



**ASPIRE LOGISTICS**

REF. NO. AL-VED-VEN-FRM-04

VERSION 02

**VENUES DEPARTMENT**

DATE 10.07.18

PAGE 1 of 5

**TERMS & CONDITIONS**



**Terms & Conditions**

**Aspire Logistics**

REF Number: AL-VED-VEN-FRM-04 – Version 2

**1. Venue Hire & Services**

---

**1.1 Venue & Service**

- (a) Aspire Logistics agrees to hire out the requested Venue & Services to the User for the purpose of staging the Event between the period set out in Schedule 1 (“Hire Period”).
- (i) The Venue comprises the facilities and premises managed by Aspire Logistics.
  - (ii) The Services consists of the additional equipment and/or manpower provided by Aspire Logistics, attached in Schedule 1 under (“Services”)
  - (iii) The following criteria shall be considered for acceptance of hiring the venue
    - Venue availability
    - Venue suitable for activity
    - Service and amenities required for activity
    - Customer priority
    - AZF internal use
    - Venue suitable for type of activity for Sports, Cultural or Educational events



- Activity scope is suitable for venue size
- Customer must agree to AZF terms and conditions
- Customer must have all related agencies requirements for any Commercial utilization
- All activities must comply with the laws and regulations of State of Qatar
- All activities must respect the customs and the culture in the state of Qatar
- Customers will be categorized according to the current Policy for Discount Rate

**2. Payment Terms**

---

**2.1 Payment of Hire Charges**

- (a) The following payment must be made seven (7) business days prior to the Bump-In (Setup) Start date.
  - (i) Venue Hire Fees
  - (ii) Service Fees
  - (iii) Security Deposit Fees
- (b) Any variation or additional services provided to the User, which are not included in the initial invoice, are to be paid to Aspire Logistics within seven (7) business days prior to the end of Hire Period (“End Date”).

**2.2 Security Deposit**

- (a) Aspire Logistics shall refund the Security Deposit to the User after the Hire Period, unless: -
  - (i) Any deductions made in accordance with Clause **Error! Reference source not found.** for repairs or replacements;
  - (ii) Any other amount is due to Aspire Logistics arising from a breach of this Agreement, non-compliance to Security, HSE procedures, or doing negligent act resulting in activation of the fire alarm or for failing to clear event related equipment, items, props, decorations, waste and debris.

**3. Cancellation Terms**

---

**3.1 Cancellation by Aspire Logistics**

- (a) Aspire Logistics may cancel the hire of all or any part of the Venue for any of the following reasons: -
  - (i) A Force Majeure or any other event which, in the reasonable opinion of Aspire Logistics, causes the Venue (or any part of it) to be unsafe or unsuitable for holding the Event;
  - (ii) The User fails to pay the Hire Charges or Security Deposit according to Clause 2 above; or

**ASPIRE LOGISTICS**

REF. NO. AL-VED-VEN-FRM-04

VERSION 02

**VENUES DEPARTMENT**

DATE 10.07.18

PAGE 3 of 5

- (iii) A higher priority booking is received.

**3.2 Cancellation by User**

- (a) Cancellations must be made seven (7) business days prior to the Bump-In Start date to receive a refund.
  - (i) Fifteen percent (15%) of the total cost will be charged to the User as a cancellation fee.
  - (ii) Late cancellations are non-refundable.

**4. Requirements & Terms of Use**

---

**4.1 Operational Requirements**

- (a) The following must be submitted to Aspire Logistics seven (7) business days prior to the Bump-In Start date
  - (i) Permit to Work (PTW), outlined in Clause 4.3.
  - (ii) Temporary permit from Municipality for Third Party Caterers. This is outlined in Clause 4.4 (Only If Applicable)
  - (iii) All material and content relating to marketing, advertising and promotion, outlined in Clause 4.5(c) (Only If Applicable)

