



GENERAL CONDITIONS

**CONGRESS AND MEETING
CENTRE**

CENTRO CULTURAL
DE BELÉM

I

GENERAL CONDITIONS

1. Booking | Rental

- a) Requests for the use of spaces must be formally addressed in writing to the Marketing and Development / Event Management Department – eventos@ccb.pt – specifying the details of the event and the services required (e.g. type of event, number of participants, timetable, audiovisual equipment, other services, etc.). A budgeted and itemised proposal will then be presented, in accordance with the desired format.
- b) A validity period will be set for the proposals and budgets presented, in accordance with the date of the booking request and the dates planned for the holding of the event.
- c) Should another booking be received for the use of the same spaces/dates, a written confirmation will be requested within 48 hours or two complete working days. If no reply is received within the set period, the booking will be considered null and void.
- d) The periods required for the assembly and/or dismantling of the event will be charged at 50% of the price for renting the space.
- e) Cancellation or postponement of the hired service will lead to the withholding of 25% of the payment to be 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.
- f) 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.

2. Spaces

- a) 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.

- b) Should alterations be required to the previously confirmed layout on the day of the event, an extra charge of 20% will be added to the cost of renting the space. If requested in good time, other changes to the layout will be budgeted on a case-by-case basis.
- c) The communication and exhibition project for the hired spaces and common areas must be presented in advance for approval.
- d) 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
- e) Unless previously agreed in writing with the FCCB, 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 said structural elements.
- f) Should the space that is used not be returned in the same state as when it was leased, the FCCB will cause the necessary repair works to be undertaken and will charge the expenses and costs incurred with these works to the event organiser.

3. Opening hours

- a) The Meeting Centre is open from 8.00 am to 8.00 pm, on weekdays, and from 10.00 am to 6.00 pm, on Saturdays, Sundays and holidays.
- b) Any changes required to the opening hours of the Meeting Centre will be charged on a case-by-case basis, in accordance with the client's request.
- c) The Reception Service operates according to the same timetable, which may be adapted according to the event's requirements.

4. Other information

- a) The loading and unloading of material must be arranged with the Events Manager, being conducted with the support of the FCCB's reception and security services and accompanied by the client.

- b) Should insurance be required, an authenticated copy of the respective policy must be presented to the FCCB at least 48 hours in advance of the commencement of the event.
- c) 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 accompaniment may be provided, if necessary.
- d) Unless the client provides express information to the contrary, all events may be advertised through the FCCB's communication channels. In this case, reference will be made to the name of the event organiser, the title of the event and the space where this is to take place.
- e) The rules and procedures stipulated in the CCB's Safety and Emergency Plan must be complied with.

II TERMS OF PAYMENT

1. The FCCB will issue invoices, itemising all the services confirmed by the client:
 - a) An invoice requiring the prompt payment of 100% of the cost of hiring the confirmed spaces;
 - b) An invoice requiring the prompt payment of 100% of the cost of hiring the confirmed services (audiovisual equipment, catering and other services);
 - c) Costs relating to the hiring of additional audiovisual equipment, catering and other services, reserved in the meantime, must be paid up to five working days before the holding of the event;
 - d) Invoices for extra services, issued after the event, for immediate payment.
2. 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 expense, under the terms and for the purposes and effects of article 292, paragraph 3 of the Code of Public Contracts.
3. The payments shall be made by bank transfer:

NAME OF THE BANK
IGCP – Agência de Gestão da Tesouraria e da Dívida Pública

NAME OF THE ACCOUNT HOLDER
Fundação Centro Cultural de Belém

IBAN
PT50 0781 0112 91120000051 25

SWIFT CODE /BIC
IGCPPTP L
4. The confirmed catering services associated with commercial events and provided by our partner, Casa do Marquês, will be billed by the FCCB.

The invoice will refer to a «payment made on behalf of the final client under the terms of article 16, paragraph 6 c) and article 29, paragraph 14, both of the VAT Code», indicating that this amount will be exempt from VAT under the above-mentioned terms. Accordingly, the FCCB will send its invoice to the client, together with the original copy of the invoice issued by Casa do Marquês. The client will pay the FCCB, which, in turn, will pay the catering services provider/Casa do Marquês.

III AUDIOVISUAL EQUIPMENT

1. The audiovisual, filming and sound equipment to be used in the rooms and auditoria must be provided by the FCCB 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 client is responsible for all audiovisual equipment used, as well as for the receivers with headphones distributed to participants. Should any equipment be found damaged or missing at the end of the event, its replacement will be charged for at cost price.

IV CATERING

1. Once the number of participants requiring the provision of catering services has been confirmed, no further requests will be accepted to reduce this number.
2. All requests to increase the already confirmed number of participants must be made in writing, at least five working days in advance of the event. Any later confirmations will incur an increase of 30% of the sales price.
3. Delays or early anticipations of more than 30 minutes in relation to the times confirmed for the hired services will result in a penalty increase of 20% to the sales price.
4. 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 FCCB.
5. The catering services associated with events will be billed to the client and paid for in the name and on behalf of the final client, 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 Terms of Payment.

For further information about our spaces and services, please visit our website.

WWW.CCB.PT

ccb.pt



**Fundação
Centro Cultural
de Belém**



APÓIO INSTITUCIONAL



COFINANCIADO POR:



Cidade
Digital

