

BOOKING CONFIRMATION & CONDITIONS

Meeting spaces and bedrooms are blocked for your event till 10/11/2023. If we will receive additional requests for these dates, we kindly ask you to take a decision within 48 hours. Booking of meeting space and hotel rooms will be effective subject to the reception of following:

- Commercial proposition (estimate, financial conditions), dated, signed, bearing company's official stamp and handwritten mention "**valid for agreement**"
- General Terms and Conditions of Sale, initialled on every page
- Deposit

All above items can be sent by fax or scan/email, the originals to follow by post.

Any modifications of the accepted estimate can only be considered if notified in writing at least 48 hours before the event's starting date. Beyond this limit, supplementary charges will apply according to the actual number of participants.

The special terms and conditions agreed in this offer prevail over General Terms and Conditions of Sale.

SPECIFIC TERMS AND CONDITIONS

General Condition	Description
Guarantee and paiement by credit card	In order to guarantee and/or pay the balance of the final invoice a third party form to fill in will be sent you after your confirmation.
Check-in / Check out	Check-in time: 3 PM Check-out time: 11:59 AM

Event Condition	Description														
Late modification set-up charges	Modification of set-up less than 24h00 prior the event will be charged 150 € (excluding weekends and public holidays)														
Early booking	For reservation contracted more than 5 months prior the Event, the following cancellation conditions will be applied on the event part in case of total cancellation: <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 60%;">Period</th> <th>Cancellation charges</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f2f2f2;">5 months or more</td> <td>No charge</td> </tr> <tr> <td style="background-color: #f2f2f2;">5 months to 30 days</td> <td>20% on the room rental fees or on the total of the conference packages</td> </tr> <tr> <td style="background-color: #f2f2f2;">30 to 21 days</td> <td>30%</td> </tr> <tr> <td style="background-color: #f2f2f2;">20 to 15 days</td> <td>50 %</td> </tr> <tr> <td style="background-color: #f2f2f2;">14 to 8 days</td> <td>75 %</td> </tr> <tr> <td style="background-color: #f2f2f2;">7 days and less</td> <td>100 %</td> </tr> </tbody> </table>	Period	Cancellation charges	5 months or more	No charge	5 months to 30 days	20% on the room rental fees or on the total of the conference packages	30 to 21 days	30%	20 to 15 days	50 %	14 to 8 days	75 %	7 days and less	100 %
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7 days and less	100 %														
Conference Package	Conference package only available from a minimum of 20 people .														
Number of meals	The number of meals to be served has to be confirmed at the latest 48 hours (from Monday to friday excluding Luxemburgish bank holidays) before the event. Any modifications may result cancellation fees according to our sales conditions.														
Meeting room confirmation	The initial allocated meeting room (Name mentioned on the contract) might be amended as the hotel reserves the right to realocate the meeting room allocation within the property (identical standard and room category). A final confirmation will be provided 7 days prior your event.														

Guestroom Condition	Description															
Cancellation policy for group in rooming list	<p>Cancellation deadline: Partial or total cancellations affecting the numbers of rooms in the group must be notified in writing to the hotel.</p> <p>Partial or total cancellations shall be invoiced on the basis of the following charges:</p> <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Period</th> <th style="width: 40%;">Fee on each room cancelled</th> <th style="width: 40%;">% of room that can be cancelled free of charge*</th> </tr> </thead> <tbody> <tr> <td>30 days or more</td> <td>No charge</td> <td>100%</td> </tr> <tr> <td>29 to 15 days</td> <td>50% cancellation charges</td> <td>10%</td> </tr> <tr> <td>14 to 8 days</td> <td>75% cancellation charges</td> <td>5%</td> </tr> <tr> <td>7 days and less</td> <td>100% cancellation charges</td> <td>0%</td> </tr> </tbody> </table> <p><i>*calculated with the number of rooms booked 30 days prior to the event for a first cancellation and with the latest revised number for successive ones.</i></p> <p>No show: If the guest will check in but after the date of arrival, the no show will be charged to the paying party. If the guest does not show, the no show will be charged for the complete stay to the paying party.</p>	Period	Fee on each room cancelled	% of room that can be cancelled free of charge*	30 days or more	No charge	100%	29 to 15 days	50% cancellation charges	10%	14 to 8 days	75% cancellation charges	5%	7 days and less	100% cancellation charges	0%
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Rooming list reservation	<p>Conditions: This offer is available for a minimum of 8 rooms. The reservation has to be confirmed by written by both parts. We kindly ask you to send us back the offer signed for agreement and confirmation. This offer is based in the present demand and any modification may results an amendment of price and availability.</p> <p>Payment: 100% prepayment one month prior to arrival. Extras are to be settled individually upon departure own account.</p> <p>Rooming list: 14 days prior to arrival. Following the Luxemburgish legislation the final rooming should have the following information: *Name *Birth date *Passport Number *Last Name *Place of birth *Nationality</p>
Parking Policy guest in-house	Parking fee of 19€/24 hours upon availability - no reservation on parking spot. Only for people with accommodation

PAYMENT CONDITIONS & BILLING TERMS

cf article 3 and 13 of General Terms and Conditions of Sale

Transaction Type	Charge Type	Date	Amount
Charge	Full Prepayment	13/09/2024	163060.00
Balance Due			163060.00

The prepayment has to be paid by the date mentioned in order to confirm the event.

The balance has to be paid after the event by credit card by fill in the credit card authorization form or directly on spot.

The payment upon invoice has to be requested by written at least 15 days prior the event.

In case of partial or total cancellation of the event, the above payment schedule applies in accordance with article 3 and 13 of General Terms and Conditions of Sale.

The financial terms and conditions are subject to change according to the client's solvency rating and can be revoked or changed should the client's financial situation deteriorate before the event starting date.

On account payments will be deducted from invoices as well as any amount resulting from eventual modifications requested after the date on contract and confirmed in writing, according to article 6 of General Terms and Conditions of Sale.

Payment Method: [Bank transfer](#)

<p>Hotel's bank account details:</p> <p>Address: Banque et Caisse d'Epargne de l'Etat Luxembourg 1 Place de Metz L-2954 Luxembourg</p> <p>Bic/Swift: BCEELULL</p> <p>IBAN: LU 24 0019 1300 1968 0000</p> <p>VAT Number: LU 33 54 87 46</p>



Billing Terms:

In order to simplify billing, please supply the following information:

- Company's name:
- Full billing address:
- EU VAT number:
- Contact / Service / Position:
- Company's billing terms if relevant (purchase order, on-site signature, specific billing, address...)

I have read and approved the General Terms and Conditions of Sale, dated, signed, and initialled a copy of General Terms and Conditions of Sale enclosed and agrees to fully respect its contents. In case of discrepancy between the terms of the commercial proposition herewith and General Terms and Conditions of Sale, the specific terms of the commercial proposition will apply.

Valid for Agreement:

Date: Friday 3 November 2023

Name: Tantely Jeans

Floriane Urbing

Position:

Event Manager

Company: INSTITUT LUXEMBOURGEOIS DE REGULATION

Novotel Luxembourg Kirchberg

Signed for and on behalf of the above named

All personal information supplied is subject to IT data treatment. The information is destined to the hotel where you stayed. In case of an incident linked to your account a specific data treatment may apply. In accordance with French law on IT data treatment of 6 January 1978 you have the right to access, modify and/or delete all personal information or data stored on files.



SALES CONDITIONS SEMINARS AND BANQUETING

ARTICLE 1 - FORMATION OF THE CONTRACT

The present general conditions of sale and the appended function page constitute an integral whole. The contract will only be concluded definitively after the return to the hotel of a copy of the proposal for services with the stamp and signature of the customer, before the indicated final option date which is clearly stipulated in the hotel's letter of confirmation. The amount of the advance deposit requested must be paid to the hotel before the date indicated. If the contract is not duly signed and the advance deposit paid, the hotel reserves the right to cancel the reservation or the contract. If the outstanding balance due is delayed, the hotel reserves the right to cancel the reservation(s) for subsequent events.

ARTICLE 2 - RATES

Rates are net per person, tax included. Group tariffs are applicable for 15 persons or more arriving and leaving the establishment together. The service must be identical for all participants. There must be only one invoice. The VAT rate will be the one in force on the day the brochure is issued. If the VAT rate changes, the amounts invoiced will automatically be adjusted to the rate in force on the date of the event.

ARTICLE 3 ADVANCE PAYMENTS

The advance payments mentioned on the contract must be paid at least 10 working days before the date of the event. The balance to be paid, either on the spot or upon receipt of the invoice, after the event according to what has been settled with banquet department. The amounts of the advance deposits requested must be paid by the dates indicated above. The payment of advance deposits is one of the conditions for validating the reservation. Account numbers of Hotel Novotel Kirchberg BCEE: LU240019130019680000.

