

## RESIDENCE PALACE - INTERNATIONAL PRESS CENTRE - BRUSSELS | GENERAL TERMS AND CONDITIONS ROOM RENTAL

1. Every signed quote for the availability of rooms of the Résidence Palace - International Press Centre - Brussels assumes that the user has taken note of these rental conditions and accepts them without reservation.
2. The request to use the rooms of the Résidence Palace - International Press Centre - Brussels must specify the title of the event, the dates and times of the event, the level and the presumable number of participants, the names of the speakers, the content of the event (political, etc.), the necessary room/rooms and the period of use including assembly and disassembly, the furnishing of the room, the technical equipment and the technical services that are required as well as the necessary catering services. The request must also specify the billing address and the VAT or enterprise registration number.
3. The reservation of the requested rooms shall only be considered final after the quote, of which these rules and regulations are part, were signed by the user.
4. The Résidence Palace - International Press Centre - Brussels is primarily available to the prime minister of the Kingdom of Belgium. Every reservation can, in principle, be cancelled in case of a later request of the prime minister without this cancellation entitling the other party who reserved the room first to any damages.
5. The Résidence Palace - International Press Centre - Brussels provides the necessary electricity for normal operations as well as the heating of the premises, which are included in the price of the room rental.
6. The performance of the Résidence Palace - International Press Centre - Brussels is restricted to making the means available. It can therefore not guarantee the performance. When the equipment required for the event does not work, the damages are estimated by the Résidence Palace - International Press Centre - Brussels and under no circumstance may they be higher than the price of the room rental.
7. If the user requires additional electric equipment (adding power points in a room for instance) he must submit a request to the Résidence Palace - International Press Centre - Brussels and bear any costs.
8. The insurance, the availability of reception and meeting tables, of chairs and cloak-room furniture are not included in the rent.
9. All costs concerning the catering services are invoiced directly by the concession holder of the Résidence Palace - International Press Centre - Brussels (A Propos Catering bvba) to the user, this for the restaurant and catering services. The concession holder possesses an exclusivity contract in the building for all restaurant and catering services. The tenant of the room may therefore not carry out the restaurant or catering services himself within the premises of the Résidence Palace - International Press Centre - Brussels or have them carried out by a third party.
10. All costs for the audio-visual and technical services are invoiced directly by the audio-visual and technical concession holder of the Résidence Palace - International Press Centre - Brussels (Videohouse nv) to the user. The concession holder possesses an exclusivity contract in the building for all technical and audio-visual services. The tenant of the room may therefore not provide the audio-visual services himself within the premises of the Résidence Palace - International Press Centre - Brussels or commission a third party for this.
11. Renting the Polak room involves an obligatory additional cost for technical assistance. This is invoiced directly by the audio-visual and technical concession holder of the Résidence Palace - International Press Centre - Brussels.
12. Renting the Polak room allows use of the patio in its condition at the time of the event. However, use of the patio is not exclusive. A passage needs to be provided for the tenants and visitors of the Résidence Palace - International Press Centre - Brussels.
13. For conferences that require special security measures, the user shall pay the costs for hiring security guards. Under no circumstance shall he use the security guards of the Résidence Palace - International Press Centre - Brussels, who are responsible for the general security of the building. The user must make a separate request to a supplier of his choice.
14. The user is solely responsible for the organisation of the event and shall ensure the necessary personnel – in number and quality – for the proper organisation of the event.
15. The user must bring all office accessories or any other consumer goods he may require during the event.
16. The protocol is handled by the user, who is solely responsible for this.
17. The user must pay any SABAM rights and respect any noise pollution regulations as well as any other applicable legislation.
18. The user shall also pay all possible taxes or duties arising from his activities. He is also responsible for collecting all permits required for the event. If the authorised administration refuses, the Résidence Palace - International Press Centre - Brussels cannot be held responsible under any circumstance.
19. The user shall treat the premises made available to him with due care.
20. The Résidence Palace - International Press Centre - Brussels reserves the right to terminate the agreement which commits it to the user immediately and without compensation if the event constitutes, or could constitute, a threat for public order, public decency or security.
21. Hanging up or attaching posters or other objects to the floor, the walls, the doors, the curtains and other garnishings is prohibited.
22. Any use of flammable material (pennants, festoons, candles, barbecue, etc.) require the prior consent of the Résidence Palace - International Press Centre - Brussels.
23. Only decoration that can be removed is permitted. Posters, flags and other decorative or promotion elements in the vicinity of, at the entrance of and inside the building require the consent of the Résidence Palace - International Press Centre - Brussels.
24. The installation of temporary facilities and constructions (tents, stands, tables, chairs, etc.) in the room, in the vicinity of the room or of the building requires the prior consent of the Résidence Palace - International Press Centre - Brussels.
25. If the user wants to use the notification boards and screens available in the building, he is solely responsible for the notification and/or possible errors.
26. Every light projection of logos and advertising slogans requires the prior consent of the Résidence Palace - International Press Centre - Brussels.
27. The availability of the room comprises a normal clean-up. If additional cleaning is required after cleaning – such as sanding and additional polishing of the parquet floor, special floor treatments and other specific treatments to remove certain stains – this is payable by the user and the effective costs shall be invoiced to him.
28. The user is responsible for any loss, any damage to the installations and facilities of the Résidence Palace - International Press Centre - Brussels, by himself, his personnel, his guests or his suppliers during the period of the event.
29. The managers of the Résidence Palace - International Press Centre - Brussels cannot be held responsible for damage, theft or loss of goods belonging to the user or third parties and reject any responsibility in the event of an accident caused by the user or a third party.
30. The user is completely responsible for the damage arising from the behaviour of the people he admitted.
31. The number of people permitted in all rooms at the same time may not exceed the permitted maximum capacity of the rooms.
32. Smoking and the use of illicit substances in the buildings of the Résidence Palace - International Press Centre - Brussels are prohibited.
33. After the event, the premises must be completely empty and restored to the original condition (remove any material, residue and waste, boxes, cardboard, rubbish bins, any packaging and waste, etc.).
34. Cancellation of the reservation in the month before the event by the user amounts to 50% of the value of the signed quote. It amounts to 100% of the value of the signed quote if the event is cancelled the day before or the day itself of the event.
35. In case of a dispute concerning the interpretation or the execution of this contract only the courts of Brussels have jurisdiction. This contract is governed by Belgian law.
36. Renting rooms in Résidence Palace - International Press Centre - Brussels does not fall under the scope of the Act of 1951 on commercial leases.