



مبادرات محمد بن راشد آل مكتوم العالمية
Mohammed Bin Rashid
Al Maktoum Global Initiatives



مؤسسة الجليلا
AL JALILA FOUNDATION

Al Jalila Foundation *Meetings & Events*

Venue Booking Form

To book a venue or more information on rates please email events@aljalilafoundation.ae.

Venue Booking Form

EVENT REFERENCE NUMBER

A Event Information

Title of Event

Description of the Event

Purpose of the Event

Education Program Conference Meeting Other

Please State

Number of Estimated Participants

Date(s) of Event (dd-mmm-yyyy)

Start Time

End Time

Name of the Event Organiser

Address of Organiser in Dubai

Contact Person

Mobile Number

Email Address

Dubai Tourism

Notification Required

Registration Required

B Venue Required

Ground Floor

Auditorium (Access to Majlis)

First Floor

Boardroom (Access to Majlis)

Meeting Room no. 2

C Venue Set Up

All venues are fixed seating

D AV/IT Requirements

Presentation

Internet Connection

Teleconferencing

Video Conferencing

E Catering Requirement - Only Registered Vendors Approved to Provide Services

Yes

No

Name of Catering Provider

F Parking

VIP Parking provided at Al Jalila Foundation building upon communication of an approved list only

DHCC Paid Parking

Valet Parking at Expense of Organiser

Venue Booking Form

G For office use only

Management Approval

Date Submitted (dd-mmm-yyyy)

Date (dd-mmm-yyyy)

Approved

Not Approved

Date (dd-mmm-yyyy)

H Documents To Be Submitted as Soft Copy

For Dubai Tourism if to be notified by AJF

Passport Copy

Emirates ID

General Submission

Copy of Trade License for Dubai

Official Proof of Identity (Emirates ID/Passport)

Education Program/Agenda

Objectives of the Event with Target Audience

VAT Registration

I Tariffs

Venue Tariff(s)

Total

Security Deposit

Total

Discount

Total

VAT

Total

Total Fee (Payable)

Grand Total

J Terms and Conditions

The acceptance of this venue booking form by the Client shall constitute a legally binding contract between Al Jalila Foundation in Support of Medical Education and Research (AJF) and the Client in accordance to the terms and conditions as appearing below.

Rights of Al Jalila Foundation

The AJF at its sole and absolute discretion reserves the right to refuse or stop or cancel any Event or to take any action as the AJF deem appropriate if:

- In the opinion of AJF the Event may damage its reputation or affect its business or security, or
- The Event or Venue has been utilized by the Client for a purpose other than the Purpose of the Event approved by the AJF.

Whereas, the Client shall not be entitled to any compensation for such refusal or cancellation or stoppage of the event or any other action by the AJF against the above violation of the Client.

Liability and Indemnity

To the fullest extent permitted by the applicable laws, the Client shall release, hold harmless and indemnify the AJF, its agents, affiliates and customers against harm arising from any and all claims, proceedings, costs, liabilities, losses (including any loss of, or damage to, any property of, or injury to or death of, any person) damages, expenses (including the costs in connection with defending against any of the foregoing or in enforcing this indemnity) arising out of (including but not limited to):

- Any breach, non-observance or non-performance by the Clients of any of the Client's covenants or any other of the terms and conditions contained in this Venue Booking Form; or
- Any damage, injury or fatality caused by the Client, its agents or the Event attendees to any person or property (whether directly or indirectly) or any part of the Venue or structure constructed thereon and any fittings, fixtures, services, or utilities therein or connected thereto which are present at the Venue or where applicable have been affixed or connected by the Client; or
- The act, default or neglect of the Client, the Client's employees, agents, contractors, consultants or the Event attendees.

Cancellation

In case of cancellation of the Event, the Client must notify the AJF in writing about the cancellation, whereas AJF shall be entitled to charge a Cancellation Fee from the Client against such cancellation. The amount of the Cancellation Fee shall be calculated on a percentage basis of the Total Fees and shall be subject to the receiving date of the written cancellation notice by the AJF from the Client as more particularly described in the table below:

Days Prior to the Event	30 days	14 days	7 days	3 days
Cancellation Fees	25% of Total Fee	50% of Total Fee	75% of Total Fee	100% of Total Fee

Venue Booking Form

Rate Validity

The Tariffs offered in this Venue Booking Form are valid until 31 December 2019.

Premises: Inspection and Return

Prior to and after the Event, the AJF and Client shall jointly inspect the Venue and complete the Pre & Post Inspection Form attached herewith. At the end of the Event, the Venue shall be returned to the AJF in the state it was handed over to the Client. It is the responsibility of the Event Organiser to remove waste during the setup and upon completion of the event. No waste materials can be abandoned in the Dubai Healthcare City at any time. This includes all stand fitting materials, carpet tape and pallets. The AJF shall, at the expense of the Client dispose of the waste items left at the Venue after the Event in the manner it deems fit and the AJF does not accept any liability for such disposal.

