



## Venue Use – Terms and Conditions

### Contractual Relationship

Contractor/Consultant/Supplier must be fully experienced and properly qualified and licensed to perform the work requested in the given event or project, and that they shall perform all work in a good and workmanlike manner and ensure a suitably safe environment and work site, to protect the general public, employees, and building owners in accordance with the best standards of practice.

Contractor warrants that it shall operate as an independent contractor and not as an agent of Al Jawaher Reception & Convention Centre (hereinafter referred to as “JRCC”).

### Indemnification

1. Contractor/Consultant/Supplier agrees to indemnify, defend and ensure that JRCC (including officers, directors, and employees of JRCC) is harmless from and against any and all losses, damages, expenses (including attorney’s fees) claims, suits and liabilities based upon damages to, or destruction of, any property or injury to any person (including mortalities) arising out of or attributable to the performance or nonperformance by Contractor; including injuries or damages caused by such actions.
2. In the event that employees of JRCC, or any tools, equipment, improvements or other property on or about the JRCC’s facilities are used by Contractor/Consultant/Supplier or any of its subcontractors, irrespective of who pays said employees and regardless of whether a rental or other consideration is paid for the use of said tools, equipment, improvements or other property, Contractor/Consultant/Supplier agrees to indemnify, defend and save the company (including attorney’s fees) claims, suits and liabilities arising out of incident or pertaining to the receipt, custody and/or use of said employees, tools, equipment, improvements or other property of JRCC.

### Security Deposit

1. Prior to commencement to work on JRCC’s property, Contractor/Consultant/Supplier shall provide JRCC with a Security deposit of AED 10,000 of cash or cheque with an open issue date. Security Deposit shall be provided before accessing JRCC evidencing and ensuring the indemnification provisions mentioned above, therefore clients are not to be asked to cover the deposit amount.
2. The company cheque shall be issued to ‘Al Jawaher Reception & Convention Centre’ which will be returned to Contractor/Consultant/Supplier upon vacating the venue within 14 working days if no damages, injury or losses were recorded during the given set-up and delivery period.

### Venue Access

Access to the booked venue is available upon the presence of the access permit that is issued by our Planning unit which is usually starts from 8:00 am on the day of the event and vacated by 7:00 am the next day, unless prior arrangements have been made.

JRCC’s team will start working on the final arrangement of the tables at 7:00 pm and in case of any delay in the event arrangement, JRCC will not be held accountable to any consequences might occur due to the delay.

All Contractor/Consultant/Supplier must submit the following information, at least 3 days prior to the event day:

- Names of all the labors who will be working onsite
- Valid Visa for all labors (labors should be under the Contractor/Consultant/Supplier’s employment visa).
- Valid copies of Labor Cards or Emirates IDs of all the labors
- Delivery Vehicle Information – Vehicle Type and Plate Number
- Valid Driver’s ID or Driving License copy
- Copy of the access permit



All Contractor/Consultant/Supplier shall report to the in-charge Security personnel upon arrival to JRCC to sign all necessary registration documents. A 'Contractor's Pass Badge' will be issued by the Security personnel which must be shown at all times. All labors that are assigned to work at JRCC should have valid legal documents and occupancy health cards. JRCC has the right to terminate the labors if the Contractor/Consultant/Supplier failed to submit the same.

Failure to submit the above mentioned requirements will result in denial of access for the Contractor/Consultant/Supplier.

## **Deliveries and Set-up**

All deliveries must be advised and pre-arranged through JRCC, as the venue is not accessible without prior notice.

Contractor/Consultant/Supplier should comply with JRCC's venue set-up regulations:

1. Loading and unloading areas will be provided by JRCC. Contractor/Consultant/Supplier is not allowed to load or unload items in different areas without prior approval from JRCC.
2. Contractor/Consultant/Supplier should cover the venue carpet with clean nylon, plastic, or carpet upon loading, unloading, setting-up, and dismantling and during the actual event. No dragging direct contact of decorative, stage, catwalks, backdrops or any element on the carpet or marble should occur.
3. Flowers should be arranged and kept at the designated Flower Room. Centerpieces width is recommended to be no more than 15 cm and centerpiece weight should be no more than 700 gm.  
Contractor/Consultant/Supplier should avoid spillage of water from the flowers and direct application of the sponge base (Floral Green Foam) on tables and venue carpet. Contractor/Consultant/Supplier will be asked to sign a disclaimer form on the day of the event.
4. In case of any changes related to the event set up and layout including location and quantity of chairs, table, sofas and linen should be communicated directly to Planning unit at least one day prior to the event day.

