI

DUBAI CULTURE AND ARTS AUTHORITY

TRN: 100267612800003

VENUE HIRE AGREEMENT

This Booking Agreement ("Agreement") sets forth the terms between Dubai Culture and Arts Authority ("DCAA") in its capacity as the operator of ETIHAD MUSEUM and the booking party ("Client") regarding your activity ("Event").

CLIENT DETAILS

Name of Authorized Contact Person: _____

Address: _____

Phone: _____ Email: _____

EVENT DETAILS

Name of Event: _____

Date(s) of Event: _____ Anticipated Attendance: _____

Time Event is to Begin: _____ Time Event is to End: _____

Time Set up is to Begin: _____

Time Dismantle/Tear Down is to End: _____

SPECIAL ACTIVITIES: *If you plan on any special activities during the* ***Event****, please list them here.*

Activity: _____ *Activity:* _____

Location: _____ *Location:* _____

Time: _____ *Time:* _____

Additional Details:

_____

_____

The Client agrees to designate one person to be in charge of the Event. The person in charge must be present during the entire Event, from Set Up to Dismantle/Tear Down.

If different from the authorized **signatory, please provide the name of the person in charge during the Event:**

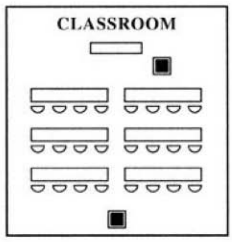
Name: _____

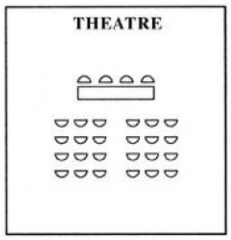
Phone: _____

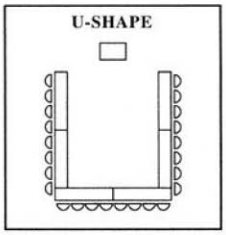
Email: _____

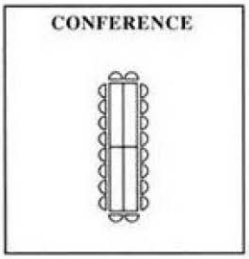
_____

Seating Orientation









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ETIHAD MUSEUM VENUE PRICE LIST

	Venue	Venue size	Capacity	Price	purpose
1	Classroom 1 or 2	7*10=70SQM	Fits: (25pax)	2000 AED	Meetings Workshops
2	Classrooms 1 and 2	14*10=140SQM	Fits: (50pax)	3000 AED	Meetings Workshops
3	Upper pavilion Amphitheater Main reception area	14*29= 406SQM 10*20=200SQM 12*11=132 SQM	Fits: 80 Pax Fits: 120 Pax Fits: 40 Pax	12,000 AED	Conference Workshops Meetings
4	Auditorium	18*14=252SQM	Fits: 110 Pax	15000 AED	Lectures Awards Talks

5	Multipurpose hall	13*13=169SQM	Fits: 70 Pax	6000 AED	Workshops Trainings Meetings
6	Outside Area	25*60= 1,500SQM	Fits: 400 Pax	20,000 AED	Gala Dinners Large events Receptions

PAYMENT Methods:

1. **Cash**
2. **Credit Card**
3. **Wire transfer**
4. **Government Entities in Dubai (AGIS)**

- **5% VAT**

Account Name: DUBAI CULTURE AND ARTS AUTHORITY – Revenue Account

Bank Name	Emirates NBD Bank
Address	Emirates NBD Head Office, P.O. Box 777, Deira, Dubai- United Arab Emirates
IBAN	**AE 38 0260 0010 1214 9998 501**
A/C No	**1012149998501**
Currency	AED
Swift Code	EBILAEAD
Account Name	DUBAI CULTURE AND ARTS AUTHORITY
P. O. BOX	115222

Rules, Regulations and Conduct

The Client shall observe and comply with the rules and regulations as attached in Schedule 1, which may be varied, added to, deleted or amended from time to time.

The Client shall not use the hired Venue or any part of it, for activities which are dangerous, offensive, noxious, noisome, illegal or immoral, or which are or may become a nuisance or annoyance to Museum visitors or employees or to the owner or occupier of any neighbouring area.

Notices

Any notice served under this agreement shall be in writing and the Client shall be sufficiently served if sent to the Client by registered post or left at the Client's address as set out in Schedule 1. A notice sent by registered post shall be deemed to be given at the time when in due course it would be delivered at the address to which it is sent.

Jurisdiction

The Client shall be governed by and construed in accordance with the laws of Dubai, U.A.E. The parties hereto agree to submit to the exclusive jurisdiction of the courts of the Emirate of Dubai for the purpose of resolving any dispute between the Licensor and the Licensee.

