

## Contract for Using Yabous Cultural Centre Halls & facilities

### Information about the organization:

Organization		Person in charge	
Phone number		Title	
Cellular phone number		Fax number	
Email:			

### Type of organization:

	Arts Group		Non-profit organization
	International organization		Educational organization (kindergarten, school, university,...)
	Charitable association		Other:

### The halls requested:

	Al-Quds Cinema		Marrakech Hall (multipurpose)
	Meeting hall		Mahmoud Darwish Hall

### Nature of activity:

	Musical evening		Film screening
	Dancing performance		Training
	Public activity (conference, seminar, workshop, marking a certain anniversary)		Artistic work production

	Other, please specify:		
--	------------------------	--	--

**\* Brief summary of activity:**

---



---



---



---



---

**\* Dates of activity:**

Day	Date	Time - From:	Until:

**\* Technical requirements:**

- Lighting  yes  no
- Do you have a special light technician  yes  no
- Sound equipment  yes  no
- Do you have a special sound technician  yes  no
- Film screening devices (specify)  yes  no
- Projector 35
- DVD

\* Do you need training/sound check in the hall prior to the activity?  yes  no

If yes, please specify: number of days \_\_\_\_\_ number of hours \_\_\_\_\_

**\* Dates of training/sound check:**

Day	Date	Time - From:	Until:

\* Do you have other needs?     Yes     No

If yes, please specify,

- 1- \_\_\_\_\_
- 2- \_\_\_\_\_
- 3- \_\_\_\_\_
- 4- \_\_\_\_\_

\* Partners:

- 1- \_\_\_\_\_
- 2- \_\_\_\_\_
- 3- \_\_\_\_\_

\* Funding parties:

- 1- \_\_\_\_\_
- 2- \_\_\_\_\_
- 3- \_\_\_\_\_

**Cost of using the hall:**

- \* Total amount \_\_\_\_\_ only.
- \* Donation from Yabous Cultural Centre of \_\_\_\_\_% reaching the amount of \_\_\_\_\_ only.
- \* Donation from Yabous Cultural Centre for all the costs reaching the amount of \_\_\_\_\_ only.



We, the undersigned, \_\_\_\_\_ (full name of organization and registration number), represented in the persons \_\_\_\_\_ (authorized to sign) hereby declare our commitment and compliance with all terms of the *Contract for Using Yabous Cultural Centre Halls*, and all attached instructions on the use of halls and all financial measures mentioned in the contract:

*Second Party:*

Signature \_\_\_\_\_

Date \_\_\_\_\_

*First Party:*

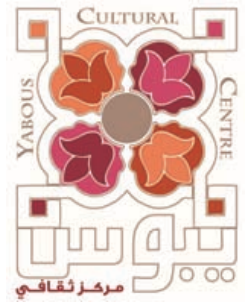
Signature \_\_\_\_\_

Date \_\_\_\_\_



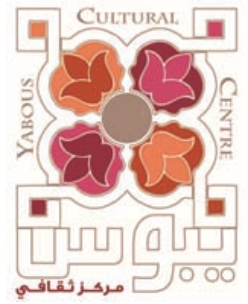
شارع الزهراء - ص.ب ٥٤٨٧٤  
القدس، فلسطين  
هاتف: ٦٢٦١٠٤٥ (٠٢)-٩٧٢+  
فاكس: ٦٢٦١٣٧٢ (٠٢)-٩٧٢+  
www.yabous.org

Al Zahra St. - P.O.Box 54874  
Jerusalem, Palestine  
Tel: +972-(02)-6261045  
Fax: +972-(02)-6261372



### **Basic Provisions on the use of Yabous Cultural Centre**

- 1- In case of any violation to the terms mentioned below, the organizers of the event at Yabous Cultural Centre will have to cancel their activity immediately.
- 2- The event and its special reservation shall be canceled in case the second party does not meet its financial commitment three days before the activity.
- 3- It is inadmissible to exceed the number of persons allowed in any of the center halls which are as follows: Faisal Hussein Hall (420 persons), Marrakech Hall (100 persons), Al-Quds Cinema (81 persons).
- 4- In case of organizing a reception, the second party shall commit to coordinate with Yabous Cultural Centre Administration, including the quality and source of goods or material to be used.
- 5- Smoking is not prohibited inside Yabous Cultural Centre building.
- 6- The second party shall not bring food or drinks into the halls of Yabous Cultural Centre.
- 7- The second party may not tamper with equipment or properties belonging to Yabous Cultural Centre.
- 8- It is inadmissible to bring any decoration, posters, devices, or equipment without prior coordination with Yabous Cultural Centre Administration.
- 9- It is inadmissible to use the walls of Yabous Cultural Centre to post any posters or media material or other material.
- 10- Upon announcing an event to be organized by the second party, the name of the first party - Yabous Cultural Centre - must show very clearly and correctly in the announcement.
- 11- The second party must be committed to remove any posters or signs at the end of the activity, and in case the second party does not honor this commitment, Yabous Cultural Centre Administration is not responsible at all for the above-mentioned material which will be disposed of immediately at the end of the activity.
- 12- The second party or/and its representatives who signed the contract are the sole responsible people, jointly or severally, for any damage caused during the activity or event organized by the second party, whether equipment, devices or material belonging to the second party or/and the first party or/and to the building itself and its facilities. The second party shall bear all expenses and losses that might be incurred by the first party to fix or remove the damage.



## Technical instructions and provisions

- 1- The regulations of Yabous Cultural Centre stipulate the use of sound and light techniques available at the centre under the supervision of the technicians in charge and prior coordination with the administration is needed in case the second party desires to use any external techniques that are not found in the centre, or any assistant technicians who need to follow the instructions of the centre's technicians and the second party shall bear all additional expenses resulting from such an arrangement.
- 2- The first party is not responsible for the damage of equipment belonging to the group or organization during the activity; the first party is not responsible for the loss of any material or equipment used in the event.
- 3- The second party has to brief the first party regarding any arrangements with local TV stations or Satellite channels whose work inside the centre needs special arrangements with the technicians at the centre.
- 4- In case of any special plans for technical arrangements, these need to be attached with the application in order to study the possibilities of providing them on time.
- 5- The management of the available technical arrangements and hall is the sole responsibility of the first party; the second party or any of its groups have no right to interfere or tamper with the technical arrangements at the centre.
- 6- There should strict and accurate compliance with the dates of training and rehearsals for performances.
- 7- The program of the event must be clear and must be sent to the first party in writing at least one week before the date of the activity.
- 8- The centre is not responsible for any special arrangements pertaining to light and sound unless it is agreed in advance with the technicians of the centre.



### **Other instructions for the use of Yabous Cultural Centre in special situations**

- 1- The second party shall be responsible for bringing ushers and tickets salespeople who will keep on working during the performances (with the exception of the ushers of the Al Quds Cinema).
- 2- Until agreement is reached, sales of tickets will be the responsibility of the second party.
- 3- In case of organizing events that include the sales of tickets, the second party shall make sure to include special rates for children and students tickets.