

Events Rules and Regulations

Parties interested in hosting an event at Capital Business Park are kindly advised to follow all the appropriate protocols and instructions issued within the 'Event Proposal Form' attached herein.

Please note, all events will go through a mandated screening process by our Marketing and Property Management Departments to ensure the credibility, quality and appropriateness of the event.

Event requests must be structured according to the following:

1. Requests must be notified via writing by at least 10 working days prior to the event's occurring date.

The management will respond within 48 hours after reviewing the event proposal form for authorized approval. In the advent of refusal, an appropriate explanation will be documented and sent to you.

2. Submitted proposals must include a full brief of the event's coordination process. In the event of using additional event organisers, their company name and contact must be made available in the request form where a screening process of their previous activities will take place.

3. Upon management's approval of the event proposal, the responsible event organiser (s) must pay an insurance fee amounting to

EGP _____ . 00

NB: The Insurance Fee is refundable upon no damages or maintenance issues caused by the event. If any damages or maintenance issues are sustained by the event, the appropriate fee will be deducted as deemed necessary.