



da VINCI

FORUM OF ARCHITECTURE, ENGINEERING,
SCIENCE AND TECHNOLOGY

FORUM DA VINCI RENTAL SPACES

General usage terms and conditions

The rental of the Forum da Vinci spaces is governed by the offer or agreement signed by both parties as well as by the present general usage conditions. By signing the rental offer, the renter recognises the validity and the unconditional acceptance of these terms and conditions.

Confirmation of reservation

To confirm the reservation, the renter submits the duly signed offer, prior established by the landlord of the rental spaces. This offer is considered as a contract and formally engages the renter.

The offer outlines the rented spaces, the rental fee agreed upon between the parties, the date(s) and duration of rental, the number of expected participants as well as all other services requested by the renter. A final invoice will be issued at the end of the event.

In case of cancellation of the event less than two weeks before the event, the landlord reserves the right to charge the undersigned an indemnity calculated on the basis of the already provided services.

Nature of the event

The spaces of Forum da Vinci cannot be made available for private, political or religious events. Preference is given to those events, which contribute in the broadest sense to the development of architecture, engineering, technique, research and innovation, which are the domains the resident associations are active in.

Proper use and practical notice

The renter shall communicate to the landlord of Forum da Vinci a responsible person (name, first name, title, mobile phone number & e-mail), who is entitled to represent him and is available for organisational issues during the complete duration of the rental period.

The renter acknowledges having received and read the document „*Practical notice on the rental of Forum da Vinci spaces*“ and takes responsibility for the proper use of these spaces. The renter is required to use the rented spaces with due diligence and to return them at the end of the rental period in the same condition as found to the landlord.

Any defect, damage or deterioration to the rented spaces and equipment noticed by the landlord will be properly and professionally repaired upon the sole initiative of the landlord and at the renter's expenses.

The staff of Forum da Vinci reserves the right to access the rented spaces at any time.

To ensure the proper running of an event, the landlord reserves the right to request the presence of security personnel at the renter's expenses during the rental period, at the beginning and/or at the end of the event, but also to verify the proper running at any other moment of the rental period.

The renter shall take care of removing all his material and documentation at the end of the rental period or at the latest at the moment agreed upon with the landlord.

In case the organisation of an event generates copyright, the renter undertakes to declare the event at his own expenses at the SACEM (www.sacem.lu).

Use of technical equipment

Any request concerning the technical equipment of the spaces (use of technical equipment, lighting, etc.) shall be addressed to the management of Forum da Vinci. This reserves the right to impose to assistance of a technician at the renter's expenses during the running of the event.

No intervention of any kind is allowed on the fixed technical installations (water, electricity, low voltage, phone, video, sound system, etc.). In case of duly authorized fixations, no holes shall be bored into existing infrastructures. The electrical load shall be distributed on the different available electrical sockets and the renter will be informed where the circuit breakers are located in case of need (cabinet in da Vinci room). Any incident or malfunction in the technical installations of any kind have to be reported immediately by the renter to the landlord.

Safety

For the *da Vinci* conference room, the operating authorization is limited to max. 205 persons (180 seating places). The renter has the obligation to take all useful and necessary measures to fulfil the safety-related legal regulations, especially the requirements of the *Inspection du travail et des mines*. He is responsible for the strict application of the safety regulations of the rented spaces. Safety devices and escape paths shall be visible and accessible at any time during the running of the event.

The renter shall in no way block the space in front of the fire door of the Foyer-Gallery room, as in case of fire, this door must close automatically.

The renter is required to carry general liability insurance appropriate to his event, covering personal injury, property damage and damage to the rented space or equipment in relation with his event for any participant, visitor and renter's personnel. The landlord of Forum da Vinci has no inspection obligation in this respect and is in no way responsible for the non-respect of the safety regulations by the renter.

Smoking is strictly prohibited in the premises of Forum da Vinci, on the terrace and garden backyard. The renter is personally responsible for ensuring the strict application of this smoking ban. He must ensure that this smoking ban is respected during his event and by his own personnel. Upon request an ashtray can be made available to the renter. It can only be placed in front of the building and must be emptied and brought back to the Foyer-Bar at the end of the rental period.

Parking

The garage park of the building cannot be made available to the renter. Upon prior agreement, the ramp and/or parking can be made available only during the time needed for unloading material. The renter shall ensure to inform also the partners of his event about this.

Rental for gastronomic purposes (beverages / food)

The renter of the Forum da Vinci spaces undertakes to rent the Foyer-Bar space in case of provision of beverages and/or food to visitors/participants. The renter also commits himself to consume the beverages proposed on-site by the landlord/licensee.

The landlord also proposes the organisation of the catering on behalf of the renter. The choice of the party service and organisation of the catering can be left to the renter, but in this case he shall inform the management of Forum da Vinci. In this case, the renter is solely responsible for the catering of his gastronomic event and the proper running according to the present general conditions. The renter shall take care to protect the floors, to remove all garbage, to wash the dishes and remove the empty bottles at the end of the rental period, according to the landlord's instructions.

Exhibition in the space Foyer-Gallery

Exhibitions organised in the Forum da Vinci are subject to prior approval by the landlord. The installation of any exhibition and decoration item takes place under the responsibility of the renter and shall comply with the applicable regulations for establishments open to the public. The renter should not bore any holes into the walls, floors or coatings, neither fix posters with adhesives. Dismantling must take place quickly after the end of the rental period. Any defect, damage or deterioration to the rented spaces and equipment noticed by the landlord will be properly and professionally repaired upon the sole initiative of the landlord and at the renter's expenses.

Promotion of the event

Depending on the theme and after prior agreement, the said event can be announced in the event agenda of Forum da Vinci, consultable on the websites www.davinciasbl.lu. Any further communication about the event, unless otherwise stipulated (for instance in an agreement), will be the responsibility of the renter, who is asked to submit to the landlord prior to printing or distribution any invitation or other communication item mentioning the name of the Forum da Vinci building or of the domiciled associations.

The undersigned acknowledges to have read the rental conditions of the Forum da Vinci spaces.

The designated responsible

First name, name and title

Phone number / mobile and e-mail address

(read and approved, date and signature & stamp)