

4- DIFC COURTS HEARING ROOM AND MEETING ROOM RENTAL

جدول رسوم خدمة استخدام غرف الاجتماعات وقاعات المحاكمة لدى محاكم مركز دبي المالي العالمي

A- Individual meeting room rental fee:

Room type	Capacity	Size Sq. Ft	Weekdays			Weekends & Holidays		
			Full day	Half day	Hour rate	Full day	Half day	Hour rate
Court room with Judge's chamber	54	1,069	5,500	2,500	700	8,500	4,500	1,400
Boardroom	16	484	2,400	1,200	500	3,600	1,800	1,000
Library	10	226	1,250	625	200	2,250	1,125	400
Atlas (suite)	5	134	750	375	150	1,125	563	300
Libra	6	139	900	450	150	1,350	675	300
Phoenix	6	139	900	450	150	1,350	675	300
Polaris	4	86	500	250	100	750	375	200
Office 1*	6	115	500	300	100	850	600	200
Office 2*	6	116	500	300	100	850	600	200
Office 3*	4	147	500	300	100	850	600	200
Office 4*	4	150	500	300	100	850	600	200

* Not technology equipped, one TV for video conference can be added upon request only in any one office room.

B- Meeting room rental package fee:

Option A		Weekdays		Weekends & Holidays	
Room type	Capacity	Full day	Half day	Full day	Half day
<u>Package fee at discounted price:</u>	66	6,000	3,000	9,400	4,700
Court room with Judge's chamber					
Office 1					
Office 2					

Option B		Weekdays		Weekends & Holidays	
Room type	Capacity	Full day	Half day	Full day	Half day
<u>Package fee at discounted price:</u>	82	8,200	4,100	12,700	6,350
Court room with Judge's chamber					
Boardroom					
Office 1					
Office 2					

- Additional rooms can be added to the above packages based on per room pricing.

Note:

- Above four (4) hours is considered as full day & below four hours is considered as a half day.
- Normal full day hours are 8:00 am to 4:00 pm, Monday to Friday.
- Minimum of two hours has to be booked for the hourly rate to be considered.
- Any hour(s) exceeding 4:00 pm will be charged extra as per the hourly rate.
- All rates mentioned are exclusive of VAT.
- All rental fee amounts are in AED.

Facilities and services:

- Use of high-speed WI-FI.
- Video conferencing (Microsoft Teams).
- Teleconferencing (Microsoft Teams).
- Tea, Coffee & Water (Self service).
- Use of high-quality projector.
- Technical support.
- Stationery & Flip Chart/White board.

C- Additional paid services upon request:

Service	Rate	Description
Printing	AED 7 (first photocopy) AED 3 (per subsequent photocopy)	Charges apply for printing and photocopying services.
Parking	AED 30 per hour	Client should validate parking ticket with DIFC Courts.
IT Equipment	AED 100 per day (bundle) AED 100 per day (laptop)	Bundle includes monitor, keyboard, mouse, and headset. Laptop charged separately.
Catering Service	AED 735 (administrative fee) + actual catering cost	Administrative fee applies for handling. Catering cost is billed separately and paid by client.

Terms of payment:

50% of the payment is paid at the time of booking & 50% of the final payment to be paid seven (7) days before the scheduled booking.

DIFC Courts requires a 21-day notice of cancellation prior to the scheduled booking, whereby 50% of the booking fee will be refunded. Failure to provide 21 days' notice of cancellation will result in no refund issued.