

GUIDELINE FOR LEASING EVENT SPACES AT FARUKOLHUFUSHI

a. PURPOSE

This Guideline sets out the requisitions of Housing Development Corporation (HDC) with regard to efficiently managing the event space at Farukolhufushi in a sustainable manner with fair opportunities provided to all parties involved.

b. TRANSPORTATION CHARGES & LEASE RATES

TRANSFER RATES:

Vehicle	Details	Charge per Trip (MVR)
Large Pickup	Carriage of heavy equipment	200.00
Van	For transportation of less than 11 passengers	100.00
Bus	For transportation of about 50 passengers	150.00

* HDC vehicles may be rented at rates as specified above subject to availability

EVENT SPACE RATES:

The event space will be leased out at the rates indicated in the table below.

Foreign individuals or Corporations will be charged at the corporate rate should they wish to lease out the event space.

CORPORATE					
Package Details	6 Hours	8 Hours	Daily Charge	Area (sq.ft)	Capacity
Courtyard 1 (Garden Area)	3,600.00	4,600.00	6,500.00	4,784.55	100
Courtyard 2 (Pool side)	9,900.00	12,600.00	17,900.00	11,975.38	204
Full Common Courtyard	12,600.00	16,000.00	22,700.00	16,759.93	304
Additional Components					
Buffet area + Dining	2,700.00	3,500.00	4,900.00	8,026.64	126
Hall 1	1,350.00	1,800.00	2,500.00	1,808.34	64
Hall 2	1,620.00	2,100.00	3,000.00	2,278.72	76
Rooms					
Room (per room)	-	-	750.00	200	2
Conference Hall	8,550.00	10,900.00	15,400.00	3,390.63	60
Full Area Without Conference Hall	18,270.00	23,200.00	32,900.00	28,873.62	570

PUBLIC					
Package Details	6 Hours	8 Hours	Daily Charge	Area (sq.ft)	Capacity
Courtyard 1 (Garden Area)	2,400.00	3,100.00	4,400.00	4,784.55	100
Courtyard 2 (Pool side)	6,600.00	8,400.00	11,900.00	11,975.38	204
Full Common Courtyard	8,400.00	10,700.00	15,200.00	16,759.93	304
Additional Components					
Buffet area + Dining	1,800.00	2,300.00	3,300.00	8,026.64	126
Hall 1	900.00	1,200.00	1,700.00	1,808.34	64
Hall 2	1,080.00	1,400.00	2,000.00	2,278.72	76
Rooms					
Room (per room)			500.00	200	2
Conference Hall	5,700.00	7,300.00	10,300.00	3,390.63	60
Full Area Without Conference Hall	12,180.00	15,500.00	22,000.00	28,873.62	570

NOTE:

If a wedding is to be held at the event space, one room will be complementary. However, if additional rooms are required, room charges must be paid in accordance with the table above.

c. POSSIBLE ACTIVITIES THAT CAN BE HELD

The event spaces can be utilized for the following events:

- Parties
- Ceremonies
- Music Shows

The multipurpose hall can be used for the following activities:

- Workshops
- Conferences
- Meetings
- Exhibitions

d. RESERVATION OF EVENT SPACE

- The Event Space Lease Requests must be submitted at least two weeks prior to the event or activity date via email to samaah@hdc.com.mv in order to check the availability of the Event Spaces on the required date(s). HDC will confirm via email the availability of the requested Event Spaces within two working days.
- Upon confirmation, lessee must complete and submit the Event Space Lease Form which will be available on the HDC website: (www.hdc.com.mv)

- iii. A reservation fee of 50% of the total lease amount is required to be paid at the time of Form submission in order to confirm the reservation. If the party wishes to cancel the reservation, they will be charged as per the cancellation policy set by HDC.
- iv. The lessee must pay for the security deposit upon confirmation of the reservation at least one week prior to the event.
- v. Failure to pay the security deposit will result in cancellation of the reservation made.
- vi. The total lease amount should be paid at least two days prior to the event.
- vii. An invoice will be raised by HDC for any additional component which is leased at the time of the event or after the full payment of the total lease amount.
- viii. If the lessee fails to pay for the additional component, HDC has the right to utilize the security deposit in accordance to this guideline.
- ix. The reserved date for any event can only be changed based on availability of the event spaces. 20% of the total lease amount will be charged at the time of changing the date.

e. SECURITY DEPOSIT

- i. A payment slip for the security deposit payment will be issued once the reservation is confirmed.
- ii. A security deposit of 50% of the total lease amount will be collected by HDC at the time of leasing the Event Space.
- iii. The security deposit will be utilized in fixing any damages caused to the Event Space due to the lessee's negligence or as a security for any outstanding payments.
- iv. If the event space is handed back in its proper condition, the full security deposit will be released to the lessee within 05 working days after the event.

