

Rental Terms and Conditions

General

1. All room bookings and event requirements must be made in writing to the person in charge of the Events Office of the Institute, hereinafter the “Coordinator”.
2. Any organisation, association or group of individuals proposing to organise an event at the Institute shall designate a person responsible for the event, hereinafter the “Organiser”.
3. The Organiser shall be responsible for ensuring that the event is carried out professionally and that the Institute’s property, furnishings and equipment are treated with care. He shall assume all liabilities or consequences resulting from the non-compliance with these Terms and Conditions.
4. The Organiser shall give notice of the request to book premises no later than four weeks before the proposed date of the event. The Organiser may accept a booking at shorter notice but the Institute reserves the right not to accept it on the sole grounds of insufficient time to ensure that all necessary arrangements can be made.
5. The Organiser shall provide the Coordinator with full details of the nature, object, programme and title of the proposed event as well as with the arrangements planned for its organisation and management.
6. No booking shall be accepted without a named contact person, who is required to be present at the event, and without all of the relevant information being provided. Any change in the contact person must be advised at least 48 hours before the event.
7. No booking through an intermediary or agency shall be accepted.

Approval of an Event

8. The Coordinator shall approve an event if an appropriate room is available on the proposed date, taking into account bookings already made and the Institute’s provisional events agenda. In case of conflict between two requested bookings, the Organiser of an event that contributes to debates on major international challenges shall be given priority.
9. An event shall not be approved to proceed if
 - a) the scale, size or nature of the event is demonstrably unsuitable for, or in excess of the capacity of, the Institute’s available facilities, or is likely to disrupt its other activities;
 - b) the Organiser has misled the Coordinator about the nature of the event by concealing or falsifying information;
 - c) the event is likely to contravene health and safety legislation, or cause a breach of the peace, or cause a public order offence;
10. If there are concerns, the Institute may either decide that the event cannot proceed or permit it to proceed but with special conditions to be borne by the Organiser.
11. The Coordinator will communicate the decision on whether the event may or may not proceed, and any conditions attaching to it, to the Organiser within ten working days of the receipt of a satisfactorily completed booking form.

12. The Institute reserves the right to cancel an event booking if it receives further information at any time that leads it to believe that the law will be infringed or that conditions imposed for the event will not be met.

Booking Procedure

13. Rooms are hired out either on a half day, or a full day basis. Half day means a period less than 4 hours and a full day means any time over four hours between 9:00 am and 8:00 pm, including set-up and set-down time, as mentioned in point 27.
14. Availability of rooms must be checked and secured with the Coordinator before organising events.
15. All bookings made either by telephone or in person shall be logged as provisional until the Coordinator receives a written confirmation from the Organiser.
16. Bookings made for up to three months in advance shall be held provisionally for ten working days only, and those made for more than three months in advance shall be held provisionally for 20 working days. After these periods, bookings shall be released unless confirmed.
17. When the Coordinator has all the requested details and receives confirmation from the Organiser as provided in point 15, the room is considered confirmed. The Coordinator shall then send a written contract to this effect to the Organiser.
18. The Coordinator reserves the right to offer alternatives to booked rooms should this prove necessary to accommodate the Institute's own events, or to cancel an event in case of force majeure. If the Organiser does not accept such alternative rooms he may cancel his booking at no cost. The Coordinator cannot accept liability for any inconvenience or loss caused as a consequence of such cancellation.
19. It is the responsibility of the Organiser to ensure that all event requirements are passed to the Coordinator at least 14 days before the event.

Charges and Billing

20. The Organiser shall pay the price of facilities and services set out in the room hire contract.
21. Upon receipt of the contract, the Organiser shall pay a 50 percent non-refundable deposit of the total room hire. The deposit invoice be sent via the Accounting Department and will be received separately from the contract.
22. An invoice for the balance of the room hire will be sent to the Organiser after the event, along with all relevant charges.
23. All invoices shall be paid within 30 days of receipt, unless otherwise specified. Any query on invoices must be notified to the Coordinator in writing within 30 days of invoice date; if part of an invoice is disputed, the remainder shall be paid while the matter is being resolved.
24. If a booking confirmed in accordance with point 17 is cancelled by the Organiser less than one calendar month prior to the date of the event, full room hire will be charged. 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 no extra charge shall be due.
25. The room hire price includes the use of overhead projection and screen. According to the type of room a whiteboard is available. If equipment over and above the standard is required, it must be booked one calendar month prior to the event. If the minimum notice period is not given the equipment cannot be guaranteed.
26. Audio-visual technicians must be booked at least one calendar month prior to the event. Technicians who are not approved by the Coordinator cannot be hired to operate any equipment in our premises. Once a technician has been booked, the programme for the event must be forwarded

to the Coordinator 14 working days prior to the date of the event. Detailed notes on the specific audio-visual technical requirements must accompany the programme.