Liability and Indemnity

- The Client assumes liability for loss or damage to ETIHAD MUSEUM property that results from its use of the facility, and agrees to hold ETIHAD MUSEUM and DCAA harmless for loss or damage to the persons or property of its members or guests while at ETIHAD MUSEUM.
- The Client shall indemnify DCAA and its employees and agents against any liability, claim, loss, damage or expense arising out of gross negligence, willful misconduct or breach of the terms of or representations in this Agreement.
- Where required by ETIHAD MUSEUM or DCAA, and before commencing the Services, the Client must effect and maintain during the term of this Agreement insurances normally taken out by a prudent consultant when providing services similar to the Services, and in each case on terms and with insurers and with coverage at least to the amounts specified in the cover schedule.
- DCAA reserves the right to terminate the Event at its discretion due to the breach of terms of this Agreement, or for non-compliance with Dubai health and safety regulations.
- Any changes to this Agreement shall only be in writing and signed by both DCAA and Client.

Conditions for Cancellation

All cancellations must be received in writing; the following terms are applicable

- 25% will be deducted from the total rental fee if reservation is cancelled two days prior to the agreed date
- 10% will be deducted from the total rental fee if reservation is cancelled prior to the agreed date (3 days to a week).
- A deduction of AED 100 will be deducted if the reservation is cancelled more than a week prior to the agreed date.
- In case of cancellation, the amount will be refunded within 30 working days from the date of cancellation.

I certify that I have read, understood, and accept the conditions set forth in this contract.

Client Authorized Signatory

Name _____ Signature _____ Date _____

Company stamp

_____

DCAA Authorized Signatory

Name _____ Signature _____ Date _____

Company Stamp

SCHEDULE 1: ETIHAD MUSEUM VENUE HIRE TERMS AND CONDITIONS

Restrictions

- THE ETIHAD MUSEUM is a smoke-free facility, including the Garden areas. Smoking is strictly prohibited within Etihad Museum boundaries.
- Living Plants or fresh flowers for short-term public Events must be delivered and removed the same day from THE ETIHAD MUSEUM and must come from a florist. No flowers from home gardens are allowed.
- No candles or other naked flames are permitted in either internal or external areas of ETIHAD MUSEUM.
- No Client, guest, or caterer may move equipment, exhibits, cases, or other property belonging to ETIHAD MUSEUM or DCAA.
- Exhibit display cases are not to hold any Event related materials.
- Live animals are not allowed inside ETIHAD MUSEUM.
- No taping or tacking of decorations or materials to walls, pillars, windows, woodwork or exhibits.
- No helium balloons, glitter, confetti, rice, birdseed, flower petals, bubbles etc.

- Any decorations must be approval by ETIHAD MUSEUM 2 weeks' prior the event. Furniture or objects belonging to the building may not be moved or handled without permission of the Museum management.
- ETIHAD MUSEUM and DCAA do not sign for any Event-related deliveries. Client must arrange to sign for their deliveries.
- All media coverage (videos, shoots, press) must fill the media permission forum.
- Welcoming and guiding guests is client responsibility.
- Booking of the halls starts at 9 a.m.

Parking

- Underground parking is available on the east side of ETIHAD MUSEUM for 60 cars +3 for visitors with disabilities.
- No VIP Parking is available.
- Valet parking is not available. If required, this would need to be arranged through an external vendor
- Neither DCAA nor ETIHAD MUSEUM will accept any responsibility for any loss or damage to vehicles that use the car park. In case of any damage inside ETIHAD MUSEUM premises the Event parties need to seek assistance from the Road Support Service.
- The car park will be locked from 12 a.m. to 6 a.m.
- Overnight parking is not permitted at ETIHAD MUSEUM. If overnight parking is required, it should be communicated and approved officially by DCAA and the ETIHAD MUSEUM security manager and the ETIHAD MUSEUM Security Team (this will not apply for emergency cases).
- In case a car remains in ETIHAD MUSEUM parking without any information for more than 24hrs ETIHAD MUSEUM security have the right to call Dubai Police recovery services to remove the car from the ETIHAD MUSEUM parking. All related payment will be under the car owner's responsibility.

Vendors: (Caterers, event equipment service providers, etc)

- Official caterer for ETIHAD MUSEUM is DWTC.
- All Catering arrangements must be approved by ETIHAD MUSEUM.
- No food or beverage are allowed in the permanent or special exhibit galleries.
- The Caterer or Client is responsible for cleanup and removal of all food, equipment, and rubbish from SETIHAD MUSEUM on the day of the Event.
- Booking does not include any catering, tenting, transportation, or equipment (tables, chairs, linens, etc.)