## **Health and Safety Rules & Regulations**

1. Contractor/Consultant/Supplier health and safety performance is being monitored while at the venue and repeat offenders will be denied to access the venue without recourse and if their track record is below standard.
2. Contractor/Consultant/Supplier and their employees shall wear personal protective clothing when required such as goggles, safety glasses, masks, gloves, hair nets, etc. that is appropriate to the task. It is a must to wear a company uniform and safety shoes inside JRCC premises.
3. Any injury at work—no matter how small—must be reported immediately to the Security personnel in-charge or JRCC management. Serious conditions often arise from small injuries if they are not cared for at once.
4. Contractor/Consultant/Supplier shall protect the work site by providing proper fencing, lighting, safety tagging, and applying safety precautions to protect the public.
5. Motors and lift trucks will be operated only by authorized personnel from JRCC.
6. No items are to be nailed, screwed, stapled or adhered to the walls, doors, ceilings or any other surfaces of JRCC's facilities.
7. All signs designed for use outside the building must be suitably manufactured and safely fixed. Contractor/Consultant/Supplier must notify JRCC Operations departments at least two weeks in advance regarding the type of outdoor signs. JRCC Management shall assign the locations where outdoor signs can be installed.
8. In case of bringing show plates, water goblets, table overlay, etc. from Contractor/Consultant/Supplier's side, JRCC will not be responsible for the cleaning of the items and will not be held responsible for any harm/loss that may occur during storing, washing, servicing, and clearing them. Contractor/Consultant/Supplier will be asked to sign a disclaimer form on the day of the event.
9. In case of using table covers, overlays and napkins from Contractor/Consultant/Supplier side, JRCC Planning department shall be informed at least 1 day prior to actual event date. JRCC will not be responsible for washing, cleaning of the item as it should be brought in washed and ready to use, JRCC will not be held responsible for any harm/loss that may occur due to ironing, storing or usage of the items.
10. In case of using glass products (i.e. for decoration, backdrops, table top, etc.), Contractor/Consultant/Supplier shall ensure the usage of safety glasses. Below are the allowed types of glass that can be used in the venue:
  - Shatterproof or laminated glass
  - Splinter proof glass



11. The maximum weight that JRCC table can take is 4 kg that include cutlery, plates, water goblets, domes including food, beverages from JRCC's side, plus flower centerpiece other table decorative items. In case of using glass top tables or tables from supplier's side, kindly pay extra attention to the weight of the items to not exceed the recommended weight to avoid any damage, harm or loss.

12. Candle Usage:

The use of candles or similar flame equipment (naked flames, welding, grinding or use of heating equipment) within the venue is permitted and allowed only if the below terms and conditions are followed properly. JRCC reserves the right to restrict or refuse the usage of the submitted candle and holder or vase samples if necessary.

- Contractor/Consultant/Supplier shall specify the type of candles and candle vases or holders that will be used during event. If the candles are displayed on a high decorative holder, it should be sturdy and doesn't wobble upon shaking the table
- Contractor/Consultant/Supplier must submit the physical sample of the candle and candle vase or holder at least 2 weeks before the event date
- Candle usage is prohibited on the event stage and only allowed on guests tables
- Using candle-holder that is shaped and made of material specifically designed for candle use. The holder should be heat resistant, sturdy, and large enough to contain any drips or melted wax
- Adding water to the candle-holder is compulsory
- Inserting any flammable material inside the candle-holder, e.g. plastic leaves and flowers is not allowed
- The space between the wick of the candle and the top edge of the candle-holder must be at least 10 cm
- Candle-holder should not be covered from the top
- Burning candles to be placed at least three inches apart from one another

