

RENTAL TERMS AND CONDITIONS

The Institute rents facilities at Maison de la paix to external parties according to the Rental Terms and Conditions specified below.

Making a Reservation

1. Any entity or person interested in organising an event at the Institute must make its request in writing to the Institute's events department, hereafter "Events Department", a minimum of four weeks before the proposed event date. Reservations made by phone or in person will be considered options until the Events Department receives a written request by the interested party.
2. The Events Department will hold reservations booked less than three months before the actual date of the event for 10 working days; those booked more than three months in advance will be held for 20 working days. Exceeding these deadlines and without written confirmation from the interested party, the Events Department may cancel the booking without advance notice.
3. Conference rooms may be booked for a half- or full-day period. A half-day booking is less than four hours and a full-day is more than four hours – between the hours of 9:00 to 20:00 – and includes the time needed for the set-up and clearance of the room. More details are provided in point 20.
4. The Events Department reserves the right to accept or refuse any reservation request at its own discretion. Reservations will not be accepted if
 - a. the interested party does not supply information on its event as requested by the Events Department
 - b. the reservation is made by an intermediary or an agency refusing to communicate the client's name
 - c. the size or nature of the event is not adapted to the capacity or availability of the conference rooms
 - d. the event prevents other Institute events from running smoothly, notably during the academic year.

Event Approval

5. The Events Department will notify the interested party of the acceptance or non-acceptance of its event and the special conditions relative to the request within 10 working days upon receipt of the information referred to in point 4(a). Following acceptance, a contract will be sent as well as a deposit invoice, as outlined in point 11.
6. A reservation will be considered confirmed if the Events Department receives the rental contract duly signed and dated by the requesting party (hereafter "Organiser") as well as the deposit payment, further detailed in point 11.
7. The Institute reserves the right to cancel a confirmed reservation at any time if
 - a. it receives information that the event might break the law, the general rental conditions are not respected or the event might disturb public order
 - b. the Organiser misled the Events Department concerning the nature of the event by the dissemination or falsification of information.
8. Either party has the right to cancel a confirmed reservation in the case of *force majeure*. *Force majeure* is considered to be any external event, unpredictable and extraordinary, independent of the party's will and out of its control, unable to be halted by the latter even with reasonable efforts, such as political events or natural phenomena. Epidemics or other health issues, other than those signalled by authorities, are not considered *force majeure*. Any event cancellation due to *force majeure* must be communicated in writing by the concerned party to the other within 48 hours of the *force majeure*.

9. The Events Department reserves the right to offer alternative solutions if a confirmed reservation is in conflict with an Institute event. If the Organiser does not wish to accept the alternative facility, it may cancel the booking at no additional cost. The Events Department will then reimburse the paid deposit but cannot be held responsible for the inconvenience or loss caused by the cancellation.

10. The Institute reserves the right to simultaneously hold other events on its premises during the same period as the Organiser's event. The Institute will use reasonable care to avoid any interference in such cases.

Invoicing and Payment

11. Upon receipt of the rental contract, the Organiser must make a 50% down payment (non-refundable except in certain cases outlined in points 8 and 9) of the total cost for the room rental in the currency indicated on the contract. The Accounting Department will send the deposit invoice to the Organiser separately from the rental contract. An invoice for the final balance of the rented room will be sent to the Organiser after the event, along with any supplemental charges.

12. All invoices must be paid within 30 days of receipt. Any objection to an invoice must be signalled to the Events Department in writing within 10 days of receiving the invoice. If part of an invoice is disputed, the remainder shall be paid while the matter is being resolved.

13. If a confirmed booking is cancelled by the Organiser less than one calendar month prior to the date of the event, the room rental will be charged in full. If the cancellation takes place more than one calendar month prior to the date of the event, the Organiser's deposit will be forfeited but at no extra charge, except for costs incurred by third-party service providers.

14. Conference room rental prices are based on the list of prices and services currently in place on the date of the rental contract.

15. For events booked outside of the Institute's official working hours (8:00 to 18:00, and not including weekends and national holidays) additional charges will apply for the reservation, technicians, security and student help, based on the Institute's official tariffs.

16. Value-added tax (VAT) will be added to all applicable charges in accordance with official rates.

General Provisions

17. The Organiser is responsible for ensuring that its event is carried out in a professional manner and in line with the values and principles of the Institute and its community. The Organiser assumes full responsibility for any non-compliance with these terms and conditions during its event.

18. The Organiser must transmit its logistical and technical needs in writing to the Events Department at least 14 days before the event. Any additional equipment must be reserved with the Events Department at least one month before the event, failing which the equipment's availability cannot be guaranteed.

19. The Organiser must confirm its need for audio/visual technicians with the Events Department at least one month before the event. Technicians not approved by the Events Department will not be allowed to use any conference room equipment. If a technician is needed, the event programme must be transmitted to the Events Department a minimum of 14 days before the event, along with an attached detailed description of any audio/visual technical needs.

20. Conference room reservation times must include the time needed for the event's set-up and clearance. Events must be finished five minutes before reservation's end time.

21. The Institute furnishes clean conference rooms in good condition in conformity with the Rental Terms and Conditions. The Organiser must return the rooms in the same state in which they were received. The same applies to any material supplied by the Institute. If additional cleaning is required after an event, the Organiser will be charged accordingly.

22. The Events Department will ensure that conference rooms are satisfactorily arranged after each use. Without specific authorisation, the Organiser is not permitted to move any furnishing. Any necessary arrangements, as well as any furniture brought by the Organiser, must be validated by the Events Department at least 14 days before the event.

23. Audio/visual equipment cannot be moved. The Events Department should be immediately notified of any defective, damaged or missing equipment.

24. Food and beverage may only be consumed in authorised areas. The Events Department reserves the right to modify the attribution of its spaces depending on the activity, number of expected attendees or any other constraint. If, for exceptional reasons, food is served in a conference room, the Events Department will invoice the Organiser for the cleaning charges based on the current price list.

25. The Graduate Institute has no parking facilities. The Organiser should ensure that participants do not park illegally on the Institute's premises. Chemin Rigot is not the Institute's property and is subject to the City of Geneva's parking and traffic authority.

26. The Institute does not have the authorisation necessary to organise public entertainment. As such, the Organiser is not permitted to sell tickets at the event venue's entrance.

Security, Responsibility and Sustainable Development

27. The Organiser is responsible for all health and safety matters that may occur during its event.

28. The Organiser should ensure that the number of attendees for its event does not exceed the advertised seating capacity. The Events Department has the right to refuse entry to anyone wishing to attend an event should the room already be at maximum capacity.

29. Fire exits and fire-extinguishing equipment must be visible at all times and their access must not be impeded by any furniture or other material.

30. For any conference room decoration, the Organiser should use only non-combustible or fireproof materials. The use of dangerous, flammable or toxic substances by the Organiser, service providers or visitors is strictly forbidden on the premises.

31. The Graduate Institute has a non-smoking policy. In addition, open flames are forbidden. The Organiser must ensure that any person attending their event respect these rules.

32. Animals are strictly prohibited in the buildings.

33. The Organiser should be conscious of the principles of sustainable development and, notably, limit its event's impact on the environment by adhering to the Institute's sustainable development policy.

Responsibility

34. The Institute accepts no responsibility for the personal property of event guests and participants. Each person must keep his personal effects with him or her.

35. The Organiser must alert the Events Department at least one month before the event if an event's subject matter is of a nature that may attract unwanted attention or require specific security measures for speakers or guests.

36. The Organiser is responsible for any damage in any conference rooms and/or to any furnishings as well as any damage or loss of equipment, or any other property belonging to the Institute and outside providers (including receivers or headsets in the case of live translation) that occurs during an event by a participant, the Organiser or other representatives, service providers or guests. In the case of deterioration, loss or damage, the Organiser is liable for the reimbursement of the actual cost or restoration fees. The Organiser must obtain insurance to cover any damage that may occur during its event.

External Providers

37. Before signing a contract with any external service provider, the Organiser must obtain written approval from the Events Department and provide it with details of any foreseen costs, at least 14 days before the event. The latter reserves the right to refuse such a provider.

38. The Institute works in close collaboration with Novae SA, a company that manages the cafeteria and Restaurant of the Maison de la paix. They are the Institute's privileged but non-exclusive supplier. Catering organisation and payment are the Organiser's responsibility.

39. For any security services, the Organiser must work with the external security agency indicated by the Institute. The Institute reserves the right to call the agency, at the Organiser's expense, if it considers that the event could pose a risk to public order or put someone in danger.

40. Any external service provider is required to pay the Institute 10% of the total amount of its services within 15 days after the event has ended. Should this payment not be made by the external provider, the Events Department will include the amount in the Organiser's final invoice.

Logo and Branding

41. The Organiser is not permitted to use any Institute logos, photos or drawings of the premises without specific, written authorisation by the Events Department. Should permission be given, the Organiser must comply with the Institute's logo use guidelines.

42. The Organiser shall provide the Events Department with a copy of all promotional materials associated with the event, printed and/or online, at least one week before the event.

43. The Organiser may indicate their event's location as "Maison de la paix" but is not authorised to use the name of the Institute (Graduate Institute of International and Development Studies) in its promotional materials.

Signage

44. It is prohibited to place posters, stickers, panels, etc. on the walls, floors, ceilings or columns of the building. Specific places are assigned and reserved for general signage and indications related to the event.

45. Posters and signage must be submitted to the Events Departments for its written approval.

Reserved Rights

46. The Institute reserves the following rights:

- a. to film and/or audio-record any event taking place on its premises
- b. to approve or refuse any request from the media and/or production company to film on its premises
- c. to prevent the installation of any banner, megaphone or other item likely to lead to disruption, injury or damage, or hindrance of the smooth running of other events simultaneously taking place at Maison de la paix. If necessary, any such articles will be temporarily confiscated and held by the Institute or those in charge of controlling the event.

Applicable Law and Jurisdiction

47. These Rental Terms and Conditions are available in French and English. In case of discrepancy between the two versions, the French version will prevail.

48. These Rental Terms and Conditions are subject to Swiss law. The place of jurisdiction is Geneva.

49. By signing a rental contract, the Organiser agrees to respect the aforementioned Rental Terms and Conditions, as well as any other directive concerning conference room rentals.