

in5 VENUES

Booking Terms & Conditions

GENERAL RULES

- Venue booking response SLA is 1 working day from the submission of the booking request received during working hours between 07:30 – 16:30 Hrs. from Sunday to Thursday (Public holidays are excluded).
- Booking confirmation is subject to availability and payment confirmation (if applicable).
- The booking period includes any pre/post setup related requirements.
- Subject to availability of the venue, additional charges are applicable prorated, if the venues are used over the booking period.
- The venue must be cleared of all material used during the session within 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.
- A security deposit is mandatory if the venue is used for shooting or product launch purposes.

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 Term.
- Lab access is permitted ONLY in the presence of responsible Lab staff.
- Prototype Lab can be booked at a cap of 20 Users (excluding 3D Printing projects).
Prototype Lab can be booked for an access for a month, week, or a day.

For in5 Media Studios & 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 for each equipment (refundable) is applicable to all equipment booking reservations.
- For Outdoor equipment rental, equipment pick up/return must be done within working hours.



Tel: 800-2465

Email: info@infive.ae

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PRICING

- Venue Booking is requested through <http://infive.ae/creative-spaces/>.
- Venue Booking Pricing is calculated/rounded off at per hour rate. A 50% Discounts on rack rate is offered to Startups. A 20% Discounts offer to Members.
- Shooting and Outdoor areas are booked at either full day (8-Hours) or half day (4-hours) basis. Prorate is applicable for additional
- Free booking is offered to in5 startups and members subject to the below conditions.
- Free booking can be done by members at <http://supersaas.com/dashboard/login>
 - Meeting Room/Editing Suite/Lounge booking is offered with a cap of 2 hours/day.
 - Meeting rooms booking can be done max 1 week ahead.
- Venues for startup promotional activities, staff development, product training activities, etc., are offered free to in5 startups, subject to the below conditions.
 - Booking is confirmed based on venue availability.
 - The free booking is not used for revenue generating activities.
 - Free booking is offered with a cap of 1 day/month.

PAYMENT

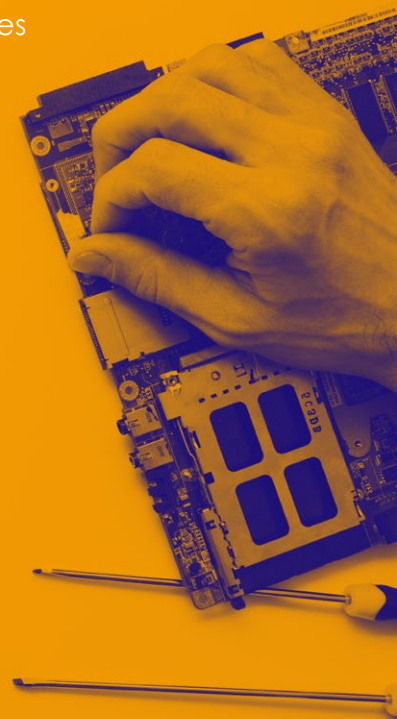
- The venue booking charges are applicable as per the published prices at <http://infive.ae/creative-spaces>
- Members are offered discounted pricing as mentioned at the <http://infive.ae/creative-spaces>
- An advance payment is mandatory via either of the following options:

1. Emirates NBD Pay by link.
2. Wire transfer to in5 bank account* (wire transfer details must be submitted to calendar@in5.ae)
3. 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



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BOOKING CHANGE AND CANCELLATION POLICY

- Booking is considered cancelled if the payment confirmation is not received within 2 working days from the date of venue confirmation.
- For the current/same day booking, the advance payment is made 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)

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.

INSURANCE

- Insurance deductible are applicable for damage/repairs towards equipment usage. AED500 deductible for items under AED.100K value. AED.2500 deductible for items over AED100K. Exclusion conditions are applicable.

SPECIAL NOTES

Aligned with the directive of Dubai's Covid-19 Command Control Center, the Emirate's Tourism Activities rules for facilities and services have been updated to resume economic activities and allows meetings, in consideration of the following guidelines and measures:

- Please provide justification for why the booking should proceed and cannot be held virtually.
- 2M social distancing must always be maintained.
- Everyone must wear a Mask all the time.
- All attendees will compulsorily undergo a temperature check upon arrival at the building.
- All the equipment/material carried by the guests must be sanitized by the session organizers in the presence of security before entering the building.

Dubai Tourism will continue to assess the situation and periodically provide updates to the industry in consultation with the relevant city health and crises response Authorities.

www.dubaitourism.gov.ae/en/dxbCovid-19

➤ [Click here for Fashion Lab Terms & Conditions](#)

➤ [Click here for Fashion Lab Pricing](#)



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