27. Booking times must include access for set-up and set-down time, before and after the event.
28. All events must terminate five minutes prior to the end of the agreed booking time.
29. The Institute's normal working hours are Monday to Friday, 9:00 to 20:00. For events booked outside of these normal working hours additional charges will apply for extended booking time, technicians, security and student help, all as provided in the Institute official tariffs.
30. Any required equipment that is over and above the normal stock of the Institute will be charged, together with insurance, to the Organiser.
31. If the room requires additional cleaning after the event, the full cost will be passed on to the Organiser.
32. The Organiser shall accept full responsibility for making good any damage caused to the premises, furniture, equipment or other property of the Institute, where such damage has been caused by the event participants, the Organiser, their agents/servants or contractors.
33. Value-added tax at the appropriate rate will be added to all applicable charges.
34. The Organiser is responsible for arranging and paying for any catering. If needed, Novae SA, which operates the Institute cafeteria, is a preferred supplier.

Health and Safety

35. The Organiser is responsible for all health and safety matters relating to its event.
36. The Organiser shall ensure that the advertised seating capacity of the room is not exceeded at the start of the event. The Coordinator is entitled to refuse entry to any person when the room capacity is full.
37. Fire exits and fire-related equipment shall remain clear and visible at all times.
38. The Coordinator will ensure the proper set up of the room. Unless specifically authorised, the Organiser shall in no case proceed to move any furniture on his own initiative.
39. Audio-visual equipment cannot be moved from the room. If the equipment is faulty, damaged or missing, the Organiser shall immediately refer to the Coordinator.
40. The Institute operates a no-smoking/no-naked-flames policy. The organiser must ensure that all persons attending the event observe this rule.
41. It is forbidden to eat in the rooms. Food and beverages are served in some foyers and in the cafeteria.
42. It is strictly prohibited to permit animals to enter the premises.

Security and Responsibility

43. The Institute accepts no responsibility for the property of participants and guests of events. Personal belongings should be kept on the person at all times.
44. If an event includes a subject matter of a nature which may attract unwanted attention, the Organiser must bring this to the attention of the Coordinator at least one calendar month before the event.

45. If the event involves speakers or guests requiring special security arrangements this must also be brought to the attention of the Coordinator at least one calendar month before the event.
46. The Institute reserves the right to retain a security agency, at the cost of the Organiser, in the event that it deems there is a risk of public disorder or threat to one or more individuals.
47. The Institute does not have car-parking facilities. The Organiser must therefore ensure that the participants do not park illegally on the Institute premises.
48. The Institute does not have the required licence to provide public entertainment. Hence the Organiser cannot sell tickets at the entrance to the event venue.

Logo and Branding

49. The Organiser shall not use any of the Institute logos or the photos and drawings of its premises unless specifically authorised in writing by the Coordinator. In such case the Organiser shall comply with the Institute branding guidelines.
50. The Organiser shall provide the Coordinator with a copy of all promotional literature, including invitations and flyers, during the time leading up to the event.
51. The Organiser shall refer to the location of its event as “Maison de la paix” but is not permitted to refer to the name of the Institute (Graduate Institute of International and Development Studies) in its promotional literature.

Signage

52. It is prohibited to place posters, stickers, panels, etc. on the walls, floors, ceilings or columns of the building. Specific spots will be assigned and reserved for general signage and indications of the event taking place.
53. Posters and signage are to be submitted to the Coordinator for written approval.

Reserved Rights

54. The Institute reserves the right to
 - a. film and/or audio-record any event that takes place on its premises;
 - b. refuse any request from the media and/or production companies to film on its premises.
 - c. prevent the installation of any banner, loudhailer or other article likely to lead to disruption, injury or damage. Where necessary, any such articles may be temporarily confiscated and held by the Institute or those controlling the event.

Application Law and jurisdiction

56. These Rental Terms and Conditions are available in French and English. In case of discrepancy between the two versions, the French version shall prevail.
57. These Rental Terms and Conditions are subject to Swiss law. The place of jurisdiction is Geneva.

(Last update June 10, 2015)