



Vivekananda Cultural Centre (VCC)

**Embassy of India
2-2-11, Kudan Minami,
Chiyoda-Ku,
Tokyo 102-0074**

Application for Permission to Use VCC Facilities

Name of Organisation		
Purpose of Event		
Proposed Date of Event		
Proposed Time <i>(Include all preparations and cleanup time)</i>	From: <i>(Should be 10 am or later)</i>	Until: <i>(Should not be later than 8:30 pm)</i>
Facilities for the Event <i>(Tick all applicable boxes)</i>	<input type="checkbox"/> 1F Auditorium	<input type="checkbox"/> 1F Foyer
	<input type="checkbox"/> B1F Gallery	<input type="checkbox"/> B1F Multi-function Room
Previous Applications <i>(Provide names and dates of past events at the VCC, if any)</i>		
Name of Applicant <i>(Provide name of person in charge of organising the event)</i>		
Contact Telephone No.		
E-mail Address		
Website <i>(if any)</i>		
Address		
Signature of Applicant		

(VCC-F04)

Brief introduction of the Organisation/Company *(Use extra sheet if needed.)*

Programme details *(Detail the event's final programme and/or outline including all preparations and post-event cleanup by the organiser)*

Names and descriptions of the speakers *(if any)*

Details on the source of funding for the event *(e.g. funded by the organiser, through sponsorship, or official grants)*

Details of expected guests/attendees *(i.e. number, nationalities and organisations)*

Equipment to be used during the event *(if any).*

Names of contact persons/staff *(from the organisation that will make the necessary physical arrangements before, during and after the event)*

Details of transportation *(This may be allowed if equipment needs to be shifted before and after the event by the event organisers only. As a general rule, parking inside the Embassy is not permitted.)*

Details of media involved *(if any)*

Special provisions and requests *(Please provide details on any provisions and/or requests which may potentially conflict with the rules stipulated in the separate Terms of Use. Such provisions and requests may be granted at the sole discretion of the Embassy and express written permission must be obtained in advance.)*

Check List *(Tick all applicable boxes)* **The event organiser agrees to the following:**

- ☐ Food and beverages will not be brought into the Embassy premises.
- ☐ No cash/other forms of payment will be exchanged in connection with the event.
- ☐ Event organiser and all participants will adhere to the VCC Facilities Terms of Use.
- ☐ Information submitted in this application is accurate and complete.
- ☐ Event organiser fully understands that permission to use the facilities at VCC may be granted at the Embassy's sole discretion and on such terms as the Embassy may deem appropriate.

Signature of Applicant: _____ **Date (D/M/Y):** ____/____/____



**Vivekananda Cultural Centre
Embassy of India Tokyo
Terms and Conditions for Using VCC Facilities (Terms of Use)**

The entity or individual (hereinafter referred to as the “Organiser”) requesting to use the facilities at Vivekananda Cultural Centre agrees to the following terms and conditions set forth by the Embassy of India (hereinafter referred to as the “Embassy”).

Article 1 TERMS OF USE

1. The Organiser accepts full and sole responsibility for the conduct of him/herself, all participants and third parties using the reserved facilities of the Embassy throughout the duration of the rental of facilities.
2. The Organiser shall only utilise the specific facilities booked for the event and that said facilities shall only be used during the times reserved in advance.
3. The Organiser shall ensure that the total number of hours requested for the reservation of the Embassy’s facilities includes all preparation and post-event cleaning by the Organiser. In the case that use of the facilities exceeds the reserved time, additional charges shall apply.
4. The Organiser shall ensure that the use of the Embassy’s facilities will not involve any activities in breach of local laws, public morality and/or rules of the Embassy.
5. No food or beverages are allowed on the Embassy’s premises.
6. The Organiser shall ensure that all participants fully cooperate with security and allow any baggage or equipment to be checked upon entry.
7. The Organiser agrees to follow instructions and guidelines from Embassy staff during the event.
8. The Organiser shall not upload any photographs, videos and audio recordings taken at the Embassy on social networking services and other websites without prior written consent of the Embassy.
9. The Organiser must not engage in the purchase or sale of any items or services within the Embassy.
10. The Organiser must not take participation fees or other forms of payment in connection with the event.
11. The Organiser shall not represent him/herself or any participants of the event as having any affiliation with the Embassy or the Government of India, unless it is an official entity of the government.
12. The Organiser shall not represent that the Embassy or the Government of India endorses any content presented at the event without prior and express written consent from the Embassy.
13. The Organiser must strictly maintain the cleanliness of the facility/venue and must not leave any type of rubbish inside the Embassy’s premises upon departure.
14. Returning all furniture, equipment and other items back to their original place after use is the sole responsibility of the Organiser.
15. The Organiser must ensure that appropriate and civilised behaviour is maintained by all participants.
16. The Organiser must not operate any equipment without the supervision of the Embassy’s staff.
17. The Organiser must not move furniture or other items belonging to the Embassy without the supervision of the Embassy’s staff.
18. Any changes to the programme or equipment requirements must be submitted in writing to the Embassy in advance. The Organiser agrees that the Embassy and its staff may not be able to accommodate new requests on the day of the event.
19. No parking is allowed on the Embassy’s premises.
20. The Organiser must replace or repair any items or facilities damaged during the event.

21. Any exception to the Terms of Use stipulated herein must be obtained in writing in advance.

Article 2 BREACH OF TERMS

Any breach of the terms stipulated above by the Organiser or participants of the event may result in the following:

1. The Organiser shall be responsible for compensating any damages incurred by the Embassy or a third party due to such breach.
2. The Organiser will be prohibited from using the Embassy's facilities again. In extreme cases, the Organiser may be ejected from the facilities immediately and/or reported to local authorities.
3. The Organiser shall indemnify and hold harmless the Embassy from all liability and undertake to provide equitable relief to the Embassy and/or any affected third party.