- Liquor is forbidden at ETIHAD MUSEUM.
- All equipment brought onto ETIHAD MUSEUM property must be removed at the end of the Event. There is no on-site storage, unless otherwise specified and agreed to by ETIHAD MUSEUM.
- In the case that the Event's items storage is approved, the material list and duration of storage should be provided officially to ETIHAD MUSEUM/DCAA event management, ETIHAD MUSEUM security Manager and ETIHAD MUSEUM security team.
- All vendor deliveries made prior to the Event date and time must occur during normal ETIHAD MUSEUM business hours of 9 a.m. to 8 p.m. unless otherwise specified and agreed by ETIHAD MUSEUM.
- A coordination meeting between Event vendors, ETIHAD MUSEUM and the Client shall be scheduled and held 7 days in advance of the Event.
- It is the responsibility of the Client to provide all vendors with contact information for ETIHAD MUSEUM MANAGEMENT.
- It is the responsibility of the Client to receive Vendor Agreement of these Booking Terms and a copy of such agreement to be provided to ETIHAD MUSEUM 7 days prior to the Event otherwise booking can be cancelled.
- The Client assumes responsibility and liability for illness resulting from the serving of food and drink at ETIHAD MUSEUM and agrees to hold ETIHAD MUSEUM and DCAA harmless.
- All AV requirements must be communicated to THE ETIHAD MUSEUM Management to ascertain if possible.
- Musical bands, orchestras and stringed instruments may play in ETIHAD MUSEUM if space allows. Please note that only limited dressing/changing rooms are available for musicians/performances and their use needs prior approval.
- All extension cords shall be secured properly or otherwise taped down to the floor with gaffer's tape by appropriate vendor. Any residue needs to be cleaned upon removal by the client.
- All associated risk assessments must be made available to ETIHAD MUSEUM Management and copies must be kept on site during the set up and breakdown of Event.

Setup and Cleanup

- Items cannot be delivered to ETIHAD MUSEUM outside operational hours nor can items be left overnight due to security reasons.
- The placement of all tables and chairs must be left in the manner in which they were found.
- Setup and cleanup time must be included in the overall booking time.

- Staffing is not provided for setup, cleanup and cleanup of catering equipment.
- All deliveries and materials pickup should happen only from loading-bays not from ETIHAD MUSEUM main entrance during operational hours of ETIHAD MUSEUM. (The delivery notes should be provided to the security control room)
- Empty boxes of the AV equipment and extra materials should be kept only in the assigned places not in other unauthorized empty spaces.
- Set up hours from 8 p.m. till 8 a.m.
- Please note that all event facilities must be removed during the allowed time from 8 p.m. till 8 a.m. Any extension of time or failure to vacate the premises at the agreed time shall incur an additional fee (equal of booking daily rate).

AV equipment

- The use of existing AV equipment within the theatres might be made available to the client, provided that the equipment's operator is previously approved by the DCAA event manager.
- No other AV equipment is available for the client's use; if AV systems are required, they will need to arranged via an external vendor.

Security

- During operational hours, ETIHAD MUSEUM staff will be scheduled to provide security for the facility and to provide information about the facility during Clints Event. ETIHAD MUSEUM Staff has the right to remove disruptive guests, call law enforcement, and/or terminate the Event if security of facility/staff/guests appears to be at risk.
- The individual listed by the Client as the Responsible Party on the Booking Agreement will stay until the end of the Event.
- The Client will be responsible for all damage or vandalism caused by Client, Vendors or Event attendees occurring in or on ETIHAD MUSEUM premises including, but not limited to equipment, artifacts, the building, landscaping or exhibits.
- Additional security manpower requirement for an event should be communicated to ETIHAD MUSEUM/DCAA event management and security manager minimum 7 days in advance of the Event.

  In case of additional outsource security:

  - It has to comply and should not interfere with THE ETIHAD MUSEUM policies.
  - It has to coordinate with the ETIHAD MUSEUM security team.

- In case of any emergency situations, the event management team should co-ordinate with ETIHAD MUSEUM security team.
- The Event management team should have their risk assignment procedure copy onside with them. (hard copy)
- Event management team is responsible for all safety and security issues if they do not hire extra security for the Event.
- If expected attendees will be more than 150, additional security/HSE Host should be hired for the event.

Booking includes:

- 1 Flip chart.
- Wi-Fi access.
- Podium with microphone.
- Sound system.
- 2 wireless microphones.
- Projector and screen.
- Basic AV support.
- Free tour of the museum (subject to cultural guides availability).