

**RENTAL GUIDE**

**AUDITORIUM  
IFI THAMRIN**

*Liberté  
Créativité  
Diversité*



**2024**

# RENTAL PRICE

## **Monday – Friday**

7.000.000 IDR / 4 Hours

12.000.000 IDR / 8 Hours

## **Over-per-hour (max. 4 hours)**

1.500.000 IDR/ Hour

## **Saturday & Sunday**

10.000.000 IDR / 4 Hours

18.000.000 IDR / 8 Hours

## **Over-per-hour (max. 4 hours)**

2.300.000 IDR / Hour

## **Sunday Surcharge**

1.500.000 IDR

*\* The venue rental package does not include technical crew, operators or reception. The renter must use IFI's recommended technical crew/operator team for operation and Additional fees are provided separately..*

*\*\* As a co-operation under the French Embassy in Indonesia, the Institut français Indonesia (IFI) is a tax-exempt institution. The prices shown and the amount to be paid to the IFI are tax-free amounts.*

## Rental Procedures:

1. The rental of the IFI Auditorium is open to a variety of events except those with practical political content.
2. Each space rental will be reviewed before and during the event by IFI.

## Rental Methods:

1. If it's fixed, please send a confirmation email to **[gilang.ramadhan@ifi-id.com](mailto:gilang.ramadhan@ifi-id.com)** containing event highlights (background of the organiser, outline of the event, and what it is about), event rundown, and number of spectators.
2. The booking will be processed once the email is received as we will not mark the calendar if we have not received the email.

3. Whole payments must be paid no later than D-5 before the event starts and no pre-payment system.
4. The maximum audience size is 180 people and IFI does not provide extra seats.
5. The price includes equipment. So, you are allowed to use IFI's sound system, lighting, and multimedia equipment but you may not move or reposition it.
6. Selling ticket is allowed
7. IFI operating hours:  
Monday - Saturday (08.00 - 21.00)  
Sunday (08.00 - 17.00)  
At 21.00 & 17.00, the building must be empty.
8. Exceptions if you want to extend operating hours, a per-person security fee will be charged approximately IDR 350,000 per hour and must be coordinated several weeks in advance.

Forms of financial transactions related to the rental of space are carried out through bank transfers to the following accounts:

**EMBASSY OF FRANCE (IFI JAKARTA)**

BCA Account No: 20.60.68.94.00

Once the transaction done, please immediately make confirm the payment to the contact person:

**Gilang Ramadhan**

Auditorium Manager

+62 21 2355 7551

[gilang.ramadhan@ifi-id.com](mailto:gilang.ramadhan@ifi-id.com)

Proof of transfer must be scanned/photographed and attached to the confirmation email. To the confirmation email sent. Payment will be considered valid if the proof of transfer for each transaction has been received by the IFI.

## **PROMOTION & EVENT ORGANISATION:**

1. Event organisation services, including event promotion and publicity, are not the responsibility of IFI.
2. The renter is not allowed to put the IFI logo on any form of event publicity material.
3. For ticketed events, ticket management is the responsibility of the renter.

## **GENERAL REGULATIONS:**

1. Must protect and maintain all items located in all IFI areas. Should any equipment or property on the premises be broken, damaged, or lost, or should the premises be damaged in any way, the Hirer shall pay for repairs to make good such damage(s) and/or for any loss arising therefrom.
2. Must comply with all regulations set by the IFI, so that safety and cleanliness can be maintained during the event.
3. It is strictly forbidden to bring food and drinks into the screening room.
4. Smoking is not allowed in the IFI building area. Visitors can smoke in areas designated by IFI, namely outside the courtyard.
5. No illegal drugs, sharp objects, and firearms are allowed.
6. Must return items and/or spaces belonging to IFI to their original condition after the event is over.
7. Not allowed to use, move, and/or bring out items belonging to IFI without permission and knowledge of IFI.

8. In the event of damage to goods and/or space, the renter is obliged to pay compensation according to the evaluation and contract of both parties.
9. Must give permission to IFI to supervise the entire event process, from the preparation stage to the end.
10. It is not allowed to store and/or leave items in places that are not in accordance with the agreement.
11. For events that require additional cleaning, a cleaning surcharge will be applied.
12. IFI reserves the right to amend the above rental rates herein without prior notice.
13. IFI does not have parking access. You are welcome to park your vehicle at the Sarinah or Sinar Mas building.



## **LOADING ACCESS IN AND OUT**

1. Vehicle loading access through the French Embassy Monday - Friday from 09:00 - 17:00.
2. Renters are required to provide vehicle data in the form of vehicle photos, vehicle registration (STNK) photos, and driver's licence (SIM)/ ID card (KTP) photos at least two days in advance. All data must be the same as what is given when arriving.

**Contact Person:**

**Gilang Qidra Ramadhan**

Auditorium Manager

+62 21 2355 7551

[gilang.ramadhan@ifi-id.com](mailto:gilang.ramadhan@ifi-id.com)