Article 3 DISCLAIMER

1. The Organiser agrees that any use of the facilities of the Embassy is at the Organiser's own risk. The Embassy does not accept any liability for injuries, damage, loss or other issues that occur on the Embassy's premises during the event.
2. The facilities of the Embassy are provided 'as is', without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, being free of malfunction or otherwise. In no event will the Embassy be held liable for any loss or damage including, without limitation, indirect or consequential loss or damage, or any loss or damages whatsoever arising from use of the Embassy's facilities.
3. The Organiser acknowledges that as an entity of the Government of India, the Embassy may be required to respond on short notice to diplomatic priorities and force majeure events from time to time. In view of this, the Organiser agrees that in such circumstances, the reservation of the Embassy's facilities may be cancelled or postponed by the Embassy without prior notice and that the Embassy shall not be held responsible for any damages or loss incurred due to such cancellation or postponement.
4. The Embassy reserves the right to rescind any approval to use its facilities for any reason and without notice.
5. The Embassy reserves the right to amend rental fees and terms of use of the facilities without notice.
6. The Embassy reserves the right to refuse admission to any individual.
7. Any privileges, discounts or exceptions to the terms and conditions stipulated herein granted to the Organiser shall not be construed as a guarantee of the same being applied to future reservations. The Organiser may not present special provisions granted in the past as a basis for demanding the same for future reservations.
8. Using the facilities of the Embassy means that the Organiser and all participants consent to filming, photography and sound recording by Embassy staff and the use of such materials by the Embassy for PR and other purposes without payment or copyright.
9. The unenforceability or invalidity of any terms herein shall not affect the enforceability or validity of any other terms which shall remain in full force and effect.

The Organiser hereby warrants that he/she has read and understood the Terms of Use for using the facilities of the Embassy and voluntarily accepts the terms and conditions stipulated herein.

Date (D/M/Y): _____ / _____ / _____

Signature: _____

Name: _____

Organisation: _____

Important Reminders:

All requirements should be written/or properly translated in English.

Incomplete application form may delay in processing.

The VCC facilities are available for the use of cultural exchange and social welfare related activities/ programs/events only.

Utility, maintenance and hiring charges may apply according to the nature of the programme.

VCC Office may make telephone or e-mail inquiries to the organisers if additional information is needed.

Approval is subject to availability.

No requests to use the facilities shall be considered confirmed unless expressly given in writing.

Complete application/request form should be sent to:

**Vivekananda Cultural Centre (Office)
Embassy of India
2-2-11 Kudan Minami
Chiyoda-Ku, Tokyo 102-0074
Phone (03)3262-2391
Fax No. (03)3263-5285
E-mail: vcc.tokyo@mea.gov.in**



Important Reminders for Event Organisers Applying to Use VCC Facilities

VCC 施設使用希望者さまへの重要なお知らせ

1. As a general rule, food and beverages are not allowed on the Embassy premises.
原則として飲食物の持ち込み・利用はお断りしております。
2. The event organiser is solely responsible for all preparations and clean-up.
全ての設置・片付けはイベント主催者様の責任の下で行って下さい。
3. If furniture or equipment is moved, the event organiser must return such items to their original place.
大使館が所有する什器、家具、機材等を移動した場合、イベント主催者様が責任を持って元の位置に戻して下さい。
4. All rubbish must be removed at the end of the event by the organiser.
イベント開催後、ゴミは全てお持ち帰り下さい。
5. Large bags/luggage cannot be brought into the Embassy premises.
大型のバッグ、スーツケースは館内に一切お持ち込みいただけません。
6. Facility maintenance fees shall apply according to the nature, scope and length of use of facilities. Such fees shall be settled by at least one day prior to the event.
施設のご利用目的、ご利用の範囲、ご利用時間によって、施設運営管理費が発生します。イベント開催の1営業日前まで施設運営管理費のお支払いをお願い致します。
7. In the case that you have requested an officer(s) of the Embassy of India to participate (i.e. give remarks, lecture or otherwise be present at the event), please refrain from listing said officer(s) on publicity materials until written confirmation is provided.
祝辞、挨拶、講演、出席等、大使館関係者によるイベントへの参加・協力を依頼されている場合、書面による承諾があるまで、パンフ等広報資材にその旨を掲載することはご遠慮下さい。
8. In the case of diplomatic priorities and other emergencies, reservations to use the Embassy's facilities may be cancelled without notice. In such cases, the Embassy accepts no liabilities related to such cancellation.
外交的優先事項やその他緊急事態が発生した場合、大使館の施設のご予約は予告なく取り消しとなる場合がございます。予約取消によって損害等が発生した場合、大使館は一切責任を負いませんので、予めご了承下さい。
9. Participants must not engage in the purchase or sale of any items or services within the Embassy. Entry fees for the event may not be collected regardless of whether such sale occurs within or outside the Embassy premises.
大使館内における物品・サービス等の売買は一切お断りします。また、料金の徴収が館内・館外で行われるかに関わらず、入場料が発生するイベントの開催はできません。
10. Other terms and conditions for using the Embassy's facilities are detailed in the "Terms of Use" to be signed by the event organiser. It is the organiser's sole responsibility to read and be aware of these terms.
その他大使館施設のご利用にあたっての詳細な規定はお申込みの際にご署名・ご提出いただく利用規約(Terms of Use)に記載しております。イベント主催者様が各自責任を持って利用規約をご確認の上、遵守して下さい。