

# General Regulations for use of Julian Manduca Green Resource Centre

## Events and workshops

This use of venue agreement between Friends of the Earth Malta (FoEM) and \_\_\_\_\_ (Client) is valid for the following date/s and time/s:

Activity type	Date(s)	Time: from / to	Number of hours	Total Cost
				€

**Both parties agree to the following terms and conditions:**

- (a) A donation as indicated below is to be paid for the use of the Julian Manduca Green Resource Centre. A non-refundable deposit of 50% of the fee due is to be paid upon signing of agreement form. Balance is to be settled at least 24 hours prior to the opening of the event.
- (b) All activities including clean-up shall conclude no later than 2 hours after the time agreed above unless prior written permission has been obtained.
- (c) The Client will be permitted to enter the facilities up to one hour before the reserved time frame for preparation, facility inspection and equipment drop off unless prior approval has been granted.
- (d) FoEM may provide staff during the event should any issues arise. FoEMs staff will provide entry to the facility as well as close the facility upon conclusion of the reservation. **FoEM** staff will not serve, secure, or decorate during or before the event.
- (e) If table and chair services are requested the client must provide a layout for the event before the event date.
- (f) It is the Client's responsibility to inspect the Facility prior to Rental and to perform basic cleanup at the conclusion of the reservation.
- (g) All guests attending the event shall remain within the designated areas.
- (h) **FoEM** will not be held liable for any property left on the premises after the event's conclusion.
- (i) All facility staff will be permitted to enter the premises at any time during as well as after the event.
- (j) The client will be responsible towards the reimbursement of expenses incurred by way of damage to FoE Malta's property arising out of actions - wilful or accidental related to the event.
- (k) Should the event consist or include the organization of an official opening, it is solely the responsibility of the client but prior approval has to be obtained from FoE Malta with regards to the date, to the person who will be invited to open the event, catering arrangements and to the actual programme content of the opening event.

(l) Friends of the Earth Malta requests that catering service is vegetarian and in line with FoE's principles (e.g. no single use plastics, food waste to be kept at a minimum). Such plans need to be discussed prior to the official opening and be approved by FoE Malta.

(m) **FoEM** will be permitted to photograph the event during the event so long as such the event is not disrupted.

(n) The Client's guest number may not exceed the allowed number of people in the facility at any time during the event.

(o) No smoking will be permitted in any of the enclosed areas of the facility at any time.

(p) Alcohol consumption during the event requires prior approval by **FoEM** and will require additional security. No individuals below the legal age required for alcohol consumption shall be permitted to consume alcohol at any time at the Facility.

(q) Cancellation Policy: The Client may cancel this agreement within five days of the event date. The **FoEM** will refund all security deposits as well as 50% deposit. Should **FoEM** choose to cancel this facility rental agreement due to Client's violation of the terms of this agreement, any fees paid by the Client are considered non-refundable.

(r) Indemnification: Client agrees to hold facility harmless shall any liabilities, claims, or causes of action that may take place as a result of the Client's use of the Facility. **FoEM** shall not be held liable for any damages, loss or injuries to personnel or guests during the event.

(s) The interpretation and decision of Friends of the Earth Malta will be final and binding on these conditions and on any other matter not here mentioned.

(t) Payment: The table below includes all fees and costs for the facility rental. There is a 50% deposit due. All final costs and fees will be invoiced. All invoices are subject to payment terms.

Type of activity	Duration	Value
Workshop	½ day / Full day	€150 / €300
Private function including use of outside space	½ day / Full day	€250 / €450
* A 50% discount price applies for workshops and events which are in line with FoEM's mission and vision. This waiver is only applicable upon approval by FoE Malta's board.		
* Additional discounts may apply for multiple events – e.g. a series of workshops.		
* Additional charges may apply for events held on weekends and public holidays		

I / we agree to the conditions above-listed:

\_\_\_\_\_  
Signature of client

\_\_\_\_\_  
FoE Malta Representative

ID / Passport Number:

Date: