

# BOOKINGS AND CATERING AT THE HOME FOR COOPERATION

## TERMS AND CONDITIONS FOR BOOKINGS

### USE OF SPACE AND EQUIPMENT

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

- Enter the room premises when the booking time begins
- Vacate the room premises by the time specified in the booking
- Leave the areas used in a clean and tidy condition
- Make good any loss or damage relating to or resulting from the hire: including any extra cleaning or damage to equipment
- Comply with the non-smoking requirements in all areas of the building
- Pay all service charges and other charges associated with the hiring agreement within 30 days of invoice