

CONTRACT FOR THE HIRE OF SURSOCK PALACE GARDENS

I, the undersigned wish to hire the Sursock Palace Gardens - Beirut for a
on

I agree to pay the sum of per person for the hire and related services based on a
bracket of to guests. Should the actual number of guests fall into a different bracket,
the current price list will serve as price indicator.

Premium Open Bar is set at per person. Wines and champagne are charged per bottle opened
as follows:

- Red Wine: at
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- White Wine: at
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- Champagne: at

VAT will be added to final bill

The correct name of the venue for all printed material is **“Sursock Palace Gardens”** or **“The gardens
of Sursock Palace”**

I, also agree to the following list of conditions. The word “Client” refers
to the undersigned.

1- Fireworks: No fireworks are permitted other than sparklers and “waterfalls”. (No explosive rockets for
instance). Supplier must be informed of this.

2- Confetti: No confetti other than those made from natural flower petals or in paper are permitted. No
metal or plastic confetti will be allowed. Decorative glitter as used on tables is also prohibited. Suppliers
must be informed of this.

3- Live Music: This venue isn't an open air disco, consequently bands playing in the open air are to
play at a reasonable level – according to European standards - and stop no later than midnight. The
band manager is to discuss his proposed set-up with Management at least one week prior to the event.
That is to ensure that requirements of both band and Management are fully understood and adhered to.

4- After Midnight: Due to the fact that the gardens are situated in the midst of a residential area, the
volume of music must be toned down to an acceptable level determined by Management. The use of
microphones after that time is prohibited but dancing may carry on in the open air up to 1.00 am. After
that time, dancing may continue up to 2:30 am in the disco which is fully equipped for that purpose.
Drinks will not be served after 2:30 am.

5 - Sound Systems and Equipment: Clients will discuss their needs with Management and the
required Sound System and Equipment will be hired exclusively from our approved supplier. This policy
is to ensure that the supplied equipment is in conformity to our specifications which calls for the best
possible sound distribution at the best quality/price ratio.

6- Lighting Systems: The whole of the Gardens and palace façade are illuminated with a basic yet
elegant lighting system as indicated in Hire of Gardens. Should additional lighting be required, clients
will discuss their needs with our approved supplier only. If the lighting equipment needs to be set up the
night before, a charge will be imposed. (See Item 10- Additional Time).

7- Generator: The Gardens draw their electricity power from one of two possible sources: Sate or
stand-by generator. Those are sufficient for our standard level of lighting only. So for any extra lighting
a second generator must be brought in with cost depending on size and time used.

8 - Disc Jockey: It is recommended that the DJ be correctly briefed as to the desires of the Client. This is important because it is the DJ that sets the mood and tempo of an event. The DJ is expected to cooperate with Management concerning regulating sound level.

9- Video Crews: Management recommends that video crews new to the gardens pay a visit prior to the event in order to familiarize themselves with the electrical outlets they may use. If a remote camera on a tripod is to be used, management must know ahead of time of its position. In order not to spoil the lighting effects digital video cameras are recommended.

10- Valet Parking: We have our own and exclusive Valet Parking Service. There is a charge of \$40.00 per valet employed. Clients must be warned that guests using the facility may experience some delay at getting their cars back during peak times.

11- Additional Time: Usually, an event may be set-up on the same day. However, any time required prior to the day of the event will be charged at the rate of \$2,500 per day. This is especially applicable for important decorative work, extra lighting of the gardens and the building of stages. This is to compensate for the extra wear and tear to the garden and our staff's extra time. All installations must be removed off the premises by 10.00 am the following morning. Any excess time will incur a full day's penalty. Equipment delivered prior to the day of the event may be stored in the service area by prior appointment and free of charge.

12- Counting Guests: Management has an employee posted at the gate whose sole function is to count the number of guests entering throughout the event. Drivers and bodyguards are not permitted to join the party unless they are invited in. Our count of guests will be considered as final for billing purposes.

13- Deposit: A deposit of 30% of the estimated Cost of Hire & Open Bar is required for confirmation of booking. The balance will be due no later than a week from presentation of final bill. Refunds will be made only in the following cases:

- a- War or civil strife rendering access to the gardens impossible :Full refund.
- b- Cancellation 5 months and above before the event: Full refund.
- c- Cancellation anytime between 4 and 5 months before the event: Half refund.
- d- Cancellation anytime between 3 and 4 months before the event: Quarter refund.
- e- Cancellation less than 3 months before the event: No refund.

14- General Co-ordination: It is required that the Client, party organizers (if any) and Management meet prior to the event in order to review all details of the event. This is to ensure the efficient supervision and coordination between all trades .

15- General Discipline: For the interest of the Client and the reputation of Sursock Palace Gardens as one of Lebanon's most prestigious venues it is very important that some general discipline is enforced before, during and especially after an event. A list of general and specific recommendations will be issued to the director of each and every group of people performing a service in the Gardens. All directors are to make sure that all their workers are properly briefed as to the work conditions and encouraged to closely collaborate with management.

16- Disclaimer: Management cannot accept responsibility for any injury to people, for damage or theft of personal belongings / equipment while inside or outside the Palace Gardens. This is also applicable to cars whether parked by their owners or by our Valet Service. Management will take the utmost precautions with regards to security to safeguard against the occurrence of such events.

Date:.....

Signature:.....