

General Terms and Conditions UM Campus Brussels

Article 1. Definitions

In these terms of conditions the following definitions are used:

Internal organiser:	an Organiser that is connected to staff employed by Maastricht University.
Organiser:	a natural person or legal person that wishes to use the facilities of the UM Campus
UM Campus:	Campus of Maastricht University in Brussels, part of Maastricht University, established in Maastricht, The Netherlands.

Article 2. Applicability of these terms and conditions

1. These terms and conditions apply to every offer and every contract between UM Campus and the Organiser to which UM Campus declared these terms and conditions applicable, in as far as none of the parties have explicitly deviated from these in writing.
2. In case one or more of these terms and conditions would entirely or partially be declared void or be avoided, the other provisions in these terms and conditions remain fully applicable. UM Campus and the Organiser will then enter into communication with the aim to formulate new conditions that will serve to replace the void or avoided terms and conditions, in which the spirit and purpose of the original terms is taken over as much as is possible.
3. The term 'in writing' in these terms and conditions also includes 'by email'.

Article 3. The making of the booking

1. A reservation is made by sending an email to UM Campus. In the process of looking for availability of the UM Campus the Organiser is asked to complete the event form. After receiving the event form, UM Campus will send a confirmation of receipt by email.
2. In the absence of a completed event form the date requested by the Organiser will be reserved until another Organiser requests a reservation with same parameters. The first Organiser will have preference in requesting a specific date and venue, except when the second Organiser is connected to the UM Campus. When UM Campus requests an Organiser to confirm a reservation and to complete the reservation with a filled in event form, the reservation will be valid for seven days, after which, in the absence of such confirmation, it will be cancelled.

3. All prices mentioned are excluding VAT, unless mentioned otherwise.
4. UM Campus is authorised to work with third parties to complete a booking.

Article 4. Rent

1. Venues can be booked for half a day (maximum of 4 hours) or a full day (5 to 8 hours). A booking includes the use of existing facilities, including lunch, reception and possible minor delays on arrival or departure. In case of events with a duration longer than 8 hours, UM Campus and the Organiser will make separate agreements.
2. Renting of venues includes Wi-Fi, projector, laptop, flip-over, and furniture.
3. Lecture hall: renting the lecture hall can also include the renting of the Alumni-room. When changes to the set-up of the lecture hall are requested (such as a lecture or conference setting), UM Campus is authorised to charge additional costs.
4. Maastricht rooms: these rooms are set-up as workshop rooms. When a change of setup of the venue is requested, UM Campus is authorised to charge additional costs.
5. The arrival and departure times as specified in the event form are to be followed. Delays can be charged to the organiser as a separate half- or full days.
6. Exclusive use of the building of UM Campus can only be guaranteed if the Organiser reserves and books the whole building.
7. The Organiser is not allowed, without explicit permission of UM Campus, to advertise in whatever form, or make promotional statements in, on or in the vicinity of reserved venue(s).
8. Advertisements and publications, in whatever form, that refer to an event on the premises of UM Campus, are permitted after explicit permission in writing by UM Campus. Permission will – in principle - not be withheld when it is evident that UM Campus will not be negatively affected.
9. UM Campus reserves the right to give mandatory instructions in relation to the use of the rented venue(s).
10. After the event the Organiser will leave the booked venue(s) as can be expected of a fair and reasonable user.

Article 5. Support

1. UM Campus can support the Organiser, upon request, with one or more of the following activities:
 - **Advertisement:** an Organiser can request advertising of an event with the marketing tools available at UM Campus (newsletter, website, social media). Advertisement through other channels than those mentioned will require additional costs and therefore will be charged. UM Campus can offer possibilities for external marketing open requests and within reasonable possibilities.
 - **Accommodation:** UM Campus staff can advice on the possibilities for accommodation and can support in the requesting of offers. The Organiser must make bookings and reservations. Or accommodation partners are available on request
 - **Transport:** Organiser must take or transport to and from the UM Campus. UM Campus can, upon request, support the organisation of transport but cannot be held responsible for interruptions or delays.
 - **Support at the UM Campus:** Requests for support on the premises of UM Campus and with the coordination of the event must be made at a minimum of two weeks before the start of the event. These requests must be made by email to UM Campus.
 - **Catering:** Requests for catering must be made well in advance to the event. When requests or changes are not made in advance, UM Campus cannot be held responsible for the consequences. UM Campus is entitled to charge additional costs in relation to the catering of the event.

Article 6. Cancellation

1. A cancellation must be made in writing to the Head of the UM Campus at the postal address or to campusbrussels@maastrichtuniversity.nl. The date of the postal stamp or date of receiving respectively will be used as date of cancellation. The Organiser can – until 14 days before the start of the event – cancel the booking without any costs. After that half of the amount due on the final invoice and the costs already made by UM Campus will be due.
2. UM Campus is authorised to cancel an event – taking into account a reasonable period – in case of unforeseen circumstances. Cancellation by UM Campus does not give rise to any claim for damage whatsoever.

Article 7. Payment

1. Payment must be made within 30 days after the date on the final invoice.
2. When payment is not made after a first reminder, UM Campus will charge 10% of the amount due as administration-costs, apart from the sum already due.
3. Participants to events organised by UM Campus are, when applicable, obliged to pay the amounts due after registration and confirmation of this by UM Campus.
4. Participants to events organised by UM Campus can cancel their participation until 48 hours before the start of the event without costs. Cancellations must be made by email to UM Campus. Cancellations received after this period will result in the full amount of participation being due.
5. Participants to events organised by UM Campus that have registered and have received a confirmation by UM Campus who are not present at the event, receive an invoice for the full amount of participation.
6. Participants to events organised by UM Campus, when applicable, receive an invoice of Maastricht University. The provision on administration costs in sub 2 of this Article is applicable.
7. UM Campus is authorised to give UM Alumni a discount fee to an event. Alumni of Maastricht University can request this discount to UM Campus.
8. In case of liquidation, bankruptcy, seizure or under administratorship of the Organiser, the claims of UM Campus on the Organiser become due immediately.

Article 8. Internal Organiser

1. All meeting venues can be booked by an Internal Organiser without costs
2. All requests for catering must be made mentioning a budget-number, responsible person etc. and be made to the relevant department in Maastricht University.

Article 9. Liability

1. The Organiser is liable for damage to property of the UM Campus caused by acts or omissions of persons for whom Organiser is responsible, including but not limited to participants and teachers/trainers in the event.
2. UM Campus is not liable for any accident occurring on the premises of UM Campus by the incorrect use of its facilities.

3. UM Campus is not liable for stolen objects on the premises of UM Campus. UM Campus offers storage space but cannot guarantee the safety of (valuable) things.
4. When the taking place of an event at UM Campus leads to liability, the liability of UM Campus is limited to the amount that the applicable liability insurance of UM Campus pays in such a situation. When the applicable liability insurance of UM Campus, for whatever reason whatsoever, does not pay, the liability of UM Campus is limited to the maximum of the amount necessary for the full completion of the event that was agreed on, or for a reasonably expected amount.

Article 10. Confidentiality

Organiser and UM Campus can agree that an event is held under strict confidentiality or “Chatham House Rules”. When such an agreement is made, all participants are obliged to follow these rules.

Article 11. Personal Data

1. UM Campus registers personal data of participants to an event for the benefit for the organisation of that event. Participants can, at any time and without costs, request their personal data that was processed by UM Campus and can have this data corrected, supplemented, deleted or made hidden. Participants can object against receiving information or direct offers from UM Campus. Questions in relation to the privacy-policy to the UM Campus can be made by email to campusbrussels@maastrichtuniversity.nl.

Article 12. Intellectual Property Rights

1. In as far as UM Campus offers (course)materials for event, the intellectual property rights of these remain with UM Campus or Maastricht University.

Article 13. Disputes

1. To any dispute arising between UM Campus and the Organiser Dutch law will be explicitly and exclusively applicable
2. Any dispute will be brought exclusively to the competent court in the district in which Maastricht University is established.

Article 14. Language versions

This English version of the Terms and Conditions of UM Campus is a translation from the Dutch version. The Dutch version is leading and will apply in case of conflict between the two versions.