

## General conditions of service Business Center

**The Marseille-Provence airport Business Center is a service of the Marseille-Provence Chamber of Commerce. It is an administrative institution and the airport concessionnaire. Therefore, it is liable to the public domain regulations. These general conditions are applicable to any client of the business center who explicitly recognises to be aware of them and is strictly liable to them.**

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### METHODS OF PAYMENT

- Accepted methods of payment : cash, French cheque, American Express card and Visa card.
- Any transaction of a value of less than 61 € (tax included) must be settled on the day of the meeting. Above this amount, all invoices all due within 30 days of their issue. Queries about invoices can under no circumstances justify delayed payment.
- Personal expenses (such as bar tabs, telephone calls, etc...) incurred by people attending events must be settled by each individual before departure. In circumstances where these are not paid, the bill shall be sent directly to the client who is jointly responsible for payment.
- No order will be accepted unless a fax , an email or a letter of reservation confirms it.
- Any event exceeding the reserved time will incur an additional fee.
- Any service provided not previously mentioned in the price quoted will be subject to an additional fee.
- Any event costing more than 1 459 € (tax included) requires a deposit, due before the event, of a value of 25 % of the total.

### OPENING HOURS

- The Business Center is open all year-round, Monday to Friday from 8am to 7pm without breaks (except exceptional circumstances).
- Each hour, or part of an hour, is payable.
- Half-day tariffs are valid between 8am to 1pm and 1pm to 7pm.

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### SUPPLEMENTS FOR WEEKENDS AND NATIONAL HOLIDAYS

- On Saturdays, Sundays, national holidays and from 10pm to 6am, the rates for personalised welcome services are increased at a rate of 50%.

### CANCELLATION CONDITIONS

- Any cancellation, even for just part of a reservation, must be confirmed by a written document.
- Any cancellation made less than 48h before the event will be invoiced at a rate of 50%.

- Any cancellation made the day of the event will be invoiced at a rate of 100%.
- The business Center reserves the right to cancel a contract or to reclaim the use of its premises in case of force majeure or exceptional circumstances within its public mission service of the Marseille-Provence Chamber of commerce, without any indemnity due by the Marseille-Provence Chamber of Commerce.

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## CATERING

- All catering services related to Business Center services must be executed by a catering company designated by the Marseille-Provence Chamber of Commerce.

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## INSURANCE

All the materials, equipment and premises placed at the customer's disposal, as well as any material brought in by the customer, are entirely the customer's responsibility (as fire, theft, civil liability...) during the hiring period and during the preparation and clearing up of the premises.

The customer accepts responsibility, without recourse for the Marseille-Provence Chamber of Commerce, its insurance companies and the State and undertakes to guarantee any claim made against them.

The customer agrees to provide its insurance policies to the Marseille-Provence Chamber of Commerce before the hiring period begins.

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## RECRUITMENT

When a room is hired for the purpose of meeting job candidates, the customer of the Business Center must meet the requirements of the local factory inspector. If a job advertisement is published in the press, this advertisement must be communicated to the business Center. It is imperative that the advertiser's name appears in the job advertisement, so as to absolve the Business Center from any responsibility.

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## DECORATION / MUSIC

Any material for decorating the rooms must be submitted to a Business Center staff member for approval. The customer undertakes to return the premises to their original state and to accept the cost of part or all of the technical or decorative elements of the Center altered due to these activities . The customer must notify the S.A.C.E.M in advance of any event such as music concert or show.