

**JAPAN INFORMATION AND CULTURE CENTRE
EMBASSY OF JAPAN**

APPLICATION FOR USE OF THE HALL/CONFERENCE ROOM

Name and Organization of applicant:

Contact: Box No.

Tel.:

Fax:

E-mail:

1. Date and time :

..... a.m./p.m. to:a.m./p.m.

2. Purpose (name of function):.....

.....

3. Name and designation of person overall in-charge during the function:.....

.....

4. Number of participants:

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Conditions for Use:

Applicant shall:

1. NOT conduct any commercial or commercial-oriented activities, inside or near outside the Center. This includes charging entrance fees, selling or advertising any products including applicant's own works and business negotiation. However, selling or advertising any products including the applicant's own works MAY BE ALLOWED, provided that such acts, done by and/or for a non-profit organisation(s), is proven to serve the overall interest of the Japanese community in Kenya and/or to foster the friendship and mutual-understanding between Japan and Kenya. In so doing, the applicant SHALL obtain an explicit and advance approval of the Director of the Japan Information and Culture Centre.

2. NOT conduct any fund-raising campaign inside the Center, whether or not such a fund-raising is required to organise the function above, and make every effort to avoid, and to dissipate if necessary, any misunderstanding that the Centre might be involved in such a fund-raising.

3. BE liable for any loss or damage to the Centre, including in relation to members of staff of the Centre and defamation of the Centre, caused during function including preparation and withdrawal.

4. NOT be held responsible for bearing additional operation costs of the Centre such as electricity and telephone charges on condition that the amount of the additional costs is reasonable.

5. BE responsible for setting up at the stage of preparation and putting away at the stage of withdrawal desks, chairs and other equipments which are necessary for conducting the function under the guidance and cooperation, if necessary, of the Center's staff.

6. FOLLOW any other relevant instructions of the Director of the Japan Information and Culture Centre or any other designated person functioning on his/her behalf.

I,,hereby apply and agree to be bound by the conditions above:

.....
Signature of applicant

DATE:.....

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FOR OFFICIAL USE ONLY

Accepted: YES/NO

Remarks:

Signed:.....

DIRECTOR, Japan Information and Culture Centre