

USE OF THE CENTRE JEAN BOSCO

General terms and conditions

The Fondation La Navarre, owner of the centre reserves the right to accept or refuse a booking by a given group if



it considers the group's activities to contradict the foundation's values.

Booking conditions for the centre:

The reservation agreement between the Fondation La Navarre and the user is not considered definitive until the latter has provided the Centre Jean Bosco with the present contract and quote duly completed and the required deposit has been paid.

This confirmation must be received at least 30 days prior to the date of occupation.

The Fondation La Navarre reserves the right to refuse any user who has previously not paid for services rendered.

The precise number of rooms and meals required must be confirmed in writing 14 days before the date of the group's arrival. Beyond this deadline, the centre reserves the right to refuse to make any changes requested and the final number communicated will be used for invoicing purposes.

Allocation of rooms: The Fondation La Navarre reserves the right to modify the initial allocation of rooms required for an event on the understanding that the spaces allocated correspond to the user's need. The user will be informed of any changes in good time.

Opening hours:

Groups can be welcomed to the Centre Jean Bosco by our teams from 8 am to 7 pm. In the event of a late arrival at the centre (after 8 pm) the guests concerned should enquire as to the specific conditions for accessing the centre. Guests at the Centre Jean Bosco must respect the following restaurant opening times:

Breakfast: from 7.30 - 9.00 am; Lunch: 12.30 pm; Dinner: 7 pm.

Check-out and payment:

On the day of departure guests are asked to vacate their rooms by 10 am. The keys should be returned to reception. Final payment should be made on departure or on receipt of the final invoice. Any personal expenses incurred should be settled at the centre prior to departure. Any dispute between the user and the centre not resolved out of court shall be brought before the competent court of law.

Conditions for cancellation:

Any cancellation, full or partial, must be notified to the Centre Jean Bosco in writing. If the cancellation request arrives more than 14 days prior to the date of occupation, the deposit paid will be held by the Fondation La Navarre to cover a future event; if this arrives less than 14 days prior to the event, cancellation fees totalling 50 % of the total amount due on signature of the contract will be due.

Cases of *force majeure*:

The Fondation La Navarre shall not incur any liability for breach of contract in cases of *force majeure* recognised as such. However, if a serious incident means the Fondation La Navarre is unable to provide the services due, it reserves the right to provide equivalent services to its users at a different location offering an equivalent or greater level of comfort.

Insurance:

The Fondation La Navarre and the temporary occupant give a reciprocal undertaking that they will waive any recourse, both against one another, and against their respective insurers.

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Safety:

Users agree to comply with the safety rules in force within the Centre Jean Bosco and to ensure all members of the group they are responsible for do so as well. The management of the centre reserves the right to exclude or remove from its premises any person whose behaviour is likely to hinder the smooth running of the centre, without incurring any liability *vis-à-vis* the user for so doing.

Premises:

Any project affecting the decoration, layout and installation of the premises must receive prior approval from the management of the Centre Jean Bosco. The user agrees to remove any installations in a timely fashion and at their expense when their occupation of the centre ends, to ensure the premises are returned to their previous state.

Food:

Users and their guests are prohibited from bringing food and drink into the centre from outside without prior permission being obtained from the management of the Centre Jean Bosco.

Smoking:

Smoking is strictly prohibited throughout the Centre Jean Bosco.

Animals:

No animals are allowed in the centre.

Noise:

After 10 pm users are requested to ensure noise levels do not disturb the people present in the centre or our immediate neighbours. The management of the Centre Jean Bosco reserves the right to limit noise levels in the event of a disturbance. Any event requiring the playing of music must receive prior permission.

Outside guests:

Any person occupying the Centre Jean Bosco who wishes to invite in outside guests must inform the management of the centre.

Advertising:

The user agrees not to disseminate any information or promotional materials relating to the group to which they belong or any other activity without having obtained prior permission from the management of the centre. If any of the documents disseminated by the user contain the contact details for the Centre Jean Bosco, the user agrees to giving the management of the centre prior sight of these documents to obtain their approval. The management of the Centre Jean Bosco reserves the right to contest any document which it considers to harm its image or contravene its ethos.

The user agrees to fully comply with this contract in its entirety and to ensure the compliance of all the guests staying at the Centre Jean Bosco under their responsibility.

Read and approved

Date

Name, signature and company stamp

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