



ALSHINDAGHA 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 ALSHINDAGHA 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 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

### ALSHINDAGHA MUSEUM VENUE PRICE LIST

|   | Venue          | Venue size         | Capacity     | Price      | purpose   |
|---|----------------|--------------------|--------------|------------|---|
| 1 | Community Hall | 300m <sup>2</sup>  | Fits: 150pax | 10,000 AED | Meetings<br>Workshops<br>Conference<br>Lectures<br>Awards<br>Gala Dinners<br>Training<br>Events |
| 2 | Visitor Center | 583 m <sup>2</sup> | Fits: 250Pax | 12,000 AED | Meetings<br>Workshops<br>Conference<br>Lectures<br>Awards                                       |



|   |                                     |                       |             |           |   |
|---|-------------------------------------|-----------------------|-------------|-----------|---|
|   |                                     |                       |             |           | Gala Dinners<br>Training<br>Events            |
| 3 | Life on Land:<br>Education          | 31 m <sup>2</sup>     | Fits: 25Pax | 3,000 AED | Meetings<br>Workshops<br>Lectures<br>Training |
| 4 | Perfume House<br>(Perfume Workshop) | 304.23 m <sup>2</sup> | 15Pax       | 700 AED   | Workshops                                     |

**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         | <b>AE 38 0260 0010 1214 9998 501</b>                                       |
| A/C No       | <b><u>1012149998501</u></b>  |
| Currency     | AED  |
| Swift Code   | EBILAEAD   |
| Account Name | DUBAI CULTURE AND ARTS AUTHORITY EBILAEAD                                  |
| 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 ALSHINDAGHA MUSEUM property that results from its use of the facility, and agrees to hold ALSHINDAGHA MUSEUM and DCAA harmless for loss or damage to the persons or property of its members or guests while at ALSHINDAGHA 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 THE ALSHINDAGHA 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 total rental fee if reservation is cancelled two days prior to the agreed date
- 10% will be deducted from 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 canceled more than a week prior to the agreed date.
- 5% VAT amount.



- The cancellation fee must be refunded within 30 days from receiving the cancellation request

I certify that I have read, understand, 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: ALSHINDAGHA MUSEUM VENUE HIRE TERMS AND CONDITIONS

### Restrictions

- ALSHINDAGHA MUSEUM is a smoke free facility. Smoking is only allowed at the indicated external areas.
- Living Plants or fresh flowers for short-term public Event's must be delivered and removed the same day from ALSHINDAGHA 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 ALSHINDAGHA MUSEUM.
- No Client, guest, or caterer may move equipment, exhibits, cases, or other property belonging to ALSHINDAGHA MUSEUM or DCAA.
- Exhibit display cases are not to hold any Event related materials.
- Live animals are not allowed inside ALSHINDAGHA 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 ALSHINDAGHA 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.
- ALSHINDAGHA 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 9:00AM

### Parking

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- VIP parking spaces are subject to availability.
- Valet Parking is not available. If required, this would need to be arranged through external vendor
- Neither DCAA nor ALSHINDAGHA MUSEUM will accept any responsibility for any loss or damage to vehicles that use the car park. In case of any damage inside ALSHINDAGHA MUSEUM premises the Event parties need to seek assistance from the Road Support Service.
- Overnight parking is not permitted in ALSHINDAGHA MUSEUM. If overnight parking is required, it should be communicated and approved officially by DCAA and ALSHINDAGHA MUSEUM security manager and ALSHINDAGHA MUSEUM Security Team (this will not apply for emergency cases).
- In case a car remains in ALSHINDAGHA MUSEUM parking without any information more than 24hrs ALSHINDAGHA MUSEUM security have the right to call Dubai police recovery services to remove the car from ALSHINDAGHA MUSEUM parking. All related payment will be under the car owner's responsibility.



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

- All Catering arrangements must be approved by ALSHINDAGHA MUSEUM
- No food or beverage is 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 ALSHINDAGHA 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 the ALSHINDAGHA MUSEUM.
- All equipment brought onto ALSHINDAGHA MUSEUM property must be removed at the end of the Event. There is no on-site storage, unless otherwise specified and agreed to by ALSHINDAGHA MUSEUM.
- In the case that the Event's items storage is approved, the material list and duration of storage should be provided officially to ALSHINDAGHA MUSEUM/DCAA event management, ALSHINDAGHA MUSEUM security Manager and ALSHINDAGHA MUSEUM security team.
- All vendor deliveries made prior to the Event date and time must occur during normal THE ALSHINDAGHA MUSEUM business hours of 9am to 8pm unless otherwise specified and agreed by THE ALSHINDAGHA MUSEUM.
- A coordination meeting between Event vendors, ALSHINDAGHA 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 ALSHINDAGHA 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 ALSHINDAGHA 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 ALSHINDAGHA MUSEUM and agrees to hold ALSHINDAGHA MUSEUM and DCAA harmless.
- All AV requirements must be communicated to ALSHINDAGHA MUSEUM Management to ascertain if possible.
- Musical bands, orchestras and stringed instruments may play in ALSHINDAGHA 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 ALSHINDAGHA 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 ALSHINDAGHA 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 ALSHINDAGHA MUSEUM main entrance during operational hours of ALSHINDAGHA 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 8:00PM till 8:00AM
- Please note that all event facilities must be removed during the allowed time from 8:00 pm to 8:00 am. 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 spaces 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 be arranged via an external vendor.

### **Security**

- During operational hours, ALSHINDAGHA MUSEUM staff will be scheduled to provide security for the facility and to provide information about the facility during your Event. ALSHINDAGHA 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 ALSHINDAGHA 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 ALSHINDAGHA 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 ALSHINDAGHA MUSEUM policies.
- It has to coordinate with ALSHINDAGHA MUSEUM security team.
- In the event that it is necessary to use the security control room at ALSHINDAGHA MUSEUM, the manager of security in ALSHINDAGHA MUSEUM must be contacted in advance.





- In case of any emergency situations, the event management team should co-ordinate with ALSHINDAGHA MUSEUM security team.
- 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 Flipchart.
- Wi-Fi access.
- Projector and screen.
- Free Tour of the museum (subject to cultural guides availability).