

TERMS AND CONDITIONS

ARTICLE 1: SUBJECT AND SCOPE

These general conditions relate to the hire, to the hirer, of the BIP Meeting Center's rooms, namely:

Room	Capacity u-shape	Capacity boardroom	Capacity classroom	Capacity theatre	Capacity standing buffet
Guichets	40	-	40	120	200
Agora	30	-	30	50	50
Courtyard	-	-	-	-	500
Brel	21	-	30	-	-
Belga	-	-	-	-	120
Horta	-	12	-	-	-
Iris	-	8	-	-	-
Atomium	-	20	-	-	-
Spéculoos	-	10	-	-	-
Zinneke	42	-	60	120	-
Magritte	-	21	-	40	-
Delvaux	-	12	-	20	-

ARTICLE 2: STATUS OF THE HIRER

The rooms only host corporate events. Other types of events such as weddings or family celebrations are not permitted.

ARTICLE 3: OCCUPATION CONDITIONS FOR THE VENUES

3.1 Times

Room bookings can be made on a half-day basis (4 hours - set-up and dismantling included) or on a full-day basis.

The rooms of the BIP Meeting Center are open from Monday to Friday from 08:30 to 17:00. However, they may be made available outside opening hours (see art. 5.1).

The hirer agrees to confirm and respect the agreed times for the event, under penalty of compensation (see art. 5.2).

3.2 Room layout

All the rooms at the BIP Meeting Center benefit from natural light and a heating and air-conditioning system. Chairs and tables are included in the price of the room.

Most of the rooms can be subject to a specific layout depending on the event. The hirer will inform the visit.brussels of the desired layout in advance, subject to acceptance. No modification of the room layout will be agreed by the visit.brussels on the day of the event.

Wi-Fi is available throughout the BIP Meeting Center. Its rooms are equipped with quality multimedia equipment. A qualified technician welcomes clients on arrival in the room and helps them to use this equipment. This technician is not permanently present in the room during the event but can be called if necessary. The multimedia service is not included in the room rental price. Clients have the opportunity to choose what they need from a list of additional equipment and services. (see art. 4.2 & 4.3)

3.3 Assembly and dismantling

The hirer is obliged - prior to any assembly - to provide the visit.brussels with details of the assembly and the measures taken to prevent any damage to the building. The visit.brussels will only authorise the execution of installations that have been previously approved.

The equipment must be delivered and picked-up the day of the event. The visit.brussels must agree any exception.

The use of the lift for transporting heavy equipment is forbidden and all general guidelines will be applicable.

Only trolleys with rubber wheels are permitted inside the BIP Meeting Center. Obviously, the trolley wheels must be clean. These must not be overloaded.

3.4 Inventory

The room is provided in the condition in which it is found, acknowledged by the hirer, who states that they have visited and reviewed all the details.

At the end of the hire, it must be returned in the condition in which it was found on entering.

The hirer assumes all responsibility for the equipment that they bring to the venue, including that hired from the visit.brussels. The hirer shall ensure that the feet of any furniture that they bring into the venue are covered with protection to avoid scratching the floor.

After each event the rooms are cleaned by a specialist company. Room cleaning is included in the hire price.

3.5 Internal rules for venue occupation

Smoking is forbidden inside the BIP Meeting Center. Ashtrays are provided outside.

The use of devices that operate with gas or a naked flame (i.e. candles or table heaters) is also prohibited.

The walls, ceilings, flooring, structure and woodwork inside the BIP Meeting Center must remain intact. The hirer will immediately inform a member of the visit.brussels if liquid is spilled on the ground during the event.

All equipment must be installed on its own support. It is forbidden to hook, hang, stick or nail anything to any element of the building.

It is forbidden to put anything on against the balustrades, woodwork, structure or walls painted in fake marble.

ARTICLE 4: PAYABLE SERVICES

4.1 Catering

The visit.brussels provides a catering service to the hirer. The client must confirm the number of people for the catering order at the latest 3 working days before the event. After this deadline, it is no longer possible to change the number of people communicated. Our prices are per person and include VAT, the necessary equipment for the chosen formula, the provision of services, the installation and cleaning.

However, the hirer is free to use the caterer of their choice, without additional charge. External caterers are obliged to bring all the equipment necessary for the smooth running of their assignment, including heating equipment. The visit.brussels does not provide any equipment to external caterers aside from a kitchen with water and electricity which is made available to them.

4.2 Multimedia material

ROOM	MULTIMEDIA EQUIPMENT
<p>GUICHETS</p>	<p>BASIC PACKAGE 1 video projector laser Full HD + 190"-screen (or 4x2,2m) 1 lectern with 2 fixed microphones and feedback screen for speaker 1 computer + remote control for presentations with pointer HDMI, VGA & display port connection for a laptop Sound system with 7 loudspeakers and Bluetooth Portable wireless microphone (2 pieces) Tabletop wireless microphone (2 pieces) Headset microphones (2 pieces) 2 screens 65" Full HD for feedback guests 1 screen 43" Full HD for feedback speakers Wi-Fi</p>
	<p>VIDEOCONFERENCE PACKAGE External service provider videoconferencing system available on request</p>
	<p>OPTION Headset microphone Tabletop wireless microphone Portable wireless microphone</p>
<p>AGORA</p>	<p>BASIC PACKAGE 1 video projector Full HD op motorised 16/9 HDMI, VGA & display port connection for laptop Sound system (sound of microphone and/of presentations) with 1 portable microphone Wi-Fi</p>
<p>BREL</p>	<p>BASIC PACKAGE 75" LED Full HD screen HDMI, VGA & display port connection for laptop Sound system with 2 loudspeakers and Bluetooth Portable wireless microphones (2 pieces) Wi-Fi</p>

	<p>VIDEOCONFERENCE PACKAGE 2 motorised cameras at the front and the back of the room Ceiling microphone with noise interference cancellation Sound system Wi-Fi</p>
BELGA	<p>BASIC PACKAGE Sound system available on request 2 portable wireless microphones available on request Wi-Fi</p>
	<p>OPTION 55"- or 65"-screen</p>
HORTA	<p>BASIC PACKAGE 65"-screen HDMI, VGA & display port connection for laptop Sound system Wi-Fi</p>
	<p>VIDEOCONFERENCE PACKAGE 65"-screen Sound bar with integrated webcam, microphone and loud speaker Wi-Fi</p>
IRIS	<p>BASIC PACKAGE 55"-screen HDMI, VGA & display port connection for laptop Sound system Wi-Fi</p>
	<p>VIDEOCONFERENCE PACKAGE 55"-screen Sound bar with integrated webcam, microphone and loud speaker Wi-Fi</p>
ATOMIUM	<p>BASIC PACKAGE 65"-screen HDMI, VGA & display port connection for laptop Sound system Wi-Fi</p>

	<p>VIDEOCONFERENCE PACKAGE 65"-screen Sound bar with integrated webcam, microphone and loud speaker Wi-Fi</p>
<p>SPECULOOS</p>	<p>BASIC PACKAGE 55"-screen HDMI, VGA & display port connection for laptop Sound system Wi-Fi</p>
	<p>VIDEOCONFERENCE PACKAGE 55"-screen Sound bar with integrated webcam, microphone and loud speaker Wi-Fi</p>
<p>ZINNEKE</p>	<p>BASIC PACKAGE 1 video projector laser Full HD, screen 2,2x1,2m, 2 x 55" Full HD screens for feedback guests, 1 43" Full HD screen for feedback speakers 1 lectern with 2 fixed microphones and feedback screen for speaker 1 computer + remote control for presentations with pointer HDMI, VGA & display port connection for a laptop Sound system with 4 loudspeakers and Bluetooth Portable wireless microphone (2 pieces) Tabletop wireless microphone (2 pieces) Headset microphones (2 pieces) Wi-Fi</p>
	<p>VIDEOCONFERENCE PACKAGE 110" screen (2,2 x 1,2m) HDMI, VGA & display port connection for a laptop 2 motorised cameras at the front and the back of the room Ceiling microphone with noise interference cancellation Sound system Wi-Fi</p>
	<p>OPTION Headset microphone Tabletop wireless microphone Portable wireless microphone</p>

MAGRITTE	BASIC PACKAGE 65"-screen HDMI, VGA & display port connection for laptop Sound system Wi-Fi
	VIDEOCONFERENCE PACKAGE 65"-screen Sound bar with integrated webcam, microphone and loud speaker Wi-Fi
DELVAUX	BASIC PACKAGE 65"-screen HDMI, VGA & display port connection for laptop Sound system Wi-Fi
	VIDEOCONFERENCE PACKAGE 65"-screen Sound bar with integrated webcam, microphone and loud speaker Wi-Fi
COURTYARD	BASIC PACKAGE Sound system (music and/or microphone), portable microphone (1 piece maximum) Other services on request

4.3 Additional equipment

Additional equipment can be provided on request:

- Laptop
- Projector and screen
- Remote control for presentations with pointer
- Flip chart (whiteboard with paper and markers)
- Table with black tablecloth
- Speaker name tag
- Podium
- Mood lighting

4.4 Cleaning service during the event

A toilet cleaning service is sometimes necessary during the event. The visit.brussels provides this service if needed. Needs are assessed on a case-by-case basis. This service is invoiced to the hirer.

