

GENERAL TERMS OF SALE

Day work and meeting rooms renting:

Booking will be considered as confirmed as soon as the hotel receives the quotation duly signed, and at least 2 weeks before the meeting starts. Failing that, the option will be cancelled without any warning.

- CANCELLATION: If cancellation takes place less than 7 days before the meeting starts, then 100 % of the order will have to be paid.

Half board meetings and meetings including accommodation

Booking will be considered as confirmed as soon as the hotel receives the quotation duly signed, and at least 6 weeks before the meeting starts. Failing that, the option will be cancelled without any warning.

A deposit of 50% of the total amount of the order will have to be paid at least 3 weeks after the booking is confirmed.

- CANCELLATION:
 - If cancellation takes place less than 7 days before the meeting starts, then 100 % of the order will have to be paid.
 - If cancellation takes place between 7 and 14 days before the meeting starts, then 75% of the order will have to be paid.
 - If cancellation takes place between 15 and 21 days before the meeting starts, then 50% of the order will have to be paid.

In case of cancellation of a part of the order, then the percentages above will remain the same or will be applied in function of the number of persons eventually not attending the meeting.

Attendees list

The exact attendees list will have to be sent by writing to the hotel at least 1 week before the attendees arrive at the hotel.

Billing and terms of payment

Final invoices have to be paid within 7 days after date of issue and there will be no reduction due to an early payment.

If no payment occurs at due date, the organizer will have to pay a compensation of 1.5 times the legal interest rate for each month of delay.

Invoicing and payment will be made in local currency.

The organizer will pay all bank charges concerning the payment.

Insurance and responsibility

The hotel will not be responsible neither for the attendees' personal belongings, nor for equipments which the client could leave in the hotel meeting rooms and/or other areas.

The client will have its own insurance and expressly gives up to resorting to any means against the hotel for any damages, including theft.

Litigation

Any litigation concerning a booking will be submitted to the courts of the hotel's jurisdiction.