

FACILITIES RENTAL REQUEST FORM

APPLICANT'S DETAILS

Organisation:

Contact person:

Postal address:

Contact telephone:

E-mail contact:

EVENT DATA

Date:

Title and event description:

Participating entities:

Additional information:

DATA FOR INVOICING

Organisation:

Name of the responsible person:

Postal address:

Tax identification number (TVA/VAT number):

CONTENTS OF PETITION

LARGE ROOM WITH PROJECTOR

1 day: 600,00€

½ day: 350,00€

- Conference type: 70 people (possibility of hosting 100 people by paying the renting of additional chairs)
- Meeting tables for 20 people.

☐ 8:30 – 17:00
From Monday to Thursday

☐ 8:30: 15:00
Friday

☐ 8:30 – 13:00
From Monday to Thursday

☐ 14:00 – 17:00
From Monday to Thursday

☐ 8:30: 13:00
Friday

SPACE HALL-RECEPTION for catering (+- 20m²)
Only with the large room rental

<input type="checkbox"/> 150,00€

ROOM WITH PROJECTOR
(14 people)

1 day: 350,00€

½ day: 250,00€

☐ 8:30 – 17:00
From Monday to Thursday

☐ 8:30: 15:00
Friday

☐ 8:30 – 13:00
From Monday to Thursday

☐ 14:00 – 17:00
From Monday to Thursday

☐ 8:30: 13:00
Friday

ROOM WITHOUT PROJECTOR
(12 people)

1 day: 250,00€

½ day: 150,00€

☐ 8:30 – 17:00
From Monday to Thursday

☐ 8:30: 15:00
Friday

☐ 8:30 – 13:00
From Monday to Thursday

☐ 14:00 – 17:00
From Monday to Thursday

☐ 8:30: 13:00
Friday

Any other use outside this schedule will imply additional costs.

15% discount on the facilities rental price applies to the Galician organisers of the event.

The rental implying the provision of services by Fundación Galicia Europa - such as chairs and table displaying, preparation of the room or additional material renting - will be subject to 21% VAT.

USE OF AVAILABLE TECHNICAL MATERIAL

Laptop	<input type="checkbox"/>
Internet, Wi-Fi	<input type="checkbox"/>
Projector	<input type="checkbox"/>
DVD	<input type="checkbox"/>
2 table microphones	<input type="checkbox"/>
2 wireless microphones	<input type="checkbox"/>
Flip chart	<input type="checkbox"/>

ADDITIONAL SERVICES

Managed by	FGE	ORGANISERS
Catering	<input type="checkbox"/>	<input type="checkbox"/>
Interpretation	<input type="checkbox"/>	<input type="checkbox"/>
PA system technical support	<input type="checkbox"/>	<input type="checkbox"/>
Hostess	<input type="checkbox"/>	<input type="checkbox"/>
Room set up	<input type="checkbox"/>	<input type="checkbox"/>
Additional chairs	<input type="checkbox"/>	<input type="checkbox"/>

The rental implying the provision of services by Fundación Galicia Europa - such as chairs and table displaying, preparation of the room or additional material renting - will be subject to 21% VAT.



TERMS AND CONDITIONS OF USE

1. **Office opening hours:** Fundación Galicia Europa is open from Monday to Thursday from 8:30 to 13:00 and from 14:00 to 17:00, and from 8:30 to 15:00 on Fridays. Out of this schedule, the rental will involve additional costs.
2. **PA system:** should you need the presence of a technician for the use of the PA system, this service will be provided by the company C.A.S. Audiovisual Communication Services and will be invoiced.
3. **Catering:** the organisers must use the catering services provided by the companies that usually work with Fundación Galicia Europa (Mediterranea, Il Gusti, Arts-Loi sandwiches).
4. **Maintenance & cleaning:** the organisers must maintain at all times the surfaces and materials in good working order. They will be also responsible for any damage caused on facilities, equipment or people due to the use of the room. The common areas shall be used in accordance with the intended use thereof.
5. **Application approval:** once this request form is submitted, Fundación Galicia Europa will inform the applicant as soon as possible about the possibility of using the room.

Date:

Signature and stamp of the organisation