



# MAISON DES ASSOCIATIONS INTERNATIONALES

## Room Reservation Form

EVENT NAME:

---

DATE:

---

ORGANISATION: (ACRONYM + COMPLETE NAME):

---

ADDRESS:

---

EVENT  
ORGANISER:

---

TEL:

---

EMAIL:

---

VAT:

---

<b>ROOMS RESERVED</b>	<b>DATES</b>	<b>MEETING STARTS AT</b>	<b>MEETING FINISHES AT</b>	<b>NUMBERS OF PARTICIPANTS</b>
ROOM MAGISTRAT				
ROOM WASHINGTON				
ROOM COMMISSION 1				
ROOM COMMISSION 2				
ROOM COMMISSION 4				
BAR				
CLUB				
ROTONDE				
CORRIDOR				

**Coffee breaks:** *Coffee is provided by MAI*

- Coffee in room (self-service)  
 Coffee served by MAI staff in the Bar or Corridor:

Time schedule: \_\_\_\_\_

Coffee-breaks Formula: \_\_\_\_\_

**Lunch:** *Drinks for meal are provided by MAI.*

Time schedule: \_\_\_\_\_

Kind of meal: \_\_\_\_\_

Name of the caterer: \_\_\_\_\_

Plates and Cutlery provided by MAI (see caterer): yes no

Drinks Formula: \_\_\_\_\_

**Reception:**

Time schedule: \_\_\_\_\_

Reception Formula: \_\_\_\_\_

**Booth for Simultaneous Interpretation:** yes no

Requested Languages: \_\_\_\_\_

**Recording:** yes no

USB Key provided by MAI

USB key of the client

**Wished Equipment:**

Beamer

Laptop

Beamer + Laptop

Cocktail tables

Others: .....

After 17.30 and during weekends, **presence of receptionist:** yes no (see General Conditions, point 3)

**Paying Parking places** (max 5) :

**Other wishes:**

---

---

---

---

**Deposit (per day and room):**

Reservations are guaranteed only after payment of the deposit (see General Conditions, point 1)

Room Magistrat : 300 €

Room Washington : 200 €

Rooms Commission 1 and 2: 100 €

Club, Bar, Rotonde: 50 €

The deposit has to be paid by bank transfer to the following account, please include the dates of meeting and the name of association on your payment)

Address of MAI Bank: BNP-Paribas, Avenue Louise 200, 1050 Brussels

Account holder: Maison des Associations Internationales

Account number: BE07 2100 5081 00 66

Bic Code: GEBABEBB

**Please note in open communication the date of the meeting and the title of the meeting.  
Thank you**

**I undersigned** ..... declare that I have read the *General Conditions* and agree to pay the necessary deposit in order to ensure the firm reservation of the rooms indicated above.

Date

Signature

---

---

# General Conditions

## 1. Reservation, payment and cancellation

In order to book a meeting room, any conference organiser shall 1) **fill in the MAI reservation form** and 2) after the checking of availability, **pay a deposit**. The reservation of a room will be confirmed only after receipt of this payment.

The deposit amounts to € 300 for Magistrat Room, € 200 for Washington room, € 100 for Commission rooms and € 50 for the other rooms, bar and club.

The invoice will be drawn up in the eight days following the meeting and shall be paid by transfer to:

Address of MAI Bank: BNP-Paribas, Avenue Louise 200, 1050 Brussels  
Account holder: Maison des Associations Internationales  
Account number: BE07 2100 5081 00 66  
Bic Code: GEBABEBB

Any payment shall mention the name of the association, the dates of meeting and the number of the invoice. Rooms will be invoiced according to the reserved hours and not to the hours of effective occupation if this is less than the reserved period.

Any cancellation shall be communicated in written form at least one month before the beginning of the meeting concerned. If this is not respected, the full payment will be charged to the organiser.

## 2. Opening hours

The Maison des Associations Internationales is open from Monday until Friday from 8.00 until 17.30. Open upon request on Saturdays and Sundays.

The occupation of the meeting rooms **after 17.30** will entail an additional cost of: 100 €/ per hour/ VAT excl. for the Magistrat and Washington rooms and 50 €/ per hour/ VAT excl. for the others.

For meetings and conferences on Saturdays, Sundays and public holidays MAI does not charge extra cost on the rates of the rooms, but only an additional cost on services of MAI staff.

## 3. Presence of MAI Staff Member(s)

The reception will be open service during weekdays from 8.30 to 17.30. After 17.30 pm, at weekends and on public holidays, it is assured only by prior request and will be charged at € 22 per hour (€ 25 per hour after midnight). It is highly recommended for any meeting which requires an intensive use of telephone, fax, copy machine, ordering taxis, etc.

**The presence of at least one person is necessary** for any meeting being held at the MAI. He/She will undertake the maintenance of the conference rooms and also ensures, by prior request, the service of coffee/drinks.

**After 17.30**, at weekends and on public holidays, this service will be charged at the rate of € 22 per hour and per staff member. The number of staff members depends on the number of participants in the meeting and the services required. After midnight, the charge is € 25 per hour and per staff member.

The presence of the technician is mandatory for any meeting with simultaneous interpretation.

## 4. MAI Services : coffee breaks & drinks, audio-visual equipment and parking

MAI provides different formulas for **coffee-breaks, drinks for lunches and receptions** (cfr. Drinks Price List). Meals have to be ordered directly from the caterer.

A few parking places are available to conference participants/organisers by prior reservation and for payment.

In addition to the reserved rooms, the conference participants have at their disposal space for receptions and networking with a free WIFI connection. A fax and a copier are also at their disposal (paying service, cfr. Audiovisual Equipment Annex).

## 5. Responsibilities

Participants and organisers should make sure that the building, furniture and equipment are not damaged in any way. The person or association responsible for the meeting or the congress will be charged for repairs made necessary by damage to, or replacement in case of loss of equipment. The organizers will be also responsible for the portable ear-phones which are entrusted to the participants for meeting with simultaneous translations. Any missing apparatus will be invoiced at cost.

The start up of the equipment of simultaneous interpretation and amplification, as well as the recording and access to the telephone exchange of the Centre, is exclusive task of the MAI staff.

With the signature of the reservation form, the organizers commit themselves not to claim any allowance in the event of failure or defect of the equipment or the installations of MAI.

The direction of MAI declines any responsibility in the event of damage to or disappearance of any equipment or objects brought in to the International Association Centre by the organizers or the conference participants.

## 6. Organization of exhibitions and special installations

Space is available at the MAI for displaying promoting material and/or publications about organization who organise meeting and conference. Nevertheless, special installations and complementary decoration shall be subject to a payment through prior agreement with the MAI Direction.

Sales of goods on the premises are not allowed.