

GOOD CAUSE

(Registered Society with Delhi Government since - 2010)

D-49, Defence Colony

New Delhi - 110024



Art Space Etc: Event Space Agreement and Contract

Agreement made on _____, by and between Art Space Etc and _____, referred to as "client". Client agrees to hire and Art Space Etc agrees to make available the gallery space located at D-49, Defence Colony, Delhi 110024, with the following terms and conditions.

Date of Event: _____

Type of Event: _____

Time Duration of Event: _____

Set Up Time Duration: _____

Post Show Pack Up Duration: _____

Client Name: _____

Client's Phone: _____

Client's Email: _____

Total Rental Fee: _____

Advance Booking Fee: _____

The total area of Art Space Etc is 1,800 square/feet. It is a basement location and accessible both by stairs and elevator. Rental fees of the Space are subjected to change due to time of the year and nature of the event.

. All clients are required to sign this particular contract upon booking the space.

. A booking fee/date hold deposit of 40% of the total fee must be paid to confirm the booking.

.The remaining 60% of the fee must be paid by a week prior to the event.

Phone No. 9748486322, 9873622215

Email: acf5566@gmail.com

Website: www.artculturefestival.in

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Cancellations: A cancellation fee will be charged in case of cancellation. The cancellation fee will be 40% of the total booking fee charged as your agreement to book Art Space Etc may cause the loss of additional bookings and business. If the full booking fees is not received a week prior to the event, Art Space Etc reserves the rights to cancel your booking without a deposit refund. In case of any change in dates of the event (either preponing or postponing of the event dates), the existing charges can be modified and accommodated accordingly with minor extra charges. If circumstances beyond the control of Art Space Etc force us to cancel your reservation, then no cancellation fee will be charged and the full amount will be deposited back to the client.

Please read through the material below to make sure all parties understand the requirements while on the premises of Art Space Etc.

Smoke free facility: Art Space Etc forbids smoking while indoors as it is a fire hazard.

Alcohol consumption: As per MCD rules and regulations, event organisers and clients can only sell and serve alcohol on the premises during an event if they have a registered alcohol license for that day. If not, then alcohol consumption and selling is prohibited on the Art Space Premises. Permission must be taken in advance from Art Space Etc to serve alcohol.

Music and Sound: As per MCD guidelines, music played at the venue during the event should not spill outside of the premises and disturb residents of this neighbourhood. Music is allowed on the premises but must remained contained. Loud music after 10pm is strictly prohibited.

Lost and found: For any item kept or stored at Art Space Etc by the clients must be done so under the supervision of the gallery workers and the curator. Art Space Etc will not be responsible for any artwork or items left at the gallery without prior knowledge.

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We do however maintain a Lost and Found and will hold recovered items for 30 days and every attempt will be made to return recovered items to its rightful owner.

Conduct: Art Space Etc requires its clients to maintain good conduct while hosting an event. No drug use of any kind will be tolerated in and around the premises. Clients and guests will use the premises and facilities in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the Art Space Etc staff shall be grounds for expulsion from the premises and the conclusion of the rental period. In such cases, no refund of the rental fee shall be made.

Damages: Art Space Etc will charge damage costs if any damages are made during the set up period as well as during the event. These damages include defacing or staining any furniture at the gallery, considerably large wall markings or holes as well as staining the floors.

The client will get a clean studio prior to the booking date and the client is expected to leave the studio clean as they found it. Additional cleaning charges will be charged incase the client does not comply to this.

Pantry: The use of the pantry is included in the booking fee. The pantry is cleaned prior to the event date. The client is expected to leave it clean as well after usage. A cleaning fee will be charged otherwise.

Washroom: The washroom attached to the gallery is also expected to be clean after the event. A cleaning fee will be charged otherwise.

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For the Client:

We, _____, have taken the premises D 49, Defence Colony, basement, New Delhi 110024 from ____ to ____ on _____ to hold our event _____.

We have read the above terms and conditions clauses of Art Space Etc and agree to abide by it.

We are aware of all the MCD laws and other related laws and formalities and it will be our responsibility to unconditionally adhere to the same.

Signature of Client

Witness

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