



BOOKINGS AND CATERING AT THE HOME FOR COOPERATION

TERMS AND CONDITIONS

BOOKING: USE OF SPACE AND EQUIPMENT

The hirer's confirmation of the booking offer constitutes agreement to comply to the following terms and conditions:

- To enter the room premises when the booking time begins
- To vacate the room premises by the time specified in the booking
- To leave the areas used in a clean and tidy condition
- To make good any loss or damage relating to or resulting from the hire: including any extra cleaning or damage to equipment
- To comply with the non-smoking requirements in all internal areas of the building
- To pay all service charges and other charges associated with the hiring agreement within 30 days of invoice rendered by the Home for Cooperation/AHDR
- The hirer must adhere to all rules and regulations of the H4C. The hirer must pay for any damages made to the H4C by the hirer.
- A cancellation charge of 30% will apply to all booking requests cancelled at less than 48 hours prior to the start of the booking.
- In the occasion that the hirer does not show up for their booking, the booking must still be paid in full
- The hirer will be liable for any other costs that have necessarily been incurred by the H4C in connection with providing any service under the service agreement

Please note the following:

- The H4C can offer stationery and photocopies if notified in advance, at an extra charge.
- Any equipment/ materials brought to the H4C are the responsibility of the organizers. The H4C is not liable for any damages, loss or theft.
- All prices are excluding VAT.

CATERING SERVICES:

The hirer's confirmation of the catering offer constitutes agreement to comply to the following terms and conditions:

- Catering services are provided solely by The Home Cafe
- Catering requests can be made at least 3 working days prior to the event
- Please note, that any changes to the catering request must take place at least 3 working days prior to the event



- A cancellation charge of 30% will apply to all catering requests cancelled at less than 72 hours prior to the start of the booking
- The hirer will be liable for any other costs that have necessarily been incurred by the Home Cafe in connection with providing any service under the service agreement

Please note the following:

- No outside food or beverages are allowed on the premises. The hirer may book a catering through The Home Cafe Catering Services, by contacting the Home Café Manager at cafe@home4cooperation.info
- Alternatively, snacks and beverages can be purchased at The Home Cafe. For large groups it is highly advisable to book a catering.

PAYMENTS:

- Below you can find the Bank Account information for online payments.

Please indicate the name of the Organization and/or event as reference.

- Alternatively, you can visit the [Home for Cooperation](#) between 9am-6pm for payments in cash, cheque or card.

FOR BOOKINGS

Name: **AHDR FOR H4C PROJECT**

Account Number: **357013665902**

IBAN: **CY69002001950000357013665902**

SWIFT address (BIC code) of Bank of Cyprus Public Company Ltd is: **BCYPCY2N**

FOR CATERINGS

Name: **AHDR-THE HOME CAFE**

Account Number: **357019523034**

IBAN: **CY97002001950000357019523034**

SWIFT address (BIC code) of Bank of Cyprus Public Company Ltd is: **BCYPCY2N**