

## Terms & Conditions for Venue and Facility booking at The Japan

### Foundation, Yangon

**Kindly fill out the application form only after you have read the following terms and conditions and you agree to abide by them.**

The Venue is meant primarily for the promotion of arts and culture related to Japan, which also includes events related to Japanese language.

#### **(I) Requirements to be fulfilled by the Applicant:**

1. The Applicant shall be responsible for maintaining the discipline and law & order at the venue. This also includes all and any traffic/parking issues outside the Venue so as 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, Yangon 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.
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) Restrictions 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, smoking and eatables are strictly prohibited inside the Venue.
3. The applied events should be organized in non-commercial nature.
4. The venues must not be used for religious or political purposes.
5. The Hall has a limited capacity of around 20 persons. The Applicant needs to compliance for Security check and Covid –19 safety measurement such as body temperature check, wearing mask and social distancing and other regulation of covid-19 prevention.
6. 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, Yangon.

7. If the Applicant wish to use the name of “The Japan Foundation, Yangon” as a sponsor for the event, the applicant shall apply for it separately. The Applicant may download the application form from the following link: <https://www.jpf.go.jp/e/program/others.html>

8. If the Applicant wish to use the logo of the Japan Foundation, the Applicant shall apply for the sponsorship mentioned above 7.

**(III) Procedure for Booking the Venue:**

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

2. An application shall be accepted up to a maximum of 1 (one) month 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.

The Applicant will ensure strict compliance of all norms given above, failing which, the Director of the Japan Foundation, Yangon reserves the right to refuse entry/stop/suspend the show. Additionally the Applicant and/or its representative or related organization shall be prohibited from booking the Venue, for any future period of time as per the discretion of the Director of the Japan Foundation, Yangon.

4. All bookings must be between 10:00 AM and 3:00 PM, of Tuesday to Saturday, beyond which the venue must be vacated immediately. The duration of the program cannot exceed beyond the booking period without the prior consent of the Japan Foundation, Yangon.

5. The Application must be approved by the Director before confirmation, which will then be informed to the Applicant. A submission of the Application Form does not mean automatic confirmation of booking.

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

**(IV) Miscellaneous:**

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

2. At the end of the program, the Applicant is required to fill up the Organizer feedback form and submit 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.

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

1. The Applicant fully indemnifies "The Japan Foundation, Yangon" 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 as a result 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 of all norms given above, failing which, the Director of the Japan Foundation, Yangon 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 of time as per the discretion of the Director of the Japan Foundation, Yangon**

## The List of Utilities

No	Item	Qty
1	Microphone Stand ( Long )	1
2	Microphone Stand ( Short )	1
3	Microphone	8
4	Speaker	1 set
5	Whiteboard (5' × 3' inch)	1
6	X Stand (5' × 2' inch)	1
7	LCD Projector (Panasonic)	1
8	Screen	1
9	Folding chairs	50
10	Black chairs	30
11	Stage (3.9 × 7.9 Ft)	2
12	Amplifier (JBL)	1
13	Wood Table	2
14	Speaker (JBL)	1 set
15	Audio mixer (Peavy)	1
16	Simultaneous interpretation device	1 set
17	HDMI Cable (16Ft)	1
18	Podium	1
19	Laser Pointer	1