



ASHOKA HALL - GENERAL CONDITIONS

ICC courtyard shall be allocated in accordance with the following terms and conditions:

1. The following general conditions are to be carefully read and signed by the 'Applicant' along with the Ashoka Hall Application form available at the ICC counter while reserving the hall.
2. The Ashoka hall shall be exclusively allocated only for public functions which are conducted free of charge or entry restricted by invitation passes. The commercial functions with sale of tickets attached to it shall not be admissible at the hall.
3. The hall shall be permanently reserved on 2nd Friday of every month for the exclusive utilization of ICC.
4. The allocation of hall to the "Applicant" shall be in accordance with the ICC official timings. Odd timing expenses to be paid extra.
5. Stage and in-built PA system shall be provided but will be operated under the supervision of ICC designated person.
6. 300 chairs will be made available at the hall.
7. Lights and operating of five-split unit Air conditioners shall be at the disposal of "Applicant" during the prescribed hall allocation period.
8. Holding of a Food-festival is strictly banned inside the hall.
9. Smoking is strictly prohibited inside the hall.
10. "Applicant" shall in no way sublet the premises to third party and / or no proxy booking is permissible.
11. The "Applicant" shall be responsible for any damages, which might be caused to any movable or immovable properties at the hall and to be compensated.
12. Allocation of the hall shall be subject to the procedures adopted by the Managing Committee of ICC from time to time.
16. The "Applicant" shall be solely responsible to ensure that all guests attending shall conduct themselves in such manner as will establish an example of good behavior, responsibility and virtuousness and shall not indulge in any activity (anti-Indian or anti-host country or its customs) which may damage the prestige of the Embassy of India – Indian cultural Centre. The "Applicant" shall be responsible to ensure that all functions conducted at the venue are in accordance with the prevailing laws of State of Qatar.
17. Use of alcohol / drugs is strictly and totally prohibited within the premises.
18. No religious political function / ceremony are permitted within the premises.
19. The premise is to be returned in the same condition as was given to the applicant is liable for any damages to property, furniture, fixtures etc.

20. Indian Cultural Centre - Embassy of India have no liability and responsibility, if any of the participant caused any traffic blockage or inconvenience to residents and they themselves are fully responsible for parking of their vehicles. ICC designated person shall have the right to divert the visitors' vehicles to any distant locations or to ask the "Applicant" to remove the vehicle from any spot should it be found causing traffic block at the vicinity of premises.
21. Entry of guests(s) shall be diligently controlled by the applicant and in no way disturb other regular functions going in ICC.
22. The Management of Indian Cultural Centre - Embassy of India has the right to revoke the permission at any time without assigning any reasons. In this case advance paid for reservation will be returned in full and will not entertain any other claim from the concerned party. Also the management will also not entertain any correspondence with the applicant in the event such permission is revoked.
23. Hiring of ICC premises / properties should be through the printed application form available at the reception counter of ICC and no telephone booking shall be accepted.
24. Booking confirmation shall be subject to availability and approval from MC authorized MC Member (In-charge – Premises) or President / Gen. Secretary.
25. Any changes in Tariff shall be subject to ICC Managing Committee's approval.

Head of Premises

Signature:

Name of Applicant:

Indian Cultural Centre

Name of Organization /
Establishment

Position:

Date:

** All rates of Ashoka Hall will be subject to the change*