



MEETING SPACE RESERVATION CONTRACT

Between

THE EUROPEAN PETROCHEMICAL ASSOCIATION
Avenue de Tervueren 270 Tervurenlaan, 1150 Brussels, Belgium

Tel : 32.2/741.86.60

Fax : 32.2/741.86.80

Represented by Mrs. Cathy Demeestere, Secretary General

Referred to herein as "*EPCA*"

And

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Represented by

Referred to herein as "*the client*"

1. MEETING SPACE OVERVIEW

The available meeting spaces within the EPCA premises are rented as per the attached contractual function sheet. Rates indicated in the said function sheet are quoted for the duration mentioned, exclude applicable Belgian VAT charges (21%) and are valid for 2009.

The Da Vinci, Erasmus, Galileo and Marco Polo meeting room rental fee includes :

- 1 flipchart with markers
- 1 large screen
- 1 beamer/LCD projector
- 1 laser pointer
- high speed internet connection
- phone conference system
- direct phone line
- air conditioning
- mineral water, note pads and pens

The Socrates and Plato offices rental fee includes

- Appropriate furniture
- Basic stationary
- Individual phone line
- High speed internet connection



a.i.s.b.l. The European Petrochemical Association i.v.z.w.

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2. OPTIONAL SERVICES

Optional services have to be requested via the attached contractual function sheet.

Transportation for meeting participants such as taxi transfers has to be organized and coordinated by the client.

3. CATERING SERVICES

Catering orders and services are organized by EPCA who chooses its subcontractors at its sole discretion based on numbers provided for in the attached contractual function sheet. The final number of participants must be confirmed to EPCA by the client at the latest one week prior to the meeting. The settlement of accounts will be based on this final guaranteed number. Deviations in number below the guaranteed number cannot be considered in the settlement of accounts. In case of deviations above the guaranteed number, the actual number will be the basis for the final invoice.

4. GUARANTEE / PAYMENT

Credit card guarantee for the total cost of the meeting room (rental and additional requirements) will be provided by the client upon reservation of the room. The credit card details will be indicated in the attached contractual function sheet.

The client authorizes EPCA to charge the said credit card for payment of the room rental and additional requirements at the date of the relevant meeting, with due respect of article 6 hereof.

5. USE OF FACILITIES

Fittings for hanging pictures on walls are not permitted.

The client is liable for any damage, interference and excessive wear and tear resulting from its use of EPCA facilities or from installation or dismantling of the objects or equipment brought by the client.

6. CANCELLATION OF BOOKING BY CLIENT

In the event that the client cancels its booking, the following cancellation policy will apply :

- For cancellations received two weeks prior to the booking date, the client will be liable for 50% of the rental fee
Deadline :
- For cancellations received one week prior to the booking date, the client will be liable for 75% of the rental fee
Deadline :





- Passed that date, the client will be liable for 100% of the rental fee and total catering and other services costs.

7. USE OF EPCA NAME, LOGO, TRADEMARK

The client undertakes not to use the EPCA name, logo or trademark in any of its documents, publications, invitations, advertisements or reports whether in paper or electronic form unless with specific prior consent of EPCA on form and content.

8. CONCLUSION OF CONTRACT

The contract shall become effective upon receipt by EPCA of the client's written acceptance of the contract.

9. JURISDICTION

It is agreed that the contract is subject to Belgian law. The commercial court of Brussels, Flemish Section, shall be competent to deal with any dispute arising hereunder.

For the client,

For EPCA,

Name :

Cathy Demeestere
Secretary General

Function :

Date : _____

Date : _____

