

Multipurpose room in Givisiez, Rte Mont-Carmel 29 **BOOKING AND REGULATIONS ON USE**

Surname, forename of the tenant responsible for the gathering
room: _____

Room number: _____ **E-mail:** _____

Phone: _____

Booking date: _____ **Time:** _____

Type of gathering: _____ **Number of people attending:** _____

The multipurpose room is at the disposal of Apartis tenants in the following conditions:

1. The multipurpose room is made available for birthday parties, meetings, seminars, group meals, sundry activities, etc.; for festive occasions, parties with music and shows until the early hours of the morning, please consult the list of rooms available on www.apartis.ch or at the Apartis office.
 2. Maximum capacity: The room can accommodate 30 people.
 3. Booking must be made one week in advance at the Apartis office by the tenant responsible for the gathering.
 4. A guarantee deposit of CHF 200 must be paid when making the booking.
 5. The room may be used until 22H00 any day from Sunday to Thursday.
 6. On Fridays and Saturdays, the room may be used until 2 a.m. at the latest (no noise after 10 p.m.!).
 7. Return of the guarantee deposit: only if the conditions of use are respected, notably:
 - No justified complaint is made to us by anyone living in the building or neighbourhood, or by our warden;
 - The multipurpose room is returned clean and tidy. Bottles and waste are correctly removed;
 - Users and their guests left the room at the required time.
 - No signs of the gathering (waste or dirt) remain in the stair wells, corridors, entrances and near the building.
 - No damage following the gathering was noted in the room, outside or near the building.
 8. If any one of the aforesaid conditions is not fulfilled, the guarantee deposit is not returned. The costs for repairing any damage or cleaning are invoiced to the tenant responsible for the gathering.
 9. Apartis may restrict the use of the room if it sees fit.
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10. Key to the room: The tenant responsible for the gathering will collect the key from the warden on the day when the room is to be used (please fix an appointment with the warden, phone: 079 832 22 00).
 11. Decoration: posters, decorations or other objects are to be removed without leaving any mark at the end of the gathering.
 12. Return of the key: the key is returned at the latest the day after use at midday (date and time fixed with the warden).

Date: _____ **Signature of the person responsible:** _____
(Copy for the tenant responsible for the gathering)