



In5 Venues Booking Terms and Conditions:

Payment

An advance payment towards a booking is mandatory and must be paid upon receiving booking confirmation.

1. Wire transfer to in5 bank account* (wire transfer details must be submitted to calendar@in5.ae)
2. Cash payment at Dubai Knowledge Park Block 8 or Dubai Studio City, Building 2

*Bank Name: Emirates NBD, Baniyas Road, Deira, Dubai, United Arab Emirates
Account Name: in5 FZ-LLC
Account number: 1015067199101
Swift: EBILAEAD
IBAN: AE650260001015067199101

Booking Change and Cancellation Policy

- A booking does not hold valid if the payment transaction details are not received within 2 working days from the date of confirmation.
- For the current/same day booking, an advance payment is compulsory prior to start of the session.
- For a confirmed booking, any changes required post the paid booking, is subject to the below conditions:
 - Availability of the Venue/Equipment
 - Change in Booking is only allowed 1 time per booking
 - Change in booking date or booking cancellation request is received 7 days prior to booked session.
 - Any changes received less than 7 days in advance, is subject to the cancellation policy and any payment difference between the bookings
 - Any difference in payment due to change in booking details and subject to refund policy below, and must be done within 1 working day from the confirmation received.
- **Refund Policy for Cancellation**
 - Up to 1 Day Notice: 0% Refund (Full payment required in case of changes)
 - Up to 2 Day Notice: 50% Refund (50% of payment required in case of changes)
 - Up to 7 Day Notice: 75% Refund (25% of payment required in case of changes)
 - More than 7 Day Notice: 100% Refund (no payment required in case of changes)

Free Usage Policy

- Free booking is offered to in5 startups and members subject to the below conditions:
 - Meeting rooms, editing suites, board-room, booking is offered with a cap of 2 hours/day. An advance booking can be done one week ahead.
 - Large rooms booking (Conference Halls, Training Room, Multifunctional room and Lounge) is subject to management approval and is considered only in case of business promotional activities or team development training on condition of no revenue generating activities.
 - Large rooms booking (Conference Halls, Training Room, Multifunctional room and Lounge) is offered with a cap of 1 day/month.
 - Small Storage Cabinets located at in5 Media and Tech can be availed (1-Locker/Team) for a valid period of lease, to store work related bulky items.
- **For in5 Prototyping Lab**

The in5 Design Prototyping Lab is a technical facility for machining and fabrication. Anyone, whether a professional or amateur who want to use the lab facilities, must undergo HSE training and relevant machine/tools instructions.

 - Lab users are mandated to sign the No Liability Form.
 - Lab access is permitted ONLY in the presence of responsible Lab staff.



- **For in5 Media Studios and Equipment**
 - No equipment, studio furniture or fixture shall be taken from other areas without the knowledge and written consent of in5 team.
 - Requests for supplementary equipment can only be done via additional booking request.
 - Any damage resulting from use of the studio facility and equipment is solely the responsibility of the user. All damages must be repaired, or in cases where a repair is no longer viable, replacement of the equipment or studio facility should be arranged immediately.
 - All rented equipment must be returned to the Equipment Room in the same condition in which it was received at the time of checkout.
 - Security deposit amount of AED 500 (refundable) for each equipment, whether used indoors or outdoors, is applicable to all equipment booking reservations.
 - Equipment rented for an outdoor shoot must be returned within 24-Hours. Additional charges will be applicable at the rate of one-day rent at each 24-hours cycle. In case the equipment is not received, 1-day over the booked hours, without a notification, the matter will be reported to authorities as Lost/Stolen/Damaged. The authorities will take their action to recover the missing equipment.
 - For Outdoor equipment rental, equipment pick up/return must be done within working hours.

Permissions

- For any shooting related bookings, a permission issued by [DFTC](#) is mandatory and must be obtained by the customer and submitted to in5 team prior to the start of the booking.
- For ticketed event bookings, a permission from [DTCM](#) is mandatory and must be obtained by the customer and submitted to in5 team prior to the start of the booking.
- For food trucks, various permission are mandatory, this includes and not limited to the Dubai Economic Department and or Dubai Development Authority (trade license and name), Dubai Municipality (food safety and health permits), Roads and Transport Authority (setting up shop in public places).

Insurance

- Insurance deductible are applicable for damage/repairs towards equipment usage. AED.500 deductible for items under AED.100K value. AED.2500 deductible for items over AED.100K. Exclusion conditions are applicable.

General Terms

- Venues can be booked for use round the clock. In5 Prototype Lab bookings are restricted to the availability of Lab Supervisor.
- Booking confirmation is subject to availability and payment confirmation.
- Venue booking acknowledgement will be sent within 1-working day from the submission of the booking request received during working hours between 08:00 – 16:00 Hrs. from Sunday to Thursday (Public holidays are excluded).
- No booking must be assumed as confirmed unless a confirmation is received by the requester.
- No furniture or fixture should be moved or taken from other areas of the facility without the knowledge and written consent of in5 team.
- The venue must be cleared of all material used during the session within the booking period.
- The booking period includes any pre/post setup related requirements.
- Subject to availability of the venue, additional charges are applicable prorated, if the venues is used over the booking period.



- Any damages to spaces, equipment, machinery during the booking period is under the responsibility of the User/Session/Organizer.
- Any damage resulting from use of the venue, facility and equipment is solely the responsibility of the user and additional payment will be required for the repair of all damages, or in cases where a repair is no longer viable, replacement of the equipment or facility must be arranged immediately. In case the repairs/replacement of damages is not honored within 7-days of booking end-date, the amount equivalent to damages will be deducted from the security deposit amount.
- Companies seeking their TRN Number mentioned on in5 Invoices, need to submit their company trade license.
- Individuals seeking to rent equipment for an outdoor shoot, must submit a copy of Emirates ID or Passport Copy with Visa Page.
- Companies seeking to rent equipment for an outdoor shoot, must submit a copy of their valid trade license and a copy of Emirates ID or Passport Copy with Visa Page of an individual collecting the equipment.
- If in5 venue is used for shooting or product launch purposes, a security deposit between (AED.10K – 50K), depending on the extent of a shoot, is mandatory The security deposit amount will be released upon receiving clearance that the site is received back in the order it was booked.

Signed - Company Name, Person Name, Title