**4.2 Venue Terms**

- (a) The User must comply with the policies and practices of Aspire Logistics to ensure that the Event does not disrupt the existing operations of Aspire Logistics.
- (b) The User shall not use the Venue for any purpose other than that described in the Event Summary (Schedule 1) and shall not sub-hire or use the Venue or allow the Venue to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Venue anything which may endanger the attendees.
- (c) The User shall not permit more than the maximum capacity of the Venue
  - (i) Aspire Logistics reserves the right to refuse entry to people in excess of the maximum capacity.
- (d) The User shall be responsible for all acts or omissions of its personnel, contractors, third party suppliers, invitees, participants and spectators of the Event.
- (e) The User must vacate the Venue on the End Date and remove any goods or materials brought into the Venue by the User, ensuring that the Venue is returned back to its initial state, prior to the Hire Period.
  - (i) Aspire Logistics reserves the right to remove or dispose of any items left at its Venues beyond the hire date.
- (f) The User undertakes to repair or replace, to the satisfaction of Aspire Logistics, any damage to or loss of furniture, fittings, fixtures or equipment if the damage or loss:
  - (i) is caused by the User's employees, agents, contractors, invitees, participants or attendants of the Event; or
  - (ii) occurred during the Event, unless such damage was caused by the employees or contractors of Aspire.



**ASPIRE LOGISTICS**

REF. NO. AL-VED-VEN-FRM-04

VERSION 02

**VENUES DEPARTMENT**

DATE 10.07.18

PAGE 4 of 5

- (g) The User shall ensure that no animals are brought onto the Venue other than with the prior written consent of Aspire Logistics.
- (h) The User shall ensure that any children below the age of 12 are under the supervision of an adult at all times
- (i) The User must acknowledge that smoking & alcohol is not permitted within the Venue or any part of the premises managed by Aspire Logistics, and ensures that such acts are not taking place in the hired location.
- (j) The User must ensure appropriate clothing and footwear is worn for the activity being undertaken, while meeting the criteria for both local custom and functional norms.
- (k) The User acknowledges that Aspire Logistics has the right to access the Venue at any time as the representative of the State of Qatar and as Venue owner.

**4.3 Health, Safety and Environment (HSE) Terms**

- (a) The User shall abide by all applicable Aspire Logistics HSE policies and procedures and related Qatar Laws and regulations.
- (b) The User must follow the directions of Aspire Logistics and the authorities or other security personnel in relation to any operational or HSE matters.
- (c) The User shall engage reputable and competent contractors, sub-contractors who are licenced by the Qatar Government and are preferably ISO certified companies. The workers hired shall be legally government approved residents of Qatar with Valid Resident Work Permits.
- (d) The User should adhere to sustainability best practices to conserve energy, water and other resources and to reduce waste and minimise the release of greenhouse emissions and other substances damaging the health and the environment.
- (e) The User shall comply with all the safety requirements related to flammable liquids, Gas cylinders and hazardous chemicals and seek the approval of the Aspire Logistics HSE Department before bringing such items into Aspire Logistics sites.
- (f) Copies of all HSE related application forms can be obtained from the Aspire Logistics HSE Department's office. User will be required to complete all required applications and forms including, but not limited to, Permit to Work (PTW), Risk Assessment and Method Statement
- (g) The User shall in consultation with Aspire Logistics HSE department have in place its Event Emergency Preparedness Plan related to the event and the areas occupied by the event with appointed fire wardens to manage the event participants and officials.

**4.4 Food and Beverage Service Terms**

- (a) Users needing food & beverages for their event must request this from a third party vendor.
- (b) User must obtain a temporary permit from Municipality (Baladiya) and submit it to Aspire Logistics, seven (7) business days prior to the Bump-In Start date. A temporary catering permit will then be issued to the User by Aspire Logistics.



**ASPIRE LOGISTICS**

REF. NO. AL-VED-VEN-FRM-04

VERSION 02

**VENUES DEPARTMENT**

DATE 10.07.18

PAGE 5 of 5

**4.5 Marketing & Advertising Terms**

- (a) Aspire reserves the irrevocable right and permission to use all images include group images covered by intellectual property rights, including but not limited to photos, films, digital images, motion pictures and videos (IP content), on a non-exclusive, transferable, royalty-free, worldwide basis for the illustration, art, advertising, commercial trade and promotion of its' brand, venues, events and all other related activities.
- (b) Aspire Logistics shall be entitled to refuse permission for any promotional materials bearing the names or logos of sponsors whose activities are not consistent with any internal policies of Aspire Logistics or commitments of Aspire Logistics to third parties
- (c) The User shall not do the following without the written approval from Aspire Logistics seven (7) business days prior to the Event Bump-in date: -
  - (i) Display any promotional material for the Event, including banners, flags and signs relating to the Event in, on or around the Venue.
  - (ii) Mention the Aspire name, nor use the Aspire logo, locally or internationally in any publication, social media communication, press release or PR activities.
  - (iii) Film or broadcast any promotional footage relating to the Event on the Venue.