


HOOG BRABANT
Vergadercentrum
— UTRECHT —

Radboudkwartier 23
3511 CC Utrecht
Telephone: + 31 (0)30 233 15 25
Fax: +31 (0)30 231 16 95
E-mail: vergader@hoogbrabant .nl
Website: www.hoogbrabant.nl

Booking form for Hoog Brabant
You can print this form and fax it to us: + 31 (0)30 231 16 95

Organisation: _____

Surname: _____

Initials: _____ male female

Postal address: _____

Postal code,
town/city: _____

Telephone number
(not a cell phone): _____

Fax number: _____

E-mail address: _____

Date of booking: _____ - _____ - _____

Duration of meeting: From _____ : _____ hours to _____ : _____ hours

Number of persons: _____

Announcement text
(max. 40
characters): _____

Room layout:

<input type="checkbox"/> Boardroom style	(for a maximum of 20 persons)
<input type="checkbox"/> Cabaret style	(for a maximum of 175 persons)
<input type="checkbox"/> U-shape	(for a maximum of 50 persons)
<input type="checkbox"/> Classroom style	(for a maximum of 80 persons)
<input type="checkbox"/> Hollow square style	(for a maximum of 60 persons)

Type of meeting:

- Meeting
- Presentation
- Course
- Market research
- Others, namely _____

Catering

- Accompanying coffee/tea arrangement for _____ pers.
- Soft drinks from €3.00 per bottle at _____ : _____ hours for _____ pers.
- Coffee/tea break at _____ : _____ , _____ : _____ and _____ : _____ hours
- Cream cake/pastry à €3.50 p.p. for _____ pers.
- Slice of cake à €1.00 p.p. for _____ pers.
- Butter biscuits à €0.50 p.p. for _____ pers.
- Lunch buffet à €24.00 p.p. for _____ pers.
- Quick Break à €14.00 p.p. for _____ pers.
- Energy Break à €16.50 p.p. for _____ pers.
- Bread rolls at _____ : _____ hours:
- Cheese rolls à €3.70 number: _____
- Ham rolls à €3.70 number: _____
- Chicken rolls à €3.70 number: _____
- Croquette roll à €4,50 number: _____
- Roast beef rolls à €4.50 number: _____
- French rolls with brie à €5.25 number: _____
- French rolls with roast beef à €5.50 number: _____
- French rolls with salmon à €7.25 number: _____
- Healthy ciabatta à €6.25 number: _____
- Sausage rolls à €2.75 number: _____
- Quiche Lorraine à €5.25 number: _____
- Petits Crolines (6 pieces) à €5.25 number: _____
- Mini quiche (4 pieces) à €5.25 number: _____
- Vegetarian snack à €2.50 number: _____
- Soup à €4.25 per cup at _____ : _____ hours for _____ pers.
- Others, namely _____

Equipment*

- Screen à €20.00 number: _____
- Extra flip chart à €5.25 number: _____
- LCD screen + DVD – VHS player (incl. laptop connection) à €225.00 number: _____
- VHS training set: camera, video and monitor à €297.50 number: _____
- Multimedia projector and screen à € 150.00 number: _____
- Laptop à €150.00 number: _____
- Buttonhole microphone, cordless à €105.00 number: _____
- CD recording equipment with sensitive microphone à €70.00 number: _____
- Directors table for _____ persons
- Registration table

* the use of basic audio equipment (3 microphones) is included in room hire rates for groups of 50 persons or more.

Others, namely _____

Drinks

- Dutch drink assortment €7.95 p.p. per half hour for _____ pers.
- Dutch drink assortment €13.00 p.p. per hour for _____ pers.
- Cold snacks à €4.00 p.p. for _____ pers.
- Warm snacks (6 pieces) à €4.75 p.p. for _____ pers.
- Luxury snacks (4 pieces) à €8.50 p.p. (min.10 pers.) for _____ pers.
- Others, namely _____

I agree with the booking terms and conditions of Hoog Brabant.

Place: _____

Date: _____

Name: _____

Signature: _____

We will respond within 24 hours of the first following working day. The booking is not definite until you have received written confirmation from us.

Booking terms and conditions

Making a booking

Hoog Brabant does not accept options, all bookings are definite. The booking terms and conditions below apply to all bookings, unless you let us know within 24 hours that you do not accept these conditions. The booking is always subject to the conditions and rates applicable on the day of the event.

Hoog Brabant offers a complete package; meeting room hire always includes a coffee and tea arrangement. The coffee and tea arrangement applies for the number of guests you have advised to us. For the sake of clarity, the room hire and coffee and tea arrangement are specified separately on the booking confirmation and the invoice.

Cancellations

All cancellations should be made by email. We do not accept cancellations by telephone. Cancellations do not become effective until you have received a written confirmation from us by email.

Cancellations made within **4 weeks and 1 week** before the start of the event will be subject to a cancellation fee amounting to **25%** of the room hire.

Cancellations made within **1 week to 48 hours** before the start of the event will be subject to a cancellation fee amounting to **50%** of the room hire and **100%** of the catering costs, such as any bread rolls/lunches/dinners you have ordered.

If you cancel within **48 hours** of the event or do not use the booked room, or if we have not received notice of cancellation from you, we will charge the **full** room hire costs **and** the costs of all **consumptions, meals and equipment** ordered.

Contrary to the aforementioned, for the **Brabant** and **Baronie Rooms** and **subrooms** we will charge the **full** room hire costs if you cancel within **4 weeks** of the event. With regards to bread rolls/lunches/dinners, the above-mentioned terms apply.

For bookings including catering of lunches, dinners, buffets, bread rolls, etc, the number of persons advised to us is binding for the invoice. Up until **5 days before the meeting**, you may change the number of guests.

With regards to buffets and dinners from 40 persons the following applies: from 4 weeks to 5 working days before the event, you will be held accountable for 75% of the number of persons advised to us and the type of buffet or dinner ordered. This number is minimally binding for the invoice. Within 5 working days of the event, you will be held accountable for 100% for the number of guests advised to us.

Liability and damages

Hoog Brabant does not accept any responsibility for lost and/or stolen property, including laptops etc. and for the loss of or damage to your personal property and also equipment you may have hired from third parties. You are responsible for locking the room if it is (temporarily) not in use.

If damages occur to the hired room and its contents during its use, you will be held liable for these damages as well as any consequential damage(s), unless you can prove this occurred through no fault of your own or of the persons or things that you are accountable for.

You are obliged to take all the precautions necessary to prevent and limit damages to the hired property, to the complex that it is part of and the property of the hirer and of third parties. You will inform Hoog Brabant immediately of all circumstances by which such damage can occur or has already occurred.

Hoog Brabant is, without prejudice to its legally enforced liability, not liable for any damages to you or your guests, whether or not this damage is the result of seen or unseen deficiencies in the hired room and its contents, no matter how and to what degree they occurred.

You have no right to any compensation and/or deferral of payment and/or deductions to the hire charges as the result of (alleged) deficiencies and of (alleged) damage.

Invoices and payment

As organisation or individual, you will be held accountable for the payment of all costs associated with the booking. The invoice includes a fee of €4.50 for administrative costs.

Payment should be made within 8 days of the date of the invoice.