4.5 Printing and photocopying service

It is possible to print documents or make photocopies. This service is limited to 200 pages per customer.

ARTICLE 5: SPECIFICS FOR AVAILABILITY OUTSIDE OF OPENINGS HOURS

5.1 Security service and/or presence of the visit.brussels

Any request for access to the buildings outside of opening hours (Monday to Friday 08:30 - 17:00) must be communicated to the visit.brussels. The presence of a guard and/or the visit.brussels is then required. Events are permitted on weekends with the presence of a security guard and/or BIP Meeting Center staff for the duration of the event. The security guard and/or personnel requirements of the visit.brussels are assessed on a case-by-case basis. The cost is to be paid by the client (minimum 3-hour package). The visit.brussels is responsible for mobilising the necessary personnel and billing the hours worked to the client.

5.2 Overrunning events

If the event giving rise to the hire overruns by more than one hour beyond the scheduled end time, compensation of €100 ex. VAT (21%) per hour commenced will be applied.

ARTICLE 6: RESERVATION AND PAYMENT PROCEDURE

6.1 Contacts

Any proposal request or reservation must be submitted to the visit.brussels, for the attention of:

Daphnée Baekelmans ou

Audrey Nagant

Corporate Sales

Corporate Sales

T : +32 2 549 50 68

T : +32 549 53 60

M : +32 498 944 406

M : +32 479 55 19 89

d.baekelmans@visit.brussels

a.nagant@visit.brussels

ARTICLE 7: SUBJECT OF THE EVENT/GATHERING

The visit.brussels reserves the right to refuse or cancel a reservation for an event/gathering, and do so without the hirer being able to claim damages for any reason whatsoever, if the content would constitute or would threaten to constitute a violation in law, offend common decency, breach public order or security.

For any breach of trust or violation in relation to the first paragraph, the visit.brussels reserves the right to reject any request from the hirer to hire the BIP Meeting Center's rooms for the next 5 years, without prejudice to any compensation.

ARTICLE 8: INVOICING

The non-profit organisation, visit.brussels will send an invoice to the hirer after the hire. This invoice is payable within 10 working days. Any additional paid service requested on the day of the event and any compensation or charges will be included on this invoice.

ARTICLE 9: CANCELLATION

In the event that the hirer cancels the reservation, for any reason whatsoever, the following charges will be invoiced as compensation:

- Cancellation on the same day or within 3 calendar days preceding the date of the event: invoice for 100% of the total charges
- Cancellation within 4 to 10 calendar days preceding the date of the event: invoice for 75% of the room hire price
- Cancellation within 11 to 20 calendar days preceding the date of the event: invoice for 50% of the room hire price
- Cancellation within 21 to 50 calendar days preceding the date of the event: invoice for 25% of the room hire price

The non-profit organisation, visit.brussels reserves the right to cancel any hire, made at any time, without the hirer being awarded any damages, in the event of force majeure (such as war, unrest, partial or general strikes, partial or general lock-outs, contagious diseases, occupational accidents, fire, machine failures, supplier bankruptcies, etc.) or for justifiable reasons.

ARTICLE 10: LIABILITIES

In the event of damage caused by the hirer during the hire period, the hirer must inform the visit.brussels of this as soon as possible. The hirer is liable for any damage, loss or theft to the equipment or buildings provided. The damage or loss/theft will be subject to an estimate and the repairs, replacements or new equipment will be invoiced to the hirer. The hirer is liable for damage caused not only by its personnel but also by its subcontractors, suppliers and guests.

ARTICLE 11: INSURANCE

The hirer must take out insurance covering their goods brought into the building. The hirer therefore assumes exclusive financial liability for their goods (loss, theft or damage).

ARTICLE 12: APPLICABLE LAW AND DISPUTES

These conditions for venue hire are subject to Belgian law.

The Parties shall endeavour to amicably resolve any dispute to which these general conditions may give rise, in particular concerning their validity, interpretation, execution or termination. Failing this, any dispute which cannot be settled amicably by the Parties shall be decided by a Arbitration Tribunal composed of a single arbitrator. The arbitrator shall be appointed (i) by mutual agreement of the Parties within 10 (ten) days following the commencement of the proceedings (ii) or by CEPANI (the Belgian Centre for Arbitration and Mediation) in the event of failure to appoint an arbitrator by mutual agreement at the end of the aforementioned 10 (ten) day period. The arbitrator will rule in accordance with Belgian law. The costs of the arbitration and expert determination shall be borne by the defaulting Party, and in the event of difficulties in application, will be shared between the Parties in the proportion decided by the arbitrator.