



ICC Hearing Centre – Centre d'audiences



ICC HEARING CENTRE

112 Avenue Kleber

75016 Paris, France

Tel. +33 (0)1 49 53 33 00

Fax +33 (0)1 49 53 33 01

www.icchearingcentre.org

General Terms and Conditions of Reservation and Sale

These terms and conditions of reservation and sale govern the relations
between

ICC Services

with its registered office at

38 Cours Albert 1er, 75008 Paris

("ICC Services")

and its client (the "*Client*").

For the purposes of this agreement, the *Client* is the person or entity
granted the hire of one or more rooms located at the

ICC Hearing Centre

112, avenue Kleber

75016 Paris

together with any other additional services expressly agreed with *ICC
Services* (together called the "*Services*").

Confirmation of a reservation of Services by payment of a deposit implies acceptance of the General Terms and Conditions of Reservation and Sale as set forth below:

1. Terms of Application

Prior to any request for a reservation, a written quotation shall be drawn up and sent to the Client. This quotation shall include the price for the hire of the room or rooms, as well as of any additional services desired by the Client such as the delivery of meals, assorted equipment or extended hours.

These General Terms and Conditions of Reservation and Sale shall be sent to the Client, at the latest, together with the confirmation of the reservation of the Services and the request for a deposit.

All prices and rates shown are in **Euros** and are inclusive of all taxes.

2. Price Guarantee

The prices shown at the time of confirmation of the reservation of the Services shall be effective for the duration of that reservation.

3. Terms of Reservation

Each request for a reservation must be confirmed in writing (by letter, fax or email) to ICC Services. On receipt of the request by ICC Services, a reservation file shall be opened and a reservation proposal sent that sets out details of the Services, the amount of the deposit requested, and the time limit for responding to the proposal. If no deposit is received by the expiry of the latest date for payment stated in the letter, the reservation shall be cancelled.

4. Deposit

The deposit required shall be **20%** of the total price for the Services, payable **4 months in advance of** the commencement date of the Services. For reservations made less than 4 months in advance, the price for the Services is required to be paid in full.

5. Payment of the Deposit

The Services shall not be deemed to be confirmed until the deposit is paid and the proposal for the Services is received duly signed and bearing the words "agreed and approved".

6. Cancellation

Any cancellation request by the Client must be confirmed in writing (by letter, fax or email) to ICC Services.

ICC Services shall not make any retention for indemnification where it receives the request for cancellation more than four (4) months prior to the commencement date of the Services **AND** ICC Services is able to replace the cancelled reservation by accepting a reservation for strictly equivalent services.

Where ICC Services receives the request for cancellation between one (1) and four (4) months prior to the commencement date of the Services, an indemnity equal to fifty per cent (50%) of the total price, inclusive of taxes, for the Services shall be payable by the Client.

Where ICC Services receives the request for cancellation less than one (1) month prior to the commencement date of the Services, or if the Client fails to appear on the agreed commencement date of the Services, an indemnity equal to one hundred per cent (100%) of the total price, inclusive of taxes, for the Services shall be payable by the Client.

7. Relocation

In the event of force majeure or special circumstances, ICC Services reserves the right to make available one or more rooms that are different from the room or rooms reserved, with no change to the price.

8. Opening Hours of the ICC Hearing Centre

The ICC Hearing Centre is open:
Monday to Friday, 9.00 am to 6.00 pm.

Rooms may be made available outside these hours upon request, and may be subject to specific price supplements as set forth in the quotation sent to the Client.

9. Force Majeure

In the event of force majeure or special circumstances that prevent the normal provision of the Services, ICC Services shall notify the Client in advance of the cancellation of the Services and refund the deposit paid. The Client shall have no entitlement to indemnification of any kind arising there from.

10. Insurance

ICC Services may not be held liable for any theft of or damage to the personal effects of persons taking part in the activities or meetings to which the Services relate.

11. Confidentiality

The personnel of ICC Services undertake to keep strictly confidential all documents and information that come to their knowledge in the course of providing the Services.

12. Article 26. :Competent Court

The courts of Paris shall have jurisdiction over all disputes concerning the performance of the present contractual terms and conditions.