

General Use Conditions

- All rooms are rented and equipped with air-conditioning and lighting system, and with the relating furniture, according to the chosen layout (Stalls; School; Round Table; U Shape; other). Changes made to the layout in the day of the event, will have a 10% tax charge applied over the space price. Other changes will be budgeted case-by-case.
- The space price does not comprise technical and/or audiovisual equipment, budgeted case-by-case later on.
- Audiovisual and sound equipment, as well as filmmaking at the Conference Centre is obligatorily supplied by the CCB Foundation or by other entities hired for that purpose.
- Any additional costs related with the reinforcement of security or hygienic measures will be ascribed to the event organiser.
- The Conference Centre hours are from 8 AM to 8 PM, Monday to Friday, and from 10 AM to 7 PM, Saturday and Sunday. Any change made to the Conference Centre hours will be budgeted case-by-case, according to the customer request.
- The montage and/or dismounting periods will have a 50% tax charge applied over the space price. The Conference Centre hours, for this purpose, are from 8 AM to 8 PM, Monday to Friday, and from 10 AM to 7 PM, Saturday, Sunday and public holiday. Any change made to the Conference Centre hours will be budgeted case-by-case, according to the customer request.
- Unless otherwise stated by a Foundation's written agreement, no structural changes or in the decoration can be made in the assigned areas; the customer may not also, without previous consent, fix or stick anything on walls, floor, pillars, ceiling, etc, nor cut or perforate the referred elements.

- If the assigned space is not given back in the former conditions, the Foundation will perform the necessary repairs and will assign to the customer its costs and expenses.
- Only companies hired by CCB, except for Room 5 - Fernando Pessoa and Event's Tent, supply exclusively the catering service.
- Space booking is guaranteed with the payment of 50% of the event's global value, following the agreement terms. The remaining 50% value will be charged in the day of the event and liquidated 30 days after the invoice was made out, as well as all extras inferred after the event.
- Cancellation of an event confirmed until three days before its beginning, will have a 20% tax charge applied over the budgeted sum. Any further cancellation will imply the total payment of the confirmed services.
- Budgets have a validity period of 30 days.