Insurance

The Client shall effect and keep in force during the Event, adequate Indemnity Insurance, Public Liability Insurance and Employers Liability Insurance with a reputed insurer.

Parking

The Client is obliged to inform all participants of their event that parking is not provided at AJF's premises but Dubai Health Care City provides a number of paid parking options. A parking ticket is issued on entering and must be paid at the time of departure. Lost parking tickets will be charged in addition to the respective hourly parking charges and is not refundable.

Vehicles are not allowed to park overnight and are not allowed to park within the "no parking zones". Any vehicles left overnight or parked incorrectly and/or causing obstruction to other users will be charged a daily fee plus administration fees.

Restrictions of Use

- The Client shall use the Event and the Venue only for the Purpose of the Event approved by the AJF.
- The Client shall, at all times during the Event, comply with the health and safety requirements provided by AJF and federal and local laws and legislations as applicable in the Dubai Healthcare City.
- Any event that deals with the use, in any manner whatsoever, of human or animal parts, including but not limited to bones, tissues, internal or external organs or fluids, shall be held only in the Anatomy and Dissection Hall at the AJF.

Company Logo Usage

Permission to use the logo of the AJF or the Dubai Healthcare City is subject to the prior written approval of AJF, as applicable. Should the Client be permitted to use the logo(s), it must not be altered or modified in any way. All artworks containing the logo(s) must be approved by the AJF Marketing Department and referred to the appropriate identity guidelines provided by the AJF.

Payment Schedule

The Total Fees (100%) and the Security Deposit shall be paid on signing of this Venue Booking Form by the Client and at least thirty (30) days before the date of the Event. All payments shall be made in AED. Any additional charges will be invoiced/billed to the Client and shall be paid by the Client within seven (7) days of receiving such invoice.

Payment Options

By Cash using Client's reference number or invoice to be paid at AJF offices.

Cheque should be made payable in the name of Al Jalila Foundation for Medical Education & Research.

Bank Transfer

Account Number	001520087156301
Account Name	Al Jalila Foundation for Medical Education & Research
Bank	Dubai Islamic Bank
Branch	Main Branch, Dubai, UAE
Swift	DUIBAEAD
IBAN	AE970240001520087156301

Credit Card Payment

If a cheque for the Fees or any additional charges is not honored at the time the same are due, then the Client shall pay to the AJF upon demand an amount of one thousand (1000) AED as an administration charge notwithstanding that the cheque may be subsequently delivered, replaced or cashed.

VAT

Unless stated to the contrary and as otherwise provided, any fee under this contract shall be exclusive of any value added tax or similar consumption tax under the value added tax law applicable in the UAE (the "VAT").

Where VAT is payable by the Client under this contract, the fee (VAT exclusive) shall be increased by an amount equal to the amount of VAT applicable at the prevailing rate during the Event.

Venue Booking Form

Security Deposit

The Client or Client nominated contractor shall pay “20% of the total” the Security Deposit to the AJF on acceptance of/signing this Venue Booking Form, in an the amount/s as specified below, as security for the due and punctual observance and performance of the Client’s covenants and obligations under this Venue Booking Form. The Security Deposit shall be paid as a cheque in the name mentioned above. The Client or Client nominated contractor shall not be entitled to offset any amounts payable by the Client or Client nominated contractor under this Venue Booking Form against the Security Deposit. The Security Deposit shall be held by the AJF and refunded to the Client or Client nominated contractor within thirty (30) business days of the end of the Event, however, the AJF shall be entitled, without any approval or agreement of the Client or the Client nominated contractor, to deduct from the Security Deposit, all costs that the AJF may have incurred to remedy the damage to the Venue or to the AJF caused by the Client or the Client nominated contractor and its attendees; and any other sums payable to the AJF by the Client or the Client nominated contractor pursuant to the terms of this Venue Booking Form. No interest shall accrue or will be payable to the Client or the Client nominated contractor on such refund of the Security Deposit by the AJF to the Client or the Client nominated contractor.

Governing Law and Dispute Resolution

The Venue Booking Form and these terms and conditions shall be governed by the applicable UAE federal laws and laws of the Emirate of Dubai and any dispute arising there from shall be referred to and finally settled by the courts of the Emirate of Dubai.

Acceptance by the Client

If the terms and conditions provided herein above are acceptable, please indicate your acceptance by signing and stamping below. The accepted Venue Booking Form must be returned to the AJF. Please note that the AJF shall not hold the Venue for this Event at present but will do so, subject to availability, upon receipt of the accepted Venue Booking Form from the Client.

Should another party request the Venue on a definite basis prior to the AJF receiving the accepted Venue Booking Form from the Client, the Client will be given forty eight (48) hours to accept before the Venue is released. The AJF reserves the right to cancel the reservation of the Venue and release the Venue if the accepted Venue Booking Form is not received within the aforementioned forty eight (48) hour period.

Clients Official Representative

Name of the Client

Signature & Stamp

Date

Al Jalila Foundation Official Representative

Name of Al Jalila Foundation Representative

Signature & Stamp

Date

Contact Us

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