f. RESPONSIBILITIES OF THE LESSEE

- i. Disposing of waste materials appropriately on a regular basis to maintain the cleanliness of the area during and after the event.
- ii. Ensuring that no damages are caused to the natural or artificial resources (including but not limited to the wildlife and fixtures, etc.) located in the vicinity of the event spaces.
- iii. Extending of common courtesy to fellow users by not using profanity or engaging in unsafe, illegal, disruptive or offensive behavior.
- iv. Removing of any temporary structures used at the end of the event. Temporary structures used should not leave a permanent mark or exceed the maximum allowed height of 6m.
- v. Limiting the parking of vehicles to the designated areas.
- vi. Limiting the use of tobacco, e-cigarettes or other products that produce vapor or smoke to the designated smoking area only.

g. KEY HANDOVER

- i. The keys to the selected components will be handed over to the lessee prior to the event start time.
- ii. A key handover note will be signed between the lessee and HDC agreeing to the terms and conditions provided under this guideline.
- iii. The keys should be handed over to the designated HDC personnel at the end of the event.

h. LEASE TERMS

- i. The event spaces can be leased out on all days including public holidays. The lessee can choose to lease the event spaces on an hourly or daily manner depending on their preferences.
- ii. No event shall be held between 12:00am till 06:00am on any day. However, any decoration or preparation required may be carried out within this time frame considering it has been authorized by HDC prior to the event.
- iii. Additional rooms can be booked if required at the room charges as per the above mentioned table. However, no rooms shall be booked between 12:00am to 06:00am at any day.
- iv. The event spaces will be leased under contract on short term basis ranging from 24 hours to one week.
- v. The Event Space Lease Requests must be submitted at least two weeks prior to the event or activity date.
- vi. The event or activity held must be one that is permitted under the laws and regulations of the Maldives. HDC has the right to immediately stop or ban any event or activity that is being conducted at the event spaces which violates the laws and regulations of Maldives.
- vii. The lessee must submit the below mentioned information to HDC in the format sheet provided at least one working day prior to the event for the pre-authorization of vehicles/vessels.
 - Details of the drivers:
 - a. Drivers name,
 - b. Work permit number,
 - c. National Identification Card No
 - Details of Vehicles/vessels:
 - a. License registration number
 - b. Vehicle/vessel board numbers
- viii. If requests are made for authorization of two-wheeled vehicles such as motorbikes, a maximum of two motorbikes will be permitted subject to receipt of driver and vehicular details one working day prior to event.
- ix. For all purposes, transportation access to vehicles will be given per event and only for the duration of the event
- x. Only pre-authorized vehicles will be allowed access to the event spaces at Hulhumale' Phase 2.
- xi. The event spaces shall be rented out on first come, first served basis.

- xii. Under any circumstances, the leased event space cannot be subleased.
- xiii. Exclusive rights can only be exercised within the event space that is being leased; there may be other activities taking place simultaneously in nearby event spaces.
- xiv. An individual may not lease the event space for a corporate or promotional event of a business entity.
- xv. HDC has the right to give necessary approval for any requests or permits by the lessee, or prevent any actions which may damage the event space areas which are not included in this guideline. HDC also has the right to resolve any issues that are not covered by this guideline upon negotiating with the lessee.

i. PENALIZATION

Penalties will be applied for the following:

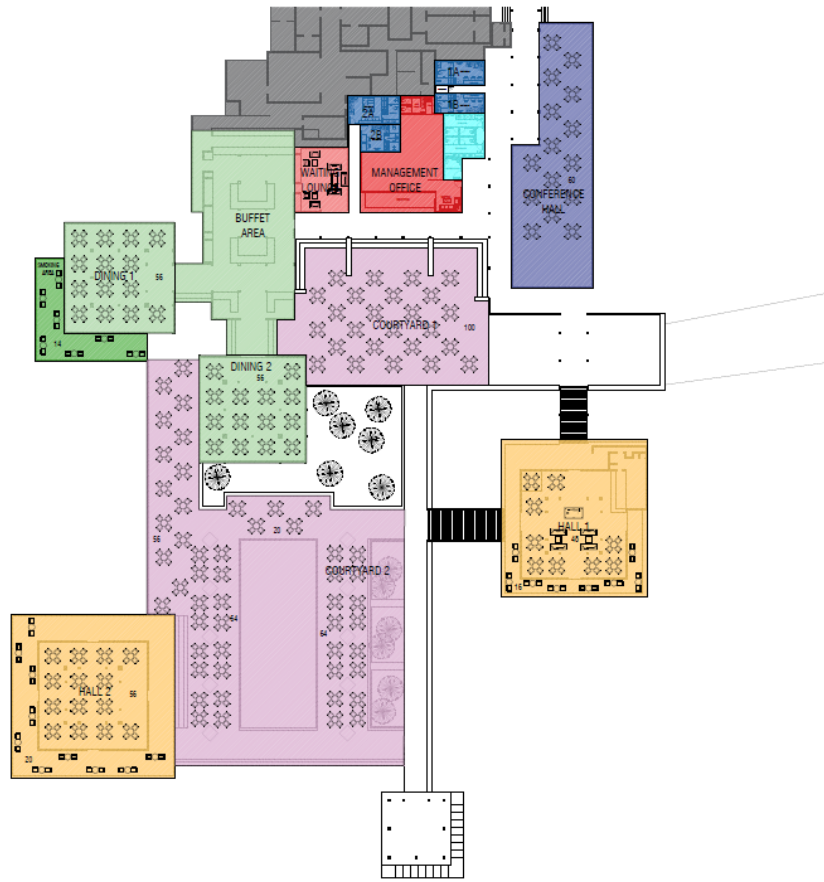
- i. Conducting any event or activity that violates the laws and regulations of the Maldives
- ii. Conducting any event or activity that may cause damages to the area or property, the surrounding trees and fixtures within the designated area. HDC has the right to utilize the security deposit as Penalization for the damages caused. If the security deposit is insufficient, an additional invoice will be raised for the remaining amount.
- iii. In addition to this, any other violation of the agreement terms will result in penalization. The amount will vary according to the offense and may minimize the eligibility for any further allocation.

j. RESERVATION CANCELLATION POLICY

Cancellation Timeline	2 weeks prior to the Event	1 week prior to the Event	4 days prior to the Event	2 days prior to the Event	24 hours of the Event
Fee amount	No Cancellation Fee	25% of Reservation Fee	50% of Reservation Fee	75% of Reservation Fee	Full Reservation Fee

k. COMMON AREA

- i. No additional charges are made for the usage of common areas in the event space.
- ii. Any alterations brought to the common area should be approved by HDC prior to the Event.
- iii. The lessee should be responsible for any damages caused to the area.
- iv. The common area includes jetty side, jetty walkway, common courtyard and entrance.



I. DETAILS OF THE FARUKOLHUFUSHI EVENT SPACE

Color Code	Package Details	Allocate Area
	Courtyard 1 (Garden Area)	4,784.55
	Courtyard 2 (Pool side)	11,975.38
	Full Common Courtyard	16,759.93
	Buffet area + Dining	8,026.64
	Hall 1	1,808.34
	Hall2	2,278.72
	Room 1A + Toilet	197.95
	Room 1B + Toilet	166.41
	Room 2A (Bed) + Toilet	246.60
	Room 2B + Toilet	181.05
	Conference Hall	3,390.63
	Full Common Courtyard & All Additional Components	29,120.22

○ Facilities available on location

- Caterer's prepping area and a designated area for dining
- Water will be provided for catering during events
- Electricity for lights, music and other conveniences for parties and events
- Rooms so that the brides/grooms/family members can prepare for parties
- Toilet facilities
- Full time security
- Facilities for proper disposal of waste

Caterers can bring the necessary equipment and food via the ferries available for hire or by land via HDC vehicle.

a. Security

A security officer will be present at all times during the events to ensure the safety of the visitors and to ensure that no harm is caused to the structures within the island. The security officer will also be responsible for preventing or stopping any activity that violates the laws and regulations of Maldives.

Certain areas will be blocked off by property walls and fences so that the public does not have access to the buildings and structures under development.

b. Transportation

There will be no access to the island without the authorization of HDC. The transportation costs will be borne by the lessee. There are two options for transfer of the exhibitors and attendees, as well as the transfer of equipment from Hulhumalé phase 1 to the event location.

● Land transportation

Vehicular access will be permitted to the lessee for the event, provided that the vehicles are pre-authorized as required. HDC vehicles may be rented subject to availability as set out in point 'b' of this guideline.

The route of navigation set out by HDC should be used during all transfers and under no circumstances should vehicles deviate from the route except with documented approval of HDC. The lessee must submit the information as detailed in point h. (vii) of this guideline to HDC one working day prior to the event for pre-authorization of vehicles and vessels

The vehicles used during the event may utilize the parking spaces designated by HDC in close proximity to the event space for the event duration.

- Sea transportation

The option of sea transportation is also available to lessees, provided that they request and obtain pre-authorization of the vessels by submitting the required information as per point h. (vii) of this guideline. They must also inform HDC of the time of arrival and time of departure clearly and all costs would be managed by the lessee.

I. EVENTS AND ACTIVITIES ALLOWED AND PROHIBITED AT THE EVENT SPACES

Events/Activities allowed	Events/Activities prohibited
Conferences	Barbeques
Forums	Pool Parties
Meetings	Picnics
Exhibitions	Practical Trainings
Promotions	Campfires
Ceremonies	Events and activities which violates the laws and regulations of Maldives
Birthday Parties	
Weddings and engagements	
Annual Events	