



OPERATING PROCEDURES

Agreement between the Fonds de Dotation Fazal Manzil (Foundation operating under French law, abbreviated to FdD.FM), which is responsible for Fazal Manzil on behalf of the owner, the Stichting Inayat (Foundation under Dutch law).

and the Event Organiser (abbreviated to EO),
Name, address, representative:

Purpose

Rental of the Event Hall for a seminar, workshop or concert, or other (specify)

The reservation is for the garden level of the house only. The first floor of Fazal Manzil is not for rent.

As FdD.FM is a not-for-profit organisation, the rental fee for use of the hall is calculated as a contribution to the running costs of the building.

Spaces

The Event Hall can accommodate up to 150 people.

It is accessible to people with reduced mobility and has a fire safety certificate.

Visits and access to the first floor (Museum Area, Oriental Room, Library, Study Room) are by appointment only. Please do not plan to hold workshops on this floor.

For safety reasons, the other floors of Fazal Manzil are closed to the public.

The garden with the Mémorial Noor de l'Universel and the Biographical Department (at 34 rue de la Tuilerie) belong to separate association and foundation.

Ms Wakach is the central contact person. If you would like to visit, please contact her on info@fazalmanzil.org

Once the booking has been confirmed, the conditions for using the facilities are as follows.

Access

The day before the event, the EO can collect the key from Ms Wakach, who will explain how the facilities work.

Each evening, the EO must lock the door and keep the key until the end of event.

On your departure, the key must be returned to Ms Wakach or, if agreed, left in her letterbox.

€100 will be deducted from the deposit for any key not returned.

Rooms and kitchen

The organizer is responsible for:

- Set up the room (chairs, tables, lighting, video, etc.)
- Clean the rooms and return it to the condition in which it was on arrival.
- Clean the kitchen and washing up, emptying the fridge and taking back opened food packaging.

Cleaning could be charged if breach.

You must bring your own groceries, tea, coffee and biscuits.

You are responsible for preparing tea breaks and meals.

Instructions for use are supplied for both the dishwasher and the hob.

An inventory of all kitchen components and furniture is available on request.

Any damage or breakage will be billed.

Forgotten objects

Forgotten items will be put aside for you to collect but will not be sent by post. They will be thrown away or donated unless you call or email within two weeks after your event.

The FdD.FM is not responsible for any loss or theft in the areas.

Security

As an establishment open to the public, Fazal Manzil applies the laws and decrees concerning fire safety and access for disabled people.

For safety reasons, candles, fires and incense are not permitted due to smoke detectors

Technical equipment

You will find the list of equipment we supply and the price on the registration form.

Advice on use is given at the start of event.

No technical support is provided during the event, except in the event of a malfunction. It is up to the EO to provide their own technical support and material (sufficiently powerful computer if hybrid event using zoom, etc.).

The professional Internet connection allows 20 people to connect simultaneously.

WIFI CODE: Murshid@21Tuilerie

Any damage to equipment will be billed or deducted from the deposit.

The noise level must respect the fact that the building is in a residential area.

If the noise persists after you have been told to lower the volume, the event will be cancelled immediately.

Garden

It is not accessible to disabled people and belongs to a separate association.

It is possible to use it, while respecting the fact that it is a place of tranquility and rejuvenation.

Except in the event of rain, the Noor Memorial is accessible on request for silent meditations.

Please do not organise your workshop or concert there. As it does not meet ERP standards, a responsible person must accompany visitors.

You can have lunch in the garden, but no fires are allowed.

Please do not throw cigarettes or rubbish.

If you use chairs, please ensure that they are clean and tidy when you leave.

Reservation

When you make your booking, you will need to provide proof of your status as an organisation or independent, as well as the number and copy of your insurance policy covering your activities.

Bookings are only confirmed on receipt of the signed documents: Fazal Manzil Charter Operating Procedures (initialed on each page), and the quote, plus 20% deposit.

Prices are not negotiable, either before booking or after the event.

A deposit of €500 is required at the start of the event. It will be debited only in the event of damage or non return of key.

Deposit of the booking price is refundable:

In full if reservation is cancelled more than three months before the date of the event.

With a deduction of 20% between three to one month.

It is non-refundable from one month before the date of the planned event.

The total amount of the booking must be paid on the final day of the activity by bank transfer (with proof of transfer), credit card or cash.

Fonds de dotation Fazal Manzil.

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Behaviours

They must be respectful of the site and environment.

If possible, we ask you to remove your shoes in the Event Hall to protect the carpets

If a visit is organised in the Oriental Room, please respect the silence, as only meditation is permitted there. Do not scheduled workshops, talks or meetings there.

Please note no food or drinks can be taken at the first floor of the house.

By signing it, the event organiser undertakes to comply with Fazal Manzil's Operational Procedure.

The FdD.FM reserves the right to modify it if necessary, with immediate effect. Organisers who have previously reserved will be informed of any changes.

The EO is responsible for the behaviour of participants in its activities, as well as for any physical or material damage caused to or by them.

The President of the Fazal Manzil Endowment Fund and their representative on site are authorised to take all decisions and measures necessary to ensure compliance with the conditions of use of the site and are guarantors vis-à-vis the owner. They are empowered to intervene at any time if they deem it necessary.

Date and place, Signature, Name and position of signatory "I accept the above" (handwritten)