

CEN-CENELEC Meeting Centre

Terms and conditions for booking arrangements

Preamble

The present 'Terms and Conditions' apply to **all** booking arrangements and to **all** typologies of Customers.

Any exceptional amendment of these 'Terms and Conditions' may be agreed between the Customer and the CEN-CENELEC Management Centre with express written agreement.

Article 1: Priority for CEN and CENELEC Corporate meetings

The Customer acknowledge that CEN and CENELEC Corporate meetings have priority in the use of the CEN-CENELEC Meeting Centre (e.g. meetings such as the Administrative Board, Joint Presidents Group, the Technical Board, ...) and may book a meeting room up to 10 working days before its meeting. The CEN CENELEC Meeting Centre reserves the right to allocate a different meeting room to the Customer than the meeting room originally booked. In case of necessity, the CEN-CENELEC Meeting Centre reserves the right to cancel the meeting arrangement with the Customer. In this event, the Customer will be informed in writing (by fax, e-mail) without any delay.

Article 2: Confirmation of the number of participants

The Customer undertakes to inform the CEN-CENELEC Meeting Centre of the estimated number of participants for each event at least **15 days** in advance.

The Customer shall inform the CEN-CENELEC Meeting Centre in writing (by fax, e-mail) of the final number of participants **2 working days** before the meeting at the very latest. If the final number of participants is lower than the expected number of participants, the CEN-CENELEC Meeting Centre reserves the right to allocate a different room according to the size of the group.

Article 3: Reduction of participants

Meeting room

Should the Customer reduce the announced number of participants attending the meeting/event without previous notice, the Customer shall transfer to the CEN-CENELEC Meeting Centre a non-negotiable lump-sum payment in compensation that equals the price of the services that was reserved minus a sum fixed as follows:

- Up to 4 days prior to the meeting, the CEN-CENELEC Meeting Centre will accept a reduction of 15% in the number of participants (without cancellation charges being levied);
- On the day prior to or on the day of the meeting itself, the overall number of participants estimated when the booking was made will be invoiced in full.

Lunch

Should the number of participants attending the meeting be lower than the number of lunches requested and ordered via the Booking Form, the cost difference will be immediately charged and paid by the meeting responsible person on the day of the meeting.

Article 4: Use of the meeting room

The Customer's use of the premises is strictly limited to the event(s) stipulated in the annex of the booking arrangement.

Any change of venue shall automatically result in a review of the price charged.

When premises are used for a non-private event (regardless of whether an entry fee is charged), the Customer shall make the necessary arrangements to ensure efficient, orderly proceedings, without any incidents, and to avoid any misuse or wilful acts of violence that might cause damage to the installation of the CEN-CENELEC Meeting Centre.

The CEN-CENELEC Meeting Centre provides the Customer with a meeting environment in good shape and condition. The Customer undertakes to leave the meeting venue in the same condition.

Article 5: Cancellation

In case of full cancellation of an event or meeting for which a reservation has been made, the Customer shall pay to the CEN-CENELEC Meeting Centre the following amounts of non-negotiable lump-sum compensation:

- **Up to 20 working days** prior to the meeting/event: 50% of the overall estimated amount stipulated in the booking arrangement;
- **Up to 10 working days** prior to the meeting/event: 75% of the overall estimated amount stipulated in the booking arrangement;
- **Up to 5 working days** prior to the meeting/event: 100 % of the overall estimated amount stipulated in the booking arrangement.

Article 6: Billing and conditions of payment

Any reservation for an event costing over €1.000 shall be subject to payment of a deposit of 50% of the total amount estimated in the booking arrangement. Deposit payment requests will be made using pro-forma invoices enclosed with the reservation form and shall be payable immediately.

Final invoices must be settled within 10 calendar days of the date on the invoice.

In the event that the Customer does not settle the invoice within the agreed time limit, or, if no time limit has been agreed, within the legal payment period, the CEN-CENELEC Meeting Centre may, starting from the day following the expiry of the agreed time period, ipso jure and without notice levy interest at the official market rate plus seven (7) percentage points and rounded up to the nearest half percentage point. The official market rate is the interest rate applied by the European Central Bank to its main refinancing operation as stipulated by the law of 2 August 2002.

In the event that the Customer does not settle the invoice within the agreed time period, or, if no time limit has been agreed, within the legal payment period, the CEN-CENELEC Meeting Centre may also, without prejudice to the right to compensation for legal costs under the Judicial Code, demand from the Customer reasonable compensation for all relevant collection costs incurred as a result of the late payment, as stipulated by royal decree.

Article 7: Liability

The CEN-CENELEC Meeting Centre is responsible only for making available the room reserved and providing the agreed equipment and services requested on the Booking Form.

Under no circumstances shall the CEN-CENELEC Meeting Centre be responsible for the safekeeping or deposit of items or equipment brought to the conference centre by either the Customer, or his/her employees or guests.

As such, under no circumstances shall the CEN-CENELEC Meeting Centre be held liable for any damage, destruction, loss or theft of items or valuables brought to the conference centre. Customers who have reserved a room with the CEN-CENELEC Meeting Centre shall be solely liable for the safekeeping of items or valuables brought to the conference centre by themselves, their employees or their guests.

Article 8: General provisions

The conditions of booking may only be modified by a document duly signed by the CEN-CENELEC Meeting Centre and the Customer.

The present 'Terms and Conditions' are subject to Belgian law. Any dispute as to its validity, interpretation or implementation shall be dealt with exclusively by the courts of Brussels.