

BIBF FACILITY RENTAL AGREEMENT

Organization Name: _____

Contact Person: _____

Phone / Mobile: _____ Email: _____

Event Name: _____

Event Dates: From: _____ To: _____

Event Time: _____

Number of Attendees: _____

TYPE OF ROOM

Classroom _____

No. of Classrooms: _____

Layout:	Theater	Group
	U-Shaped	Square shape
	Attachable chairs	

Seminar Room

Layout: Theater Catering layout

Technical requirements

Standard requirements:

(Computer, Wi-Fi, White board, Smart board, Flip chart)

Special requirements: (subject to availability)

FACILITY RENTAL TERMS & CONDITIONS

- General:** These Terms and Conditions are applicable to the rental of BIBF's facilities for events held within the BIBF's premises and shall be read in conjunction with the Facility Rental Agreement. In case of any conflict between the terms of the Facility Rental Agreement, and these Terms and Conditions, the terms of the Facility Rental Agreement. Shall prevail.
- Use:** You shall use the BIBF rented facilities only for the purpose indicated in your Facility Rental Contract and shall not use such facilities for any other purpose whatsoever. BIBF rented facilities must not be used for any political and/or religion-based debates, presentations or training.
- Services and Utilities:** BIBF shall provide standard services and utilities including security, IT technician and general services/reception staff and access to washrooms, prayer rooms, café and the general student car park area located outside the premises. BIBF will be in charge of cleaning up immediately after each event. Personal items may only be stored overnight during an event with prior consent from BIBF. BIBF shall not accept any liability on any damage or theft to such items. The cost of such services and utilities shall be included in the rental fee.
- Equipment:** Any equipment provided for under the terms of the Facility Rental Contract shall at all times remain the sole property of BIBF.
- Catering:** Personal food and beverages may only be brought to the event from the BIBF cafe
- Payment:** Upon confirmation of the booking by BIBF, 100% of the rental fee must be paid to BIBF either by cash, cheque or transfer not less than two weeks from the date of the event. The rental fee shall include the price of the room/facility booked as well as any additional services requested including the provision of equipment. If the number of participants increase, you must inform BIBF of such increase prior to the event and as soon as possible as rental fees may vary according to the number of participants.
- Cancellation and Refund:** BIBF may cancel your booking at any time prior to the event. You may cancel your booking at any time prior to the event subject to the following refund policy:

**7 DAYS OR MORE PRIOR TO THE
EVENT 90% REFUND**

**5 DAYS PRIOR TO THE EVENT
50% REFUND**

**LESS THAN 5 DAYS OF THE EVENT
NO REFUND**

- Restrictions:** Smoking is strictly prohibited inside BIBF's building. Smokers may use smoking points allocated outside the building. The consumption of alcohol is strictly prohibited within BIBF property. The use of pyrotechnics, firearms or weapons of any kind is also strictly prohibited. For security reasons all entry to the building must be through the main entrance. If the renter brings extra participants, he/she must inform BIBF as soon as possible as prices may vary.
- Liability and Indemnity:** You hereby agree to indemnify on demand and hold BIBF harmless with respect to all claims, losses, liabilities, costs, expenses or damages claimed by any third party and suffered by BIBF (including reasonable attorney's fees and court costs) arising as a result of the use of the facilities by you or as a result of any such party's negligence or willful or fraudulent misconduct.
- Governing Law:** These Terms and Conditions are governed by and construed in accordance with the laws of the Kingdom of Bahrain.

I the undersigned below hereby agree to the Terms and Conditions attached to this Facility Rental Contract.

For and behalf of:

Name:

Signature: