



## TERMS AND CONDITIONS - MEETING ROOM RESERVATION

The confirmation of a reservation, by filling out the rental form and signing it (electronically), implies unreserved acceptance of the terms and conditions below.

### **I . Confirmation of a reservation**

Any option taken by e-mail or by phone remains valid for two weeks. It is automatically deleted without receipt of the reservation form within this period.

### **II . Payment and billing**

The invoice for the total amount will be sent after receipt of your booking form and maximum at the end of the month of your meeting and must be paid upon receipt.

The rental of the room is invoiced in accordance with the prices set out in attachment and available on the Mundo website. The equipment is made available free of charge.

Any modification compared to the initial offer will consequently cause an adaptation of the amounts.

### **III . Reservation conditions**

The reserved schedules must be respected.

On requesting a room reservation, the organizer has to specify their requests for equipment (projector, etc.) and their wishes for the arrangement of furniture through the booking form.

The organizer undertakes to be present at the meeting or to appoint a person responsible on site.

The person responsible for the meeting on site takes care to read the meeting room charter, displayed in the room, to inform participants about it and to respect it.

Glueing or stapling to walls and doors is not allowed, neither is the use of thumbtacks in woodwork or furniture. The tenant can use the magnets and the metal bars or the flipchart in the room if provided.

The building's kitchens are not intended for meeting room tenants. It is not allowed to take utensils, food, cutlery, or dishes from them.

### **IV . End of the rental**

The tenant must leave the premises by the end of the booked time.

Before leaving the premises, please check that the interior and exterior lighting is turned off, that the windows and doors to the exterior are closed and that the heating is turned off (cfr. meeting room charter). The leased premises, the furniture and the equipment must be returned in the same state in which it was given.

A flat rate of € 25.00 will be invoiced in case the tenant fails to leave the room in the same state.

Any waste or recycling or will be taken away, dishes must be collected in the dedicated place. The cleaning of the room is taken care of by Mundo.

A flat rate of € 85.00 will be invoiced in case of intervention by the security services following the triggering of the alarm (11PM-6.30AM), if the tenant fails to inform Mundo through the emergency number **(0489/248 212)**.

## v . Terms of cancellation

In case of cancellation by the tenant, the paid amount can be reimbursed under the following conditions:

Cancellation date	Amount reimbursed (% of expected price)
2 working days or less before the meeting	0%
Between 3 and 8 working days before the meeting	30%
Between 9 and 30 working days before the meeting	50%
More than 1 month before the meeting	100%

## v. Responsibilities and force majeure

Mundo cannot be held responsible in the event of theft of equipment belonging to the tenant, nor in case of accidental defect of a distribution or service, nor in general in the case of an incident or accident due to a cause beyond control of Mundo, its representatives or agents.

Furthermore, Mundo cannot be held responsible following an interruption, suspension, or prohibition to carry out an activity decided by any competent authority following non-compliance with a law or regulation with which the tenant should have complied in because of its activity. The applicant remains liable for its commitments to Mundo.

In addition, in the event of force majeure or for a cause beyond its control, Mundo reserves its right to cancel a rental and can therefore not be prosecuted for compensation.

## vi. Degradation/loss of equipment

Mundo cannot be held responsible for an accident following the damage of equipment due to use not intended for it. All damage and deterioration of the equipment will be invoiced to the tenant.

Any material not returned will be invoiced at its purchase price.

Any material abnormally degraded after the meeting will be invoiced in addition to the rate of 25 € for small supplies of adapters, flipchart, extensions etc.; projector, microphones, sound equipment and conference call will be invoiced at a price of € 100.

## vii. Catering

For all requests for drinks and/or catering, the organizer is free to choose the caterer. To facilitate this service, we recommend that you give priority to the building's restaurant. In all cases, the organizer should contact the caterer directly.

In addition, the organizer ensures that the delivery, installation and clean-up of the catering is carried out within the rental hours of the room. Waste must fit in the garbage can or must be taken care of by the organizer himself.

Failure to comply with these conditions may result in additional charges. We decline all responsibility in the event of loss.

## viii. Insurance

The owner's liability insurance cannot be engaged on behalf of the organizer.

The owner's fire insurance covers the tenant's risks by waiving any recourse, except in the event of intentional damage.



### Matonge

Rue d'Edimbourg 26  
1050 Bruxelles

08:30 - 18:00  
02 894 46 11

[info@mundo-matonge.org](mailto:info@mundo-matonge.org)

### Trône/Troon

Rue de l'Industrie 10  
1000 Bruxelles

08:30 - 14:30  
02 893 24 00

[info@mundo-trone.org](mailto:info@mundo-trone.org)

### Madou

Avenue des Arts 7-8  
1210 Bruxelles

09:00 - 17:00  
02 329 00 00

[info@mundo-madou.org](mailto:info@mundo-madou.org)

### Namur

Rue Nanon 98  
5000 Namur

08:00 - 12:30  
081 390 600

[info@mundo-namur.org](mailto:info@mundo-namur.org)

### Antwerpen

Turnhoutsebaan 139A  
2140 Antwerpen

08:30 - 13:00  
03 500 13 10

[info@mundo-antwerpen.org](mailto:info@mundo-antwerpen.org)

### Louvain-la-Neuve

Avenue de Citeaux 114  
1348 Ottignies-Louvain-la-Neuve

08:30 - 13:00  
02 329 00 07

[info@mundo-lln.org](mailto:info@mundo-lln.org)