



## Arts Centre Terms & Conditions

### **1. RESERVATIONS**

Reservations will be regarded as **provisional** until such time as a signed copy of this agreement and deposit for required service(s) has been received by JIS. JIS reserves the right to release a provisional booking in the absence of acceptance of these conditions.

### **2. PAYMENT SCHEDULE**

Any reservation for the provision of any facility/ services requires a 100% deposit in order to secure confirmation. The payment should be made within two(2) weeks from the date of signing of this agreement.

Payment may be made by cheque addressed to "Jerudong International School Sdn Bhd" (post dated cheques are not acceptable) or through bank transfer or telegraphic transfer. If payment is made through telegraphic transfer, please cite the following information and provide the payment details to the Accounts Department by fax at +673 2411013 or email at [accounts@jis.edu.bn](mailto:accounts@jis.edu.bn) :

Bank Name : Standard Chartered Bank  
Bank Account No : 01-001-224889-00  
Bank Address : G01-02, Wisma Haji Mohd Taha  
Jalan Gadong, BE4119 Brunei Darussalam  
Bank Swift Code : SCBLBNBB

All bank charges shall be borne by the Client.

### **3. CANCELLATION**

- a. Priority is given to JIS performances/ functions. It may be necessary to cancel external performances/functions if the date booked coincides with the date of JIS performances/functions, which cannot be advanced or deferred. JIS reserves the right to cancel, terminate, advance or defer the reservation at any time by notice to the Client. In this respect, the decision of JIS shall be final. JIS may in its absolute discretion grant or refuse any application for the use of the premises without assigning any reason. In the event of the cancellation due to the above reason, JIS shall refund full the deposits received to the Client. JIS shall not be liable for damages or otherwise in respect of such action.
- b. If the Client cancels the reservation due to unforeseen circumstances, the Client is not entitled to any refund. The Client can request for postponement of reservation to the date which there is no reservation by JIS or external party. The request must be made in writing to JIS at least two (2) weeks in advance prior to the original intended date of function.

### **4. VENUE ACCESS**

All venue can only be accessible from 9am onwards. Additional set-up time prior to the event date may be booked, subject to the availability at the time of booking, at the published venue hire rates and advance confirmation.

## **5. CLIENT CONDUCT**

- a. The Client shall observe the advised time of the commencement of the performance/function and shall vacate the premises on or before the expiry date and time of hire of the premises. No unauthorised person shall be admitted or permitted to remain on the premises unless on official business.
- b. No unauthorised person shall be permitted to enter the store rooms, equipment rooms, audio control rooms, electrical rooms, studio rooms, auditorium or handle the stage technical appliances such as counter-weights, fly-bars, locking levers for the ropes, etc, or operate the stage-lighting consoles, sound reinforcement consoles, curtain controls and the air-conditioning plants without permission from authorised JIS staff.
- c. The Client is responsible for the safety and proper conduct of their participants and guests. JIS may refuse admission of any person who is likely to cause embarrassment or annoyance to other people in the premises.
- d. The Client should strictly adhere to the fire safety regulations.
- e. It is the Client responsibility to ensure and prove that the necessary license(s) for using the premises to hold a performance, function, exhibition, seminar, etc has been obtained from the relevant authorities and prior written permission from the copyright/intellectual property rights owners has been obtained for the performances to be staged.
- f. It is the Client responsibility to obtain licence of copyright/ intellectual property and to pay all copyright/intellectual property rights royalties, if any or applicable and shall indemnify JIS against all claims, demands, actions and proceedings arising out of any infringement of copyright/intellectual property rights on the unauthorised playing, performance or use of any record, tape and apparatus of contrivance occurring during the period of rental of the premises.
- g. For all entertainment, it is the Client absolute responsibility to seek written pre-approval from the relevant authority for the necessary licences for music and dancing. JIS requires a copy of the written appropriate approval no less than 72 hours prior to the commencement of the function.
- h. JIS will not be held responsible for any damage or loss to the storage or properties of the Client or the owner of such properties on the premises.
- i. All Client's properties must be removed within twenty four (24) hours after the rental period. Failing to do so will incur extra rental charges. JIS reserves the right to dispose of or destroy such properties as they may think fit over the twenty four (24) hours period. No claim whatsoever shall be made against JIS on account of such disposal or destruction.
- j. The Client shall be entirely responsible for the proper and safe setting of his entire backdrop and for the proper working of all his own electrical, mechanical and other appliances. JIS shall not be held responsible for any expenses, claims or demand made in the event of any accident occurring to any person engaged in connection with the work.
- k. The Client and the member of any company whether professional or amateur and their staff generally shall adhere to these Rules and Regulations and comply with the directions of JIS.

## **6. RESTRICTIONS**

- a. Smoking is strictly prohibited in the premises and within the immediate vicinity of the premises.
- b. Cooking is not allowed in any part of the premises.
- c. Strictly no food and beverages within the auditorium other than specific area allocated for such purpose.
- d. Children are not allowed to run or play in any part of the premises.
- e. Anything that is likely to deface the walls, ceiling, furniture, equipment and screen within the premises are not allowed to be used.
- f. JIS will not provide any duplicate keys to the Client or any other user of the premises.

## **7. DAMAGE TO JIS PROPERTY**

The Client, in accepting this Terms and Conditions, assumes responsibility for any and all damages caused by him or any member in his party, in any part of JIS or grounds and JIS reserves the right to request sight of the Client relevant insurance policy in place to cover the event.

**8. FURNITURE AND EQUIPMENT**

- a. No electrical apparatus or fittings of any kind shall be attached to, or used in conjunction with the existing electrical switchgears or fittings without the permission from JIS.
- b. Any electronic devices that will cause annoyance to other users of the premises are strictly prohibited.
- c. Trolleys with rubber castors are to be used to move heavy equipment, material, goods, etc and not be dragged in the premises.
- d. All passageways and means of exit shall be kept clear. There should not be any obstructions to any passageways or exits.
- e. No equipment or property shall be altered or modified without the prior written approval of JIS.
- f. Nothing may be affixed to the walls, ceilings, floors or pillars by the use of nails, screws, drawing pins, and tape or by any other means.

**9. INDEMNITY AND HOLD HARMLESS**

The Client assumes entire responsibility for losses, damages, claims, demand and expenses(including, but not limited to, attorney fees) arising out of, alleged to have arisen out of, or in any way connected with (a) injury or damages to displays, equipment and other property brought onto JIS premises by the Client or any member, agent or representative thereof, and (b) injury to any other person or damage to any property arising out of or in any way connected with (1) any action or any member, agent or representative of the group, (2) any property brought onto JIS premises by the Client or any member agent or representative of thereof. The Client shall indemnify, defend and hold harmless JIS, its owners, affiliated entities, agents, servants and employees from any and all such losses, damages, claims, demands and expenses.

\* JIS reserves the right to relinquish or insert additional regulations to the above Regulations.

I/We, having read and understood the Terms & Conditions, hereby agree to abide fully the Arts Centre Terms and Conditions stated therein.

Name of Client : \_\_\_\_\_

Event Name: \_\_\_\_\_

Date of Booking : From: \_\_\_\_\_ until \_\_\_\_\_

No. of Days Booked: \_\_\_\_\_

\_\_\_\_\_  
Client's signature

\_\_\_\_\_  
Company's stamp

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Please complete the form and fax to +673 241 1013 or scan the completed copy and e-mail to freda.chen@jis.edu.bn.**

**For Official Use Only**

The application is approved / not approved.

\_\_\_\_\_  
Arts Centre Manager

\_\_\_\_\_  
Date