



FORM 1

Mohatta Palace Museum Terms and Conditions for Hosting Events on Museum Grounds

Introduction

The Mohatta Palace Museum is a historic and cultural landmark dedicated to preserving and celebrating the artistic and architectural heritage of Pakistan. As part of its commitment to public engagement and cultural enrichment, the museum offers designated spaces on its premises for private and institutional events that align with the museum's mission to promote heritage, art and public engagement.

All sponsors and event organisers are required to adhere strictly to the following terms and conditions governing the use of the Mohatta Palace Museum's premises. These guidelines are intended to ensure that all events are conducted in a manner that respects the integrity of the site, safeguards its collections and upholds the Museum's reputation as a center of excellence in heritage stewardship while ensuring the smooth execution of each event.

1. Event Proposal and Documentation

- A completed *Event Information Form* must be submitted to the Museum at least *10 days prior* to the event. The submission must include:
 - A *detailed layout plan* of the event setup.
 - A description of the *event content*, such as product promotions, musical or dance performances (with artist names), seated dinner receptions or buffet arrangements.
- An agreement will be signed by the sponsor confirming the submitted information is full and final.
- A formal *letter of sponsorship* from the head of the sponsoring organisation is required. *Letters from event managers will not be accepted.*
- The Museum reserves the right to decline event proposals that do not align with its Standard Operating Procedures (SOPs) or that may cause public nuisance (e.g., excessive sound, lighting or parking disruptions)
- If event management company appointed, appointment and consent letter must be attached.

2. Event Restrictions

Weddings including engagements, dholkis, mehndis, valimas, receptions along with anniversary, birthday or personal engagements are strictly prohibited. No fireworks are allowed on premises.

3. Regulatory Compliance

Sponsors or their designated event managers are required to obtain *No Objection Certificates* from the relevant civic authorities prior to the event. For guidance, please refer to following Appendix:

No.	Authority granting No Objection Certificates – NOC's from Government of Sindh
1.	Office of the Deputy Commissioner, South-Karachi
2.	Office of the Administrator, DMC

4. Guest Management

The number of guests must not exceed the figure stated in the Event Information Form. In case of unavoidable excess, the Museum may levy an additional donation or deduct the corresponding amount from the security deposit.



5. Donations, Deposits and Charges

- The required *donation* must be paid at least *fifteen working days* prior to the event. Failure to do so may result in cancellation at the Museum's discretion.
- A *refundable security deposit* will be charged to cover potential damage to the premises caused by installations, equipment, catering, décor or any violation of the Event Information Form.
- Additional charges may apply for Security, cleaning, technical equipment and overtime.

6. Event Integrity

If the Museum becomes aware that the event deviates from the approved plan, it reserves the right to annul the agreement and halt the event. In such cases, both the donation and security deposit will be forfeited.

7. Power and Technical Arrangements

Sponsors are responsible for arranging their own *power supply* and technical requirements.

8. Liability & Insurance

The museum is not liable for personal injury, theft or loss of property of any participants of the events.

9. Security and Access

- All security arrangements are the responsibility of the sponsor with oversight of museum staff.
- *No vehicles* are permitted within the Museum precincts, parking and security coordination must be arranged with the Museum's security personnel.

10. Sound Control

- Organisers to install 10-foot sound paneling behind seating area, preferably along the compound wall.
- Only two monitors and one or two subwoofers are permitted on either side of the stage. Audio levels must remain under *85 dB*, additional speakers placed discreetly around seating area.

11. Decor and Installations

- No *decorative materials* may be affixed to the building façade. No *installations* are permitted on the rooftop or inside the Palace building.
- All fixtures, lighting, stage placements and props must be approved at least *one week prior* to event.

12. Green Room and Backstage Facilities

- Sponsors must arrange green room or backstage facilities and submit layout in advance.
- Events must conclude by *midnight* and sound levels must remain within acceptable limits to avoid disturbance to neighbouring residents.

13. Personnel Identification

Names and ID's of all individuals working on-site must be submitted to the Museum office.

14. Publicity and Branding

- Any mention of the Museum in event publicity must be approved by the Museum's designated authority.
- Invitation cards must state "*The Mohatta Palace Museum*" as venue.



15. Food and Beverage

- *Cooking on-site* is not allowed.
- *Alcohol* is strictly forbidden on the premises.

16. Clean-Up Responsibilities

Sponsors are responsible for cleaning the grounds before and immediately after the event.

17. Building Access

Access to the Museum building before/during the event is permitted only by prior agreement.

18. Logistics and Timings

Deliveries, rehearsals and installations must occur during: Museum hours: *Tuesday to Sunday, 11:00 AM to 6:00 PM. Work outside these hours requires written approval. No activity is permitted after 10:00 PM.*

19. Cancellations

Cancellation Period	Notice	Policy
15 days in advance		No penalty
8 – 14 days prior		Permitted without penalty if a valid reason is provided
Less than 7 days or less		5% <i>deduction</i> from the donation deposit.

20. Board Invitations

Sponsors must provide 15 *complimentary invitations* (Mr. & Mrs.) for the Museum’s Board of Trustees at least 10 *days prior* to the event.

21. Additional Requirements

Any special requests or additional arrangements must be discussed and agreed upon with the Museum office *at least seven days in advance.*

22. Museum Rights

The Museum reserves the right to cancel any event if these terms are not adhered to and accept or decline any event request without assigning a reason.

Signatures

Museum Representative

Event Organiser



FORM 2

Event Information Form for the use of the Museum Grounds

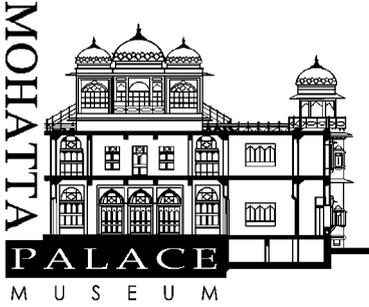
To process your request, kindly complete this form in full and return to the Mohatta Palace Museum. All information provided will be treated as confidential. **The Museum reserves the right to annul the agreement and withdraw use of its grounds if the event deviates from the description provided in this form.**

APPLICANT DETAILS	
Name	
Mobile	
Email	
NTN no.	
Date	
Signature	
EVENT INFORMATION	
Organisation	
Event Date	
Nature / Format of Event <i>(Attach: event description)</i>	
Number of Guests	
Duration of Event	
Setup Date(s) / schedule	
List Sponsor Logos	
EVENT MANAGEMENT & LOGISTICS	
Event Management Company	
Representative Name, Email, Mobile	
Security Company	
Emergency Services (e.g., fire department, police)	
Publicity Plans (e.g., print ads, banners, flyers)	
Broadcast Coverage (Channel /contact persons)	

SIGNATURES

Museum representative: _____ Event Organiser: _____

Mohatta Palace Museum is run by the Mohatta Palace Gallery Trust, a charitable trust with the Governor of Sindh as its Chairman



FORM 3

Event Declaration for the use of the Mohatta Palace Museum Grounds

I/We, _____
hereby confirm our intention to host a _____ on
_____, commencing at _____ and concluding at
_____, within the grounds of the Mohatta Palace Museum. The
anticipated number of guests is _____.

We acknowledge and agree to contribute a donation of Rs. _____
towards the upkeep of the Museum and its gardens, along with a refundable security
deposit of Rs. _____, in accordance with the Museum's Terms of
Reference, which we have read, signed and attached herewith.

We undertake to fully comply with the Terms of Reference and understand that any
deviation from these terms will result in the cancellation of this agreement and
withdrawal of permission to use the Museum premises.

Sponsors Signature: _____

Date: _____