

CONFERENCE HALL RENTAL TERMS

By booking the room, you accept our rental conditions. Before the event, you must sign a lease with the landlord.

You may be denied in renting the hall in case of disagreement with the terms and conditions.

The maximum number of seats in the hall is 40.

RESERVATION AND PREPAYMENT FOR RENT OF THE HALL

Reservation of the hall is made in the name, surname and phone number / e-mail of the tenant. The date and time is assigned to the tenant only after making an advance payment according to the [price](#) list of services.

Prepayment must be made within 24 hours after the time is reserved by the administrator. Unpaid reservations are removed after 24 hours in automatic mode, without notification from the administrator.

If before the start of the booked time less than 24 hours - prepay within 3 hours after the reservation.

Payment of the hall rental is possible by bank transfer, in extreme cases (when booking "today for today"), payment can be made in cash. Prepayment for the rental of the hall can be made in any convenient way to the tenant. Details for payment are provided by the administrator upon receipt of a reservation request.

Prior to the event, the tenant must make 100% payment of the rent of the hall.

RESERVING AND CANCELING RESERVATIONS

You can transfer the reserved time and date of the event free of charge 72 hours (3 days) before the previously booked time if you have 4 to 10 hours of rental (one day), and 5 days if you have 2 or more rental days. You can transfer the reservation date and time for free only once. If these conditions are not met, the transfer of the date and time of the reservation is carried out on a fee. The cost of one paid transfer is 20% of the total reservation cost.

Rental cancellation. If for some reason the customer's event cannot be held on the booked date and the tenant does not want to use the option to transfer the reservation date and time, the advance payment for the rental of the hall made at the time of booking is not refundable, even if the tenant warned the administrator in advance (for 3 /5 days).

Failure to attend a booked event. If for some reason you or visitors to your event have not arrived at the reserved hall, prepayment for the rental of the hall is not refundable and transfer of the reservation to another date / time is not possible.

CALCULATION OF RENT TIME

The start of the hall rental is the declared time indicated at the time of booking, and not the actual time of the event.

The end of the rental of the hall is the time when the tenant leaves the hall. If the hall is free after the time reserved by the tenant, you can extend the time of your event by paying an additional rent after the time spent in the hall. The minimum lease extension is 60 minutes. At the early completion of the event, the reserved time is paid in full. If the hall is reserved by the next client, you must leave the hall (including the coffee-break zone) no later than the end of the rental period.

In the case when the tenant (including visitors to the tenant's event) is delayed in the hall for the time already booked by another client, the tenant pays the hall three times.

DURING THE STAY IN THE HALL

Smoking and making fire in the hall is prohibited.

In the hall it is forbidden to eat and drink alcohol.

The administration reserves the right to not allow people into the hall and to remove people intoxicated from the hall.

Manipulations with the transformation of furniture and the global change of locations (seating of visitors) are carried out only in the presence of an administrator.

It is forbidden to bring animals and bring birds into the hall.

It is forbidden to use confetti, sparkles, down, feathers, soap bubbles and other loose / pouring substances in the hall without warning. The possibility of using these things in the hall is agreed in advance with the administration.

After the event, the hall should be left in its original form, unless previously reached other agreements with the administrator of the hall.

The administration is not responsible for things left unattended in the hall.

The administration of the hall is not responsible for force majeure circumstances, including centralized power outages.

TENANT'S LIABILITY

All rooms have 24-hour video surveillance for security reasons. For damage or contamination of furniture, property, technical equipment, the tenant bears full financial responsibility and is obliged to pay the landlord the full amount equivalent to the market value of the repair, dry cleaning or complete replacement of the damaged item in case of non-repair.

Halls are rented only after the tenant signs a lease.

When issuing to the lessee the technical equipment necessary for him, the lessee is obliged, in the presence of the administrator, to verify his operability and integrity. If the tenant finds a malfunction or damage to the equipment, he is obliged to immediately notify the administrator.

At the end of the event, the administrator checks the health of the equipment, its integrity and performance.

Be sure to call the administrator if you are not sure that you can correctly turn on, switch or turn off the necessary technical equipment yourself. The administrator is always ready to answer all your questions and solve difficulties..

We hope for mutual understanding!

Sincerely, Administration of the Legal Education Platform “Agent of Law”.