

Terms & Conditions for Venue booking at The Japan Foundation, New Delhi

(This Document refers to both the Multi-purpose Hall <Sakura> and the classroom <Matcha>)

Kindly fill out the application form only after you have read the following terms and conditions and you agree to abide by them. In principle, the Venue is meant primarily for the promotion of arts and culture related to Japan, which also includes events related to the Japanese language.

(I) Requirements to be fulfilled by the Applicant:

1. The Applicant shall be responsible for maintaining discipline and law & order at the venue. This also includes all and any traffic/parking issues outside the Venue to avoid congestion of traffic. The Applicant is required to have the requisite number of staff/volunteers so that the program runs smoothly and the crowd inside and outside the Japan Foundation New Delhi premises is managed well.
2. If there is any film/video screening as part of the program, the Applicant shall ensure that they have obtained all the permissions/copyright from the filmmaker(s) to screen the film/video. Other required permissions must also be obtained which may include censorship certificates issued by the Ministry of Information & Broadcasting, GOI, and a temporary screening license from the Entertainment Tax Office, GNCTD.
3. Permissions from the performer/artist, if any, for audio/video recording of the event shall be obtained by the Applicant.
4. The Applicant and concerned parties are requested to take care of their materials/technical equipment/ personal belongings, as the Japan Foundation is not responsible for their safety.

(II) Requirements to be noted by the Applicant:

1. The entry to the program held at the Venue shall not be chargeable.
2. Arms and ammunition and any other inflammable materials as well as consumption of alcohol and smoking are strictly prohibited inside the Venue.
3. Sale of books, sales promotion advertisements or any commercial transactions including sale of the tickets of the program are not permitted within the Japan Foundation New Delhi premises. This restriction also applies to displays of goods/products for commercial purposes.
4. The venues must not be used for religious or political purposes.
5. The Multi-purpose Hall <Sakura> has a limited capacity of 60 (sixty) persons and the classroom <Matcha> has a limited capacity of 25 (Twenty-five) persons. Therefore, if the Applicant is expecting more than the capacity for a program, the Japan Foundation New Delhi must be informed prior to the event.
6. Food and beverages are not allowed to be brought into the multi-purpose hall <Sakura>. If the Applicant is planning to do some gathering with food items, the Applicant should book both the hall and the classroom <Matcha>. The balcony belongs to the classroom and both spaces are allowed to bring food items. If the classroom has already occupied with other parties, It means that no gatherings with food and drink are allowed.
7. The Applicant may engage any caterer of their choice and may also use required additional sound system, lighting, etc. at the Venue, but only after obtaining the prior consent of the Japan Foundation, New Delhi.

(III) Procedure for Booking the Venue:

1. The Applicant must submit an online booking form with all necessary contact details, the purpose of the program, and necessary requirements. No verbal applications shall be entertained.

2. An application shall be accepted up to a maximum of 3 (three) weeks in advance.
3. The Applicant must mention the exact date(s) and timing(s) for which they require the venue on the Application Form. Preparation and dismantling time must be included in the timing mentioned.
4. All bookings must be between 10:00 AM and 5:00 PM and avoid Sundays and JFND scheduled holidays, beyond which the venue must be vacated immediately. The duration of the program cannot exceed the booking period without the prior consent of the Japan Foundation New Delhi.
5. The Application must be approved by the Director before confirmation, which will then be intimated by the Applicant. A submission of the Application Form does not mean automatic confirmation of booking.

**Notwithstanding confirmation of the booking, Director General, The Japan Foundation New Delhi reserves the right to refuse/cancel the booking of the auditorium at any time without assigning any reason whatsoever.*

(IV) Miscellaneous:

The Applicant shall be obliged to mention the name and logo of the Japan Foundation in all its publicity material and invitation cards and submit copies of the same to the Japan Foundation.

(V) Television Crew and Press Photographers:

1. The Applicant is requested to permit only those TV crews and photographers who have been invited by them or have received their prior consent to record proceedings of their programs.
2. TV crew and photographers are requested not to block the aisles of the Venue as this can violate fire hazard regulations and other safety norms.

(IV) In the event of any mishap and/or destruction of property and disputes:

1. The Applicant fully indemnifies "The Japan Foundation New Delhi" against any legal proceedings, costs, charges, expenses and damages that they may suffer or incur or which may arise from any non-settlement of payments, any injury or accident caused to property used by hirer or by its agents, representatives, contractors or employees and any liability whatsoever including that of any injury or harm to the visiting public arising out of the event held at the Venue. Neither Applicant or its related organization, agents, representatives, contractors, or employees will have any claim against the Japan Foundation for damages, either for personal injury or damage to any of its property, arising from negligence or default of any person from any other cause or for any loss, sustained because of temporary non-availability of any of the services in the Venue.
2. In the unexpected event of a riot, fire, natural disaster, failure of electricity or an act of war due to which the party is unable to use the booking venue, the Japan Foundation will not be liable for any loss suffered by the Applicant.

The Applicant will ensure strict compliance with all norms given above, failing which, the Director General of the Japan Foundation New Delhi reserves the right to refuse entry / stop / suspend the show.

Additionally, the Applicant and / or its representative or related organisation shall be prohibited from booking the Venue, for any future period as per the discretion of the Director General of the Japan Foundation New Delhi.