13. Carpet Usage:

- Painting wood sheets and furniture inside the hall is not allowed
- Cutting tools inside the hall is not allowed
- Working on flowers is only allowed in the flower room
- Placing a polyethylene sheet over carpet before setup is a must
- Placing an MDF sheet under the stage is mandatory
- In case painting was required to be inside the hall, then only water-based paint is allowed, while carpet is covered.
- Double-sided tape usage is allowed for fixing disposable carpet. Quality of the double-sided tape to be approved by maintenance team
- Oil grease is not allowed to be used inside the hall
- In case of cutting large sizes of pillars and wood is required, then the wood cutter machine should be lifted from the ground by 10 cm minimum by placing a wood brick or an 8 mm SS Sheet
- No dragging of sharp material is allowed on the carpet or marble, all sharp edges equipment's and tools should be lifted or dragged by a trolley
- Double tape and masking tape should not be applied on the joints of the carpet

14. Cold Fireworks Usage:

- To have a trial of the machine to be used and it's type at least one month before the event date, and to sign the acknowledgment form provided by JRCC.
- A distance of 1.5 meter at least to be kept between the machine and any of the surrounding (material or guests)
- To keep flammable materials like (tissue, paper, plastic of all kinds including plastic flowers, Nylon, clothes) away from above, surround or under the machine.
- Ensure all machines are firmly placed on a stable ground/location and not subjected to movement or vibration.
- To place the machine on an agreed surface/ground by JRCC Health and Safety and Maintenance units during the scheduled trial to ensure the safety of the material used.
- Conduct a preventative rehearsal for wires and cables, and location of insulation at least 1 month before the event day (during the trial).
- All power cables to be separated from the ones for sound, light and projection.
- Assign trained people to operate the machine.



- To assign female personnel by the provider to work as a spotter at Female Weddings to give the go ahead sign to fire when safe to do so.
- To have radios or mobile phones available from the supplier's side to insure safe fire operation when firing the machine during the event.
- To plan and confirm the firing positions and type of machine with JRCC Health and Safety, and Maintenance units to ensure its safety for guests, staff and venue.
- JRCC reserves the right to restrict or refuse the usage of the submitted Cold Fireworks Machine sample if necessary as per JRCC requirements.
- JRCC holds the right to control the location of the machines in case it has been found to go against the recommended health and safety standards.

15. Fire Safety Guidelines:

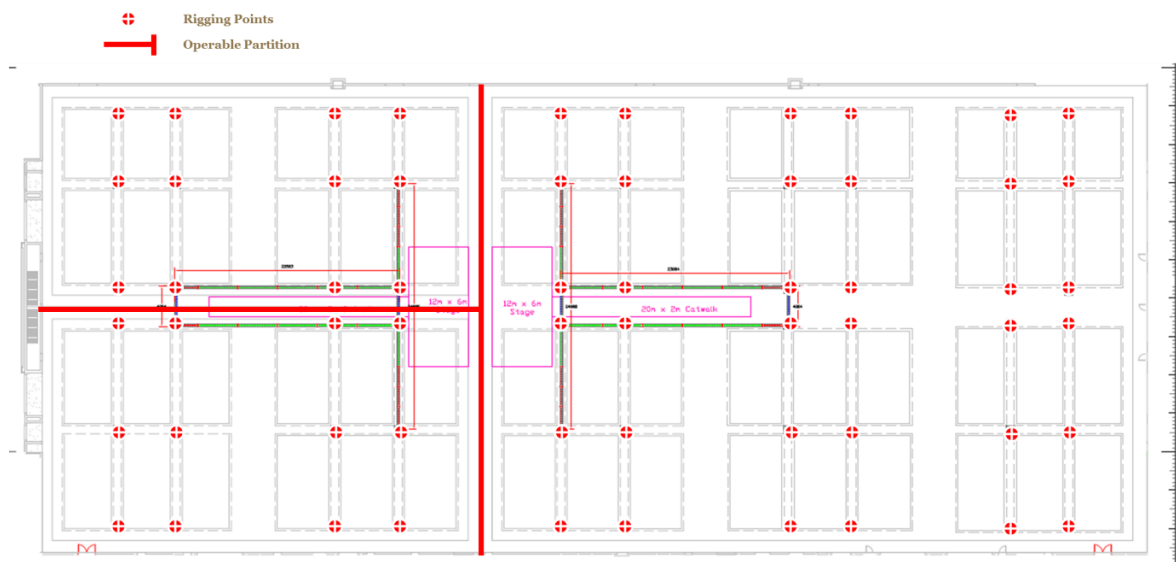
- JRCC reserves the right to request the alteration of the set-up of any events to comply with fire, health and safety regulations.
- Safety area of 4 m from every wall in the hall to be planned on the layout setup
- Access to fire extinguishers shall always be cleared from any obstructions.
- All Fire Exit doors, Toilet doors, and Shutter doors covered by wall drapes shall be provided with luminous fire exit signage and openings for emergency access.
- Contractor/Consultant/Supplier shall not tamper with electric controls or switches within JRCC premises without prior approval from JRCC.
- Contractor/Consultant/Supplier must use portable safety switches when using electrical equipment.
- Contractor/Consultant/Supplier shall provide JRCC with the electrical supply requirements before plugging any electrical system in JRCC's electrical wall and floor boxes. If the installation is found to be unsatisfactory, the electrical supply will be disconnected & JRCC Operations departments has the right to abort the process.
- Contractor/Consultant/Supplier shall use fire-rated curtains/draping's only and submit the flame-retardant treatment certificate for curtains to JRCC Planning unit representative at least 1 week prior to the event. Contractor/ Consultant/Supplier will be asked to sign a disclaimer form on the day of the event in case the certificate was not provided.

