

These General Terms and Conditions of Rental set out the conditions for the provision of the amphitheatres, meeting and training rooms belonging to the Institut Aéronautique et Spatial (IAS) for occasional needs related to the organization of professional events such as meetings, training sessions, project kick-off meetings, seminars, conferences, and press conferences.

IAS temporarily rents out for a fixed period one or several premises located 23 avenue Edouard Belin, 31400 Toulouse.

## **Article 1: Nature of the event**

The nature of the event shall comply with that mentioned in the booking requests and confirmations.

## **Article 2: Nature of services and financial conditions**

The rental rates and conditions are those specified in the quote duly signed by the renter and in the general terms and conditions of rental. The rental consists of the desired facility (Concorde Amphitheater, Super Novae Amphitheater, Mercure Room, Titan Room, and Dauphin Room), including the related furniture (tables, chairs, paperboard, video screen, and video projector) set up to the renter's requirements, as well as Internet access and supply of power and essential services (electricity, heating or air conditioning).

Additional services (tea and coffee breaks, buffet, cocktails) shall be specified in writing and shall be invoiced separately.

The premises provided to the renter shall be used solely as meeting rooms, training rooms or conference rooms, to the exclusion of any non-professional activity.

The renter shall not sublet the premises, in full or in part.

## **Article 3: Event duration and schedule**

The duration of the event shall comply with the schedule set at the time of booking. Occupation and vacation of the rented premises shall comply with the scheduled time slot. An additional charge will be applied for any unscheduled time slot extension. Such extensions are subject to availability.

The rental duration is set out by the customer at the time of booking. The duration can range from one to several days; however, it shall not, under any circumstances, extend beyond the date(s) previously booked by the renter.

The IAS rooms and amphitheatres are available for rental every day of the week, from 8:00 am to 7:30 pm.

## **Article 4: Payment**

Payment can be made by check or bank transfer.

A down payment of 30% of the total fees (rental of premises plus additional services) is required at the time of reservation in order to book the date(s). The booking comes into effect once IAS receives proof of payment.

## **Article 5: Confirmation of the booking**

Booking is deemed to be firm and final upon receipt of the quote, signed and agreed (marked "Bon pour accord") by the renter, with a down payment of 30% of the total fees. The balance will be payable within 8 days of reception of the invoice.

## **Article 6: Booking cancellation**

In case of cancellation of the rental, except for cases of force majeure, IAS will retain the following fees:

- Cancellation more than 25 working days before the booked date: no fees;
- Cancellation between 11 and 25 working days before the booked date: 60% of the quote;
- Cancellation between 0 and 10 working days before the booked date: 100 % of the quote.

In case of force majeure, only the down payment will be retained by IAS.

In case of cancellation of the food services, regardless of cause, IAS will retain the related down payment.

## **Article 7: Cancellation by IAS**

In case of cancellation by IAS, due to technical reasons or in case of force majeure, the compensation to the renter shall not be greater than the down payment.

## **Article 8: Deposit and collection of equipment**

In case of equipment deposit (respectively collection) before (respectively after) the rental, this shall remain under the responsibility of the renter. Deliveries taking place before the event shall be subject to a prior agreement setting out the nature, packaging and weight of the items, as well as the delivery schedule (between 9:00 am and 5:00 pm the previous day). Collection of deposited equipment shall be done immediately after its use.

## **Article 9: Rules regarding smoking and food consumption**

In compliance with the Decree No 92-478 of 29 May 1992 and with the Law of 1st of January 2008, smoking is strictly forbidden in public places. Meals shall not be prepared or eaten in the rented premises, with the exception of meal trays and buffets expressly ordered from IAS. For security reasons, cooking appliances are forbidden.

## **Article 10: Number of attendees**

For security reasons, the maximum number of persons stated for each room shall be complied with.

## **Article 11: Vacation of the room**

The rented room or amphitheater shall be handed over in a satisfactory working state. In case of disproportionate soiling, IAS reserves the right to charge a cleaning fee. In case of damage to the premises, equipment or common areas leading to the premises caused by the renter, the repair costs shall be subject to a formal report by a bailiff; IAS shall be granted compensation regardless of insurance procedure delay. Bailiff fees shall be borne by the renter.

## **Article 12: Acceptance of the rental terms and conditions**

The signature of the quote implies acceptance of the terms and conditions.

## **Article 13: Tariffs**

IAS reserves the right to change its rates without notice. The validated quotes remain valid.

## **Article 14: Insurance**

Should the activity carried out by the renter result in extra insurance premiums for IAS or its neighbors, the renter shall refund those concerned.

In case of any claim, the money due to IAS by the insurance company(ies) will form IAS guaranty instead of the damaged furniture and equipment, until these are replaced or repaired.

## **Article 15: Applicable law and competent jurisdiction**

This contract is governed by French law.

In the case of disputes between IAS and the renter (the parties) which could not be solved amicably, the parties designate the relevant courts of Toulouse as the competent jurisdiction.