



FORM 1
First Information form
for use of
The Mohatta Palace Museum grounds

In order for us to process your request, kindly complete this questionnaire and return it to the Mohatta Palace Museum. All information supplied will be treated as confidential.

Name of representative : ----- CNIC No.-----

Address: -----

NTN No. ----- Signature: ----- Date: -----

1. Name of sponsors with a letter indicating the event manager and the sponsor's consent: -----

2. Date of event: -----

3. Telephone/Fax Email of Sponsor: -----

4. Nature of event, with details of proceedings and content (e.g. product promotion, corporate evening, dinner reception with musical or dance performance, awards ceremony, buffet dinner, etc.). Layout plan and decoration arrangements -----

5. Number of guests: -----

6. Estimated duration of event: -----

7. Date and duration of setting up: -----

8. If at any time, the Museum becomes aware that the premises are not going to be used as described in the first information form, it reserves the right to annul the agreement and stop the use of its grounds. The donation and the security deposit will be confiscated, the consignee will, in this eventuality not be entitled to a refund.

9. Name of event manager (if any): -----

10. Telephone/Mobile/Fax and email of event manager responsible for event: -----

11. Name of company arranging security for event: -----

12. Will any emergency services be associated with the event (fire, police departments, private security, etc.) -----

13. Nature of any publicity planned to accompany the event: (print advertising, banners, flyers etc.) -----

14. Will there be television coverage? If so, details of channel responsible: -----

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FORM 2
Terms of Reference
for use of
The Mohatta Palace Museum grounds

The following terms and conditions apply for an event to be held in the Museum grounds:

1. The first information form along with (i) a detailed layout plan (ii) content planned for the event e.g. a product promotion, a musical performance with names of artists, a dinner reception, a dance performance followed by dinner or a buffet should be provided to the Museum a **week** prior to the event. An agreement will be signed by the sponsor of the event to confirm that the information provided is complete and final. A letter from the head of the organisation confirming its sponsorship should be submitted to the Museum office. A letter from an event manager will not be entertained.
2. Weddings and any marriage related events (engagement, dholki, mehndi, valima or reception) will not be permitted.
3. No objection Certificates (N.O.C.'s) should be obtained by the sponsor or their event managers from the relevant civic authorities (see Appendix 1).
4. The honorarium should be paid to the Museum at least ten working days prior to the event or the event may be cancelled by the Museum at their sole discretion.
5. A refundable security deposit will be levied as a contingency fee to cover any damage that the museum deems has occurred to the premises, as a result of supplies, installation, generators, banners, catering or decorative items relating to the event.
6. Guests will not exceed the number confirmed on the event information form (Form 1). If for any unavoidable reason, guests exceed the stated number, the Museum reserves the right to levy a further charge on the number of extra guests or adjust a charge against the security deposit.
7. If at any time, the Museum becomes aware that the premises will not going to be used precisely as described in the information form, it reserves the right to annul the agreement and stop the use of its grounds. The donation and the security deposit will be confiscated and the consignee will, in this eventuality, not be entitled to a refund.
8. A draft of the formal invitation card needs to be shown to the Mohatta Palace Museum prior to printing as final confirmation of the programme's content.
9. The sponsor will make their own arrangements for power supply and all other requirements for the event.
10. The Museum staff will assist with entry for guests to the event in order to assist with the count for their total number. All other security arrangement for guests will be the responsibility of the sponsor. Car parking and security arrangements will be co-ordinated with the security personnel of the Museum.
11. Green room facilities and backstage arrangements (if required) will be arranged by the sponsor. It is essential that details and a layout be provided for this purpose. As a courtesy to the Museum's neighbours, the volume of music will be controlled and the event will end at midnight sharp.
12. Decorative materials will not be affixed to the façade of the building. All fixtures, installations, items of decoration, i.e. lighting, placement of stage, and props to be utilised for the event should be confirmed at least one week prior to the event. No installations will be permitted on the roof top or inside the Palace building.



13. Visits, deliveries, rehearsals, installation of stage, sets, light fixtures, etc. should be arranged during Museum timings (Tuesday - Sunday, 11 am - 6 pm). Outside of these timings, arrangements should be confirmed in writing to the Museum office. No work will be allowed after midnight.
14. Names of individuals working on the premises will have to be provided to the Museum office along with identity badges. There may be an additional charge for overtime warding for Museum staff.
15. Any credit or mention of the Museum in print advertising or any other form of publicity related to the event should be cleared with the Museum office prior to publication or issue. The invitation card should read **The Mohatta Palace Museum**. The text of the card must be shown to the Museum administration before printing. The Museum reserves the right to cancel the event if there is any deviation from the information made available to the museum. 50% of the honorarium will be refunded in such an instance.
16. Food cannot be cooked on the premises and alcohol will not be served.
17. Cleaning of the grounds prior to and immediately after the event will be the responsibility of the sponsor.
18. Access into the building during and before the event will be possible by prior arrangement.
19. Guests will be permitted into the Museum grounds for the event as mutually agreed between the Museum and the sponsor.
20. Cancellations are possible, without penalty, 15 days in advance of the function. No penalty will be levied if cancellation takes place upto 7 days before the function as long as there is a valid reason. Cancellations with less than 7 days notice will be subject to a 30% penalty of the security deposit.
21. The sponsor is required to give 15 (Mr. & Mrs.) complimentary invitations for the Board of Trustees of the Museum 3 days prior to the event.
22. Any additional requirements specific to the event should be discussed with the Museum office at least seven days in advance of the function and mutually agreed upon.
23. The Museum reserves the right to cancel an event if any of the conditions mentioned above are not adhered to by the host or the event manager.

Events Coordinator
Mohatta Palace Museum

Name of Sponsor:-----
Designation: -----
Date: -----



FORM 3

**AGREEMENT
between
Mohatta Palace Museum
and**

I/We ----- will be holding a -----
on ----- commencing at ----- and ending at -----.
in the Museum grounds. The anticipated number of guests will be -----.

We agree to a payment of Rs. ----- as donation for the gardens and a
refundable security deposit of Rs. ----- in accordance with the terms of
reference of the Museum, signed and attached herewith. We will abide by the terms of
reference and understand that any act contrary of the document may lead & cancellation of
the contract /agreement.

Sponsor -----

Date -----



Appendix I

N.O.C.s to be obtained from the following:

1. Office of the Administrator, Town Municipal Administration, Saddar, Karachi
2. District Coordination Officer (D.C.O.)
Government of Sindh,
Information & Archives Department
(Films Section)
3. The Town Police Officer (T.P.O.) Saddar/Clifton
4. Excise & Taxation Department (Entertainment Wing)
5. Office of the Deputy Commissioner, South-Karachi