**Event Lay-out**

Venue layout plans or drawings should be submitted to JRCC Operations and Events Departments at least 1 weeks prior to the event date. Lay-out plans shall consider the maintaining of the emergency exit doors and routes, firefighting equipment in the hall and electrical distribution and boxes. (All designs must be approved and signed by JRCC Operations and Events Departments).

## Venue Rig Points

1. Contractor/Consultant/Supplier shall give precise locations of required suspension points and shall also mention the accurate weight loadings to be suspended to each point. JRCC reserves the right to restrict or refuse the suspension of any system for which such information is not available or to restrict or refuse the suspension of any system due to loading limitations or if JRCC is not notified of the intention to use the rigging points.
2. All contractors undertake to ensure that the suspension of any item is carried out in a safe manner and JRCC reserves the right to request alterations of suspension fittings whenever considered necessary. Any additional cost incurred in such actions will be borne by the client or supplier.
3. Contractor/Consultant/Supplier must notify JRCC Operations and Events Departments 3 weeks before the event date if the following items will be installed and brought in to the venue and to maintain the weight of the following items to be no more than 1000 Kg for each rigging point:
  - Chain Hoist or Wire Winch Lifting Equipment
  - Truss Systems
  - Suspended Platforms
  - Lifting of Beams
  - Drapes



## Good Manners and Right Conduct

1. Individual using improper language while at the venue will be reminded that the use of insulting, rude or derogatory terms is not acceptable. If a person persists in using such language they will be asked to leave the venue and may be subject to Police action.
2. Contractor/Consultant/Supplier must work in accordance with the rules and regulations of the venue at all times. Failure to meet these requirements may result in Sharjah Police or Sharjah Economic Department involvement and/or expulsion from the venue.
3. Smoking is not allowed within JRCC premises, entrance doors and loading areas. Smoking is permitted outside the building in the smoking designated area only. Failure to comply with this legal requirement may result in a fine of minimum AED 1,000 and/or expulsion from the venue.
4. Cooking inside JRCC premises is not allowed. Cooked food is permitted to be brought and consumed in the provided area of staff pantry. JRCC hold the full right to stop the Contractor/Consultant/Supplier staff in case of violation.

## Cleaning

It is the responsibility of the Contractor/Consultant/Supplier to keep the premises in reasonable state of cleanliness, including ensuring all rubbish is contained in certified disposal center, appropriate for the particular type of waste at all times during set-up, the event, and upon leaving the venue.



**For more information, please contact:**

Al Jawaher Reception & Convention Centre  
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P.O. Box 1922, Sharjah, UAE  
info@jrcc.ae

I, the undersigned, have read and understood the Venue Use - Terms and Conditions for Al Jawaher Reception & Convention Centre and confirm that all the information mentioned will be adhered by me and my representatives.

**Company Representative**

Name:

Signature:

Title:

Company Name:

Date:

**JRCC Representative**

Name:

Signature:

Title:

Date: