

Customer Confirmation for in5 Facilities and Equipment Booking

Booking Details			
Location	<input type="checkbox"/> Design	<input type="checkbox"/> Media	<input type="checkbox"/> Tech
Facility	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Board Room	<input type="checkbox"/> Multi-Functional Hall
	<input type="checkbox"/> Conference Hall	<input type="checkbox"/> Lounge Area	<input type="checkbox"/> Training Room
	<input type="checkbox"/> Editing Suite	<input type="checkbox"/> Voice Recording Studio	<input type="checkbox"/> Green Room
	<input type="checkbox"/> Mini Production Studio	<input type="checkbox"/> Main Production Studio	<input type="checkbox"/> Screening Room
Starting Date:		Ending Date:	
Starting Time:		Ending Time:	
Purpose of Booking (state here which activities will be carried out during your booking):			
Setup Requirement		Equipment Required (Refer https://infive.ae/venues-facilities/)	

Requester Details		
Company Name (if applicable)		
in5/DDFC Member	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Full Name		
Mobile Number		
Email		
Website		

Payment Details (to be completed by in5)	
Total Amount Payable (AED)	
Security Deposit Amount (AED)	

Terms and Conditions
<p>Payment: Payments must be done via wire transfer to the account detailed below (wire transfer details must be submitted to calendar@in5.ae) or over the counter at Dubai Knowledge Park - Block 8. Bank Name: Emirates NBD, Baniyas Road, Deira, Dubai, United Arab Emirates Account Name: in5 FZ-LLC Account number: 1015067199101 Swift: EBILAEAD IBAN: AE650260001015067199101</p> <p>Cancellation Policy Booking will be considered as cancelled if the payment confirmation is not received within 2 working days from the date of confirmation. For the current/same day booking, the advance payment must be made prior to start of the session</p> <p>Refund Policy for Cancellation</p> <ol style="list-style-type: none"> 1. 0% Refund 1-Day Advance Notice 2. 50% Refund 2-Days Advance Notice 3. 75% Refund 7-Days Advance Notice <p>General Terms: The venue must be cleared of all material used during the session within the booking period. Subject to availability of the venue, additional charges are applicable, if the venues is used over the booking period. Any damages to spaces, equipment, machinery during the booking period is under the responsibility of the User/Session/Organizer.</p> <p>in5 Prototyping Lab The in5 Design Prototyping Lab is a technical facility for machining and fabrication. Anyone, whether a professional or amateur who want to use the lab facilities, must undergo HSE training and relevant machine/tools instructions. Users are also mandated to sign the No Liability Term. Lab access is permitted ONLY in the presence of responsible Lab staff.</p> <p>in5 Media Studios and Equipment No equipment, studio furniture or fixture shall be taken from other areas without the knowledge and written consent of in5 team. Requests for supplementary equipment can only be done via additional booking request. Any damage resulting from use of the studio facility and equipment is solely the responsibility of the user. All damages must be repaired, or in cases where a repair is no longer viable, replacement of the equipment or studio facility should be arranged immediately. All rented equipment must be returned to the Equipment Room in the same condition in which it was received at the time of checkout. Security deposit amount of AED 500 (refundable) is applicable to all equipment booking reservations.</p> <p>Insurance Insurance deductible are applicable for damage/repairs towards equipment usage. AED.500 deductible for items under AED.100K value. AED.2500 deductible for items over AED.100K. Exclusion conditions are applicable.</p>

 Signature/Date

By signing this confirmation form, I certify that I am the authorized signatory and have read and agree with the Terms and Conditions set here forth.

Facility/Equipment Handover	
Reviewed by Renting Party at Handover	Reviewed by in5 Team at Takeover
Name:	Name:
Signature:	Signature
Date:	Date: