

# Hiring of spaces for events at the CCB

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## I General conditions

1.  
Requests for the use of spaces must be formally addressed in writing to the Marketing and Development/Events Management Department (*eventos@ccb.pt*), specifying the following items:  
a) Activities to be undertaken; b) Areas to be used; c) Number of people; d) Duration and timetable; e) Entities involved; f) Prior plan for the organisation of the event, including catering services and equipment to be used, transport of freight, assembly/dismantling of structures, among others.
2.  
The reservation is guaranteed with the prompt payment of 100% of the cost of the space and services, excluding catering services, up to fifteen days before the holding of the event. The catering and other services reserved in the meantime must be paid for up to five days before the holding of the event  
Any extra services that are provided during the event will be invoiced afterwards for immediate payment.  
Under the terms of the Code of Public Contracts, the contracting entities who wish to use the spaces may make the respective advance payments, in keeping with a well-grounded decision issued by the body responsible for authorising the corresponding expenditure, under the terms and for the purposes and effects of article 292, paragraph 3 of the Code of Public Contracts.
3.  
The FCCB will issue an invoice, itemising all the services provided.
4.  
In the case of catering services associated with commercial events that are provided by Casa do Marquês after 13 October 2017, all amounts will be billed by the FCCB. The invoice will state as follows “payment made on behalf of the final customer under the terms of article 16, paragraph 6 c) and article 29, paragraph 14 of the VAT Code”. On the invoice issued by the FCCB, any exemption from payment of VAT on this amount will be indicated in accordance with the above-mentioned terms. The FCCB will send its invoice to the customer, together with the original copy of the invoice issued by Casa do Marquês. The customer will pay the FCCB, which will, in turn, pay the provider of the catering service/Casa do Marquês.
5.  
Payments must be made by bank transfer, under the following terms and up to five days before the holding of the event:
  - Name of Bank: IGCP – Agência de Gestão da Tesouraria e da Dívida Pública
  - Name of account holder: Fundação Centro Cultural de Belém
  - IBAN: PT50 0781 0112 91120000051 25
  - Swift Code/BIC: IGCPPTPL
6.  
Cancellation or postponement of the hired service will lead to the withholding of 25% of the payment made for the confirmed services, as well as any other charges that are due to be paid under the scope of the provision of the hired service. Any cancellation or postponement made less than thirty days before the holding of the event will imply the payment in full/total withholding of the payment made for the confirmed services.

7.

Should the Marketing and Development/Events Management Department receive another request for the use of the same spaces/dates, you will be requested to submit a written reply within 48 hours or two complete working days. Should no written reply be submitted within the stipulated period, the pre-booking will be considered void.

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## II Audiovisual and other equipment

1.

The audiovisual, filming and sound equipment to be used at the Meeting Centre of the Centro Cultural de Belém must be provided by the Fundação Centro Cultural de Belém or by entities hired thereby.

2.

The price for the use and hiring of spaces does not include the cost of using technical and/or audiovisual equipment, which will be charged for on a case by case basis.

3.

The customer is responsible for all audiovisual equipment used, as well as for the receivers with headphones distributed to participants. Should any equipment be missing at the end of the event, its replacement will be charged for at cost price.

4.

All of the rooms are rented with fully functioning air conditioning and lighting systems and will be duly equipped with the furniture requested in accordance with the chosen layout (Rows; Classroom; Round Table; “U”-Shaped Table; Conference Chairs with Writing Tablets, or others). An extra charge of 10% will be added to the cost of renting the space should alterations be required to the previously confirmed layout on the day of the event. Other changes to the layout will be budgeted on a case by case basis.

5.

The periods during which furniture and equipment are being assembled and/or dismantled will be charged at 50% of the price for renting the space.

6.

Unless previously agreed in writing with the Foundation, no structural alterations or changes to the decoration may be made in the areas leased, nor may the user post, nail or glue anything to the walls, floors, pillars, ceiling, etc., without prior consent, nor cut or drill holes in these structural elements.

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## III Catering

1.

Once the number of participants requiring the provision of catering services has been confirmed, no requests to reduce this number will be accepted.

2.  
All requests to increase the already confirmed number of participants must be made in writing, at least four working days in advance of the event.
3.  
The catering associated with events is provided exclusively by Casa do Marquês, as this organisation enjoys an exclusive right to provide the service to be acquired, or by companies hired by the CCB Foundation.
4.  
The catering service associated with events will be invoiced to the customer and paid for in the name and on behalf of the final customer, under the terms of article 16, paragraph 6 c) and article 29, paragraph 14 of the VAT Code, and in accordance with paragraph 4 of the General Conditions.

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## IV Other general conditions

1.  
The Meeting Centre of the Centro Cultural de Belém is open, for this purpose, from 08:00 to 20:00 on weekdays, and from 10:00 to 18:00 on Saturdays, Sundays and holidays. Any changes required to the opening hours of the Meeting Centre will be charged on a case by case basis, in accordance with the customer's request.
2.  
Any additional costs relating to the reinforcement of security measures, cleaning, electricity and other services that may be required for the holding of events will be charged to the organisers of the said events.
3.  
You will be required to include in your plan for the organisation of the event the respective project for exhibitions in common areas, which will then be subject to approval.
4.  
Should insurance be required, an authenticated copy of the respective policy must be presented to the Marketing and Development/Events Management Department at least 24 hours in advance of the commencement of the event.
5.  
Should the space that is used not be returned in the same state as when it was leased, the Foundation will cause the necessary works to be undertaken and will charge the expenses and costs incurred with these works to the user.
6.  
Should the event be attended by participants with motor difficulties, the event managers must be informed beforehand so that the best conditions of accessibility and accompaniments may be provided, if necessary.
7.  
Unless the customer provides information to the contrary, all events may be advertised through the CCB's communication channels. In this case, reference will be made to the name of the organising company, the name of the event and the space where this is to take place.

For further information about our spaces and services, please consult our website  
[www.ccb.pt](http://www.ccb.pt) / Lisboa, 2 November 2017