**POLIS**

**Meeting rooms**

**Booking form**

***Please, return by email to*** acollignon@polisnetwork.eu

***Thank you!***

|  |
| --- |
| ***Coordinates*** |
| Organisation:       | **Contact person for invoice** |
| Member:  | Name:       |
| Name of organizer's meeting:       | Address:       |
| Mobile phone:       | Post code + City       |
| E-mail:       | Phone number:       |
|  | Fax number:       |
|  | Email:       |
|  | VAT number:       |
| ***Meeting*** |
| **DAY 1** | **DAY 2** |
| Name of event:       | Name of event:       |
| Date of booking (day/Month/year):       | Date of booking (day/Month/year):       |
| Number of participants:       | Number of participants:       |
| Package:   | Package:  |
| Schedule: From       To       | Schedule: From       To       |
| Coffee breaks: time (HH:mm):             | Coffee breaks: time (HH:mm):             |
| Lunch break: time (HH:mm):             | Lunch break: time (HH:mm):             |
| [ ] Conference centre Layout: [ ] Flexible room Layout:  | [ ] Conference centre Layout: [ ] Flexible room Layout:  |

Basic equipment includes: flipchart, beamer (with audio in the conference centre) & Wifi internet connection.

**Remarks:**

**Date of booking (d/M/yyyy):** **Signature:**

***STANDARD TERMS***

1. The final invoice must be paid by the contractor within 30 days of receipt
2. Indemnity/liability: the contractor will indemnify POLIS against all liability arising from the use of the POLIS meeting room premises according to the booking confirmation. Any costs of lost items, damage and/or repair must be fully paid to POLIS.
3. Third parties engaged by the contractor: the contractor is responsible for any damages caused by third parties engaged under their name. The contractor is responsible for any related insurances needed by third parties.
4. Clearing and cleaning up: Any equipment used for the meeting not provided by POLIS must be removed by the contractor 5 working days after the date of the meeting. Any costs and expenses incurred in doing so are paid by the contractor.
5. The contractor will comply with the following cancellation charges:

Less Than 5 Working Days Before: 100% to be reimbursed to POLIS

Between 5 and 10 Working Days Before: 50%

Between 10 and 20 Working Days Before: 25%

More Than 20 Working Days: 0%

**SIGNATURE AND DATE:**