ARTICLE 4 MODIFICATION OF THE CONTRACT

Any modification to the contract must be the subject of a request made in writing by the customer. The hotel must also confirm its acceptance in writing. In case of disagreement, the hotel reserves the right to cancel the contract and to apply the penalties indicated in Article 7. For reasons of good general functioning of the hotel, the latter reserves the right to re-assign the rooms which have been reserved and to re-allocate an equivalent or greater surface-area

ARTICLE 5 GUARANTEE OF COVERS

Lodging:

The customer undertakes to provide a statement of his sales 20 days before the arrival of the group. The final list of names must reach the hotel 10 days at the latest before the arrival of the group. If not, the hotel reserves the right to use partially the areas reserved initially but not confirmed.

Catering:

The number of meals to be served must be confirmed 48 working hours at the latest before the date of the event. Furthermore, the meals ordered but not consumed will be charged at 100%. The hotel may not be held responsible for lack or insufficiency of preparation as regards quality if the number of covers exceeds the number stated as a minimum guarantee by more than 5%.

ARTICLE 6 AVAILABILITY OF ROOMS

The hotel undertakes to make its rooms available to the customer from 3.00 p.m. onwards on the day of arrival. The rooms must be vacated at midday at the latest on the day of departure.

ARTICLE 7 CANCELLATIONS

Cancellation deadline: Partial or total cancellations affecting the numbers of rooms in the group must be notified by writing to the hotel.

In case of reservation by rooming list:

Partial or total cancellations shall be invoiced on the basis of the following charges:

Period	Fee on each room cancelled	% of room that can be cancelled free of charge*
30 days or more	No charge	100%
29 to 15 days	50% cancellation charges	10%
14 to 8 days	75% cancellation charges	5%
7 days and less	100% cancellation charges	0%

*calculated with the number of rooms booked 30 days before the event for a first cancellation and with the latest revised number for successive ones

No show: If the guest will check in but after the date of arrival, the no-show will be charged to the paying party. If the guest does not show, the no show will be charged for the complete stay to the paying party

In case of reservation by booking form:

Cancellation policy for participants: cancellations or modifications are possible until 7 days prior to arrival without fees. After this deadline no more changes will be accepted. In case of cancellation, non arrival or early departure, the full amount of the initial booking will be charged.

Cancellation policy for the event organizer: Total cancellations of the event affecting the numbers of rooms in the group must be notified in writing to the hotel and shall be invoiced on the basis of the following charges:

Period	Fee on each room cancelled	% of room that can be cancelled free of charge*
30 days or more	No charge	100%
29 to 15 days	50% cancellation charges	10%
14 to 8 days	75% cancellation charges	5%
7 days and less	100% cancellation charges	0%

*calculated with the number of rooms booked 30 days before the event for a first cancellation and with the latest revised number for successive ones

No show: If the guest will check in but after the date of arrival, the no-show will be charged to the paying party. If the guest does not show, the no show will be charged for the complete stay to the paying party

CATERING FEES:

Catering fees for **total cancellations** must be notified in writing to the hotel and shall be invoiced on the basis of the following charges:

Period	Cancellation charges
30 days or more	No charge
30 to 21 days	30%
20 to 15 days	50 %
14 to 8 days	75 %
7 days and less	100 %

Catering fees for partial cancellations:

Period	Fee per guest cancelled	% of guest/meal that can be cancelled free of charge
30 days or more before event	No charge	100%
30 to 11 days	50%	30%
10 to 4 days	75%	10%
3 days and less	100%	0%

ARTICLE 8 NO-SHOW / CANCELLATION WITHOUT NOTICE

In case of no-show or cancellation without notice, the hotel reserves the right to charge the customer a fee equal to 100% of the amount owing for the services reserved for the whole of the duration of stay.

ARTICLE 9 FITTING OUT ROOMS

To be arranged in advance with the "Conferences & Banquets" dept. and confirmed in writing on the Function page - arrangements for fitting out rooms may not be changed on the day of the event.

ARTICLE 10 SOUND & AUDIOVISUAL EQUIPMENT

The organiser undertakes to hand back all the hired equipment. If there is deterioration thereto or it is not returned, reimbursement to the value of a new piece of equipment will be paid by the customer.

ARTICLE 11 HIRING AND TIMETABLE

If the timetable is exceeded, an agreement for extending the service must be requested from the "Conferences & Banquets" dept. at least 2 hours before the contractual end of the event. Nevertheless, the hotel reserves the right to vacate the room. The organizer must check whether the timetables mentioned in the Function page are exact; if not, he must inform the hotel of any change so that the schedule can be modified. If the organizer requires the room for fitting and/or dismantling, a room-hire will be charged.

