

CONTRACT FOR THE HIRE OF DONNA MARIA SURSOCK'S GARDENS IN SOFAR

I, the undersigned wish to hire the gardens 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 indicator.

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

- Red wine:.....**to be decided later**.....at.....
- White Wine:..... **to be decided later**at.....
- Champagne:.....**Corking fee**at.....

VAT will be added to final bill

The correct name of the venue for all printed material is “**Donna Maria Sursock's Gardens in Sofar** or "حدائق قصر الدونا ماريا سرسق في صوفر"

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

1- Entry to the Residence: This is strictly prohibited except to install decorative lighting under the supervision of management.

2- Fireworks: Explosive fireworks are tolerated only on condition that they do not pollute the area and that the supplier takes upon himself to clear the launch area of all rubbish caused by the display. A \$500 deposit will be requested and returned only after the launch area has been totally cleared. Also adequate fire prevention measures must be taken before any show.

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

4- Live Music: Bands playing in the open air are to play at a reasonable level and stop at 1:00 am. 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.

5- After 1:00 am: Due to the fact that the gardens are situated in a residential area, the volume of music must be toned down to an acceptable level determined by Management.

6- 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 conform to our specifications which call for the best possible sound distribution at the best quality/price ratio.

7- 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.

8- Lighting Systems: The existing flood-lighting of the Gardens is basic and our stand-by generator is only adequate for the permanent electrical installation. Our clients are welcome to use our extensive electrical outlets evenly spread throughout the Gardens on condition that they bring their own generator.

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: Should Clients wish to use our Valet Parking facility, there will be 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 \$1,500 per day. This is especially applicable for important decorative work, extra lighting in the gardens and the building of stages. All installations must be removed off the premises by 11H.00 am the following morning. Equipment delivered prior to the day of the event may be stored in the service area by prior appointment and free of charge.

12- 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.

13- 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.

14- 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.

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 Gardens. Management will take the utmost precautions regarding security and safeguard against the occurrence of such events.

Date:.....

Signature:.....

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