



السدو  
ALSADU

## Venue Rental Form

### Application requirements:

- Completed venue rental form
- Portfolio: previous exhibitions, workshop, mock ups of what will be displayed, etc...
- All documents must be emailed to [Events@alsadu.org.kw](mailto:Events@alsadu.org.kw)

### Kindly fill the application for approval

Name of organization: .....

Organization scope of activity: .....

Name of organizer: .....

Exhibition / Event Name.....

Event dates from..... to : .....

Event time from..... to : .....

Telephone number: .....

E-mail address: .....

Starting time of the event: .....

Finishing time of the event: .....

Expected number of people attending the event: .....

Equipment the organizer is bringing for the event set up:

.....

.....

Working hours: Sunday - Thursday from 8 am - 1 pm

Tel: 22432395 | Fax: 22437532 | Email: [Events@alsadu.org.kw](mailto:Events@alsadu.org.kw)

Sadu House – Arabian Gulf Street – next to the National Museum of Kuwait



Venues	Price	Mark the Venue/ Service needed
<b>Art Courtyard</b> (10.30 X 7.90 m)	KWD 300	<input type="checkbox"/>
<b>Weaving Courtyard</b> (7.85 x 8.30 m)	KWD 150	<input type="checkbox"/>
<b>Gallery (Room n10)</b> (6.70 x 3.50 m)	KWD 50	<input type="checkbox"/>
<b>Gallery (Room n11)</b> (8.50 x 3.50 m)	KWD 50	<input type="checkbox"/>
<b>Over time for two workers (Sat- Thurs)</b> <ul style="list-style-type: none"> <li>• Before 8 AM (no earlier than 6 AM)</li> <li>• 1 PM-4 PM</li> <li>• After 8 PM</li> </ul>	KWD 1.500 /Hour	<input type="checkbox"/>
<b>Over time for two workers Fridays And National Holidays</b>	KWD 3 /Hour	<input type="checkbox"/>
<b>Insurance deposit</b>	KWD 100	
<b>(for office use)</b>		
<b>Total</b>		

Please take note of the following:

- Your request will be evaluated and answered within two working days.
- Kindly note that 50% of the event fees should be paid upfront on confirmation.
- 50 % will be deducted from the deposit in case we receive cancellation request within one month from the event date.
- Set up time should be consulted and discussed with the ALSadu Exhibition coordinator
- CAPACITY: The capacity for how many booths can be displayed in each courtyard are as follows:
  - Main Court Yard: 16 booths maximum

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- Weaving Court yard: 6 Booths maximum

### **VENUE RENTAL CONDITIONS POLICY**

We reserve the right to cancel any booking if maintenance or building works are required, or if a breach of conditions has occurred.

- Notification will be sent as soon as possible
- There is minimum booking period of 2 weeks. Bookings may be accepted for other periods by prior arrangement only.
- All applications are subject to an approval process. On receipt of confirmation of the booking, the applicant is required to pay 50% of the total amount to secure the booking. They will have three days after they are notified to pay the 50 %.
- Full booking charges must be paid on receipt of invoice before the event.
- Full payment must be received before the event takes place.
- Hire of the event space does not include the management and co-ordination of functions and events. Hirers are responsible for the organization and co-ordination of all details regarding their functions.
- All functions are to cease by 8pm. Hirers then have to pack up and clean their space before 8 pm without facing overtime penalties. All people must have vacated the premises after the function.
- All garbage is to be collected in waste bags and placed in the appropriate waste.
- The building has a non-smoking policy. Smoking is not permitted in the building or using any flammable tools.
- Hirers are not allowed to use AlSadu Society logo without our permission.
- AlSadu Society work timings are: from Saturday till Thursday, 8:00 a.m. till 1:00 p.m. and from 4:00 p.m. till 8:00 p.m. Hence, if the event will be carried out of the above stated timings, there will be overtime charged for the workers.

### **Overtime**

- If renter request over time for workers, they must sign and date the overtime form provided by the Sadu House workers.

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### **Policy Violation**

- Any violation to this policy will result in no refund of the insurance amount.
- Renter is not allowed to use any space other than the one the booked.

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- Events that require a fitting room: If the renter needs to use a space to for any fitting rooms, they are to use the Sadu House restroom only. They are not permitted to use the museum or any other space in the house to do so unless they book a gallery room specifically for fitting room purposes which the renter must pay and book for. If the renter does not abide by these rules and instead uses any other premise other than the ones mentioned, the insurance amount will not be refunded.

### **Regulations for the Use of Sadu House for Events**

The building is to be treated with the utmost respect as a protected building. This includes both in the interior and the exterior of the building. Please observe the following:

#### **Exterior**

- No stakes to be placed in the path around the building.
- No banners to be applied to the exterior of the building.
- No nails, glue, tape, hooks or drilling on walls or floor.
- Only free-standing banners allowed.

#### **Interior**

- There is strictly no use of the permanent exhibition area. It may be left open for guests. No cooking is allowed other than in the kitchen area.
- No drawing pins, nails, hooks or drilling in wood work walls or floor.
- No sticky tape or glue to be applied to woodwork, walls or columns.
- No wire to be used around columns please use soft cotton rope or string.
- Please do not use cutting knives and tools on the tables or other furniture without appropriate protection.
- Please do not use heated appliances on the tables and other furniture without appropriate protection.
- Please do not use hammers or saws on plastic tables without a large protective wood block or use a specialized table.
- Please protect floor and all surfaces when using paint and glues.

#### **Electrical load**

- Maximum load the Sadu house can hold is 30A

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**Shipping**

- AlSadu Society will not be responsible for any customs duties and clearance process
- Local or International shipping will not be covered by the AlSadu Society

**Logistics**

- The Sadu House provides tables and chairs if needed for exhibition/event purposes
- Anything else should be organized by the provided themselves

**Insurance**

Please note that any damage will be deducted from the KWD 100 insurance deposit that is paid along with the cost of hiring the rooms prior to the event.

**Signature**

**Date**