ARTICLE 12 OBLIGATION TO THE CUSTOMER

In case of exceptional events or in case of force majeure, the hotel reserves the possibility of lodging the all or some of the participants in a nearby hotel of equivalent category without price supplement. The charges inherent in the transfer will be borne by the hotel, against which no claim for indemnity of any kind may be made.



ARTICLE 13 PAYMENT CONDITIONS

Invoices are payable and drawn up in local currency. Except for special conditions, invoices are payable upon the group's arrival in cash, by direct bank transfer, Swift transfer or cheque from a well-known bank. In the case of a direct bank transfer, the hotel must be credited 48 working hours before the date when service is to be provided.

In a case where special payment conditions have been granted to the customer, any delay in payment noted by the hotel, even on a single invoice, will confer upon it the right to cancel unilaterally the special payment conditions granted initially. The hotel has the obligation to inform the customer of its decision by registered letter, with acknowledgement of receipt, to charge the customer interest penalties for delayed payment. Any incident regarding payment noted by any other hotel in the chain may incur the breakage of the present contract without indemnity for the customer. Legal costs incurred by the hotel in recovering its debts will be charged to the customer.

ARTICLE 14 EXTRAS

Extras must be settled at the hotel cash-desk by the participants, unless otherwise specified in writing by the customer. The customer undertakes to ensure that this rule is respected by his guests. The hotel declines any responsibility for the consequences of delayed departure occasioned by such payments.

If the participants do not pay all the extras at the hotel cash-desk at the end of the event, we reserve the right to send the customer the invoice for the extras to be paid within the deadlines indicated in the general sales conditions. If the hotel has, a credit card guarantee provided by the customer, we reserve the right to debit their credit card for the payment of extras without prior written consent.

ARTICLE 15 LATE PERMIT

If an event continues until after 1.00 a.m., a late permit ("Nuit blanche") must be obtained from the Municipality of Luxembourg and paid for, the cost being 50 €. This request must be made 2 working days before the event through the hotel, but it will be charged to the customer. The permit confers the right to remain open until 3.00 a.m. at the latest.

ARTICLE 16 COPYRIGHT

For any event with orchestra, discs or shows, a declaration must be made by the organiser to SACEM:
Département des droits généraux, Délégation générale du Grand Duché de Luxembourg,
46, rue Goethe, L-1637 Luxembourg
Tel. 47 55 59 / Fax 48 02 76

ARTICLE 17 EXHIBITIONS, DECORATION

Exhibitions in the hotel are subject to the prior approval of the hotel. Any installation erected by the customer must comply with the hotel's technical specifications as well as with the latest safety regulations in force in establishments open to the public. All dismantling must be done immediately after the event.

ARTICLE 18 INSURANCE

The hotel may not be held responsible for the theft or deterioration of equipment placed there by the organiser. The hotel earnestly recommends that the customer take out an insurance policy and provide for security staff during the period of the exhibition. The organiser is responsible for any damage that he or his guests might cause during the event.

ARTICLE 19 TRAVELLING SALES

The customer undertakes to provide the hotel with the compulsory municipal permit before conclusion of the contract, if the purpose of hiring the premises is retail sales or taking orders for merchandise preceded or accompanied by advertising.

ARTICLE 20 ADVERTISING

If the customer plans to have advertisements in which the name of the hotel appears, prior permission must be obtained in writing from the hotel.

ARTICLE 21 PHOTOGRAPHIC REPORT – REPORTING –FILMING

The Client is personally responsible of obtaining all necessary authorisations in case of photographic report or film. Before filming or reporting the Client must request permission to film or to shot in the Hotel. Otherwise, the Hotel will have to deny its access to the photographer or the cameraman. For the purpose of the reproduction or representation and eventually the exploitation of the film or photographic report, the Client undertakes to obtain the prior written and informed consent of each persons whose are filmed and/or whose words are registered during filming or reporting.

ARTICLE 22 MULTIPLE RESERVATIONS

The customer is forbidden to conclude several contracts for one and the same stay and/or the same services with several hotels. Any failure to observe this rule will authorise the hotel to cancel the contract unilaterally, and no indemnity may be claimed by the customer.

ARTICLE 23 SPECIAL CONDITIONS

Sporting groups, supporters and students will be the subject of special conditions available at the hotel. The organizer will please ensure that he invites only persons whose behaviour is in no way likely to bring the hotel into disrepute, and the hotel reserves the right to intervene if necessary.

ARTICLE 24 – JURISDICTION

Any dispute which cannot be settled amicably relating to the validity, interpretation or execution of the present contract, will be laid before the courts of the place where the hotel is situated.
Read and approved, in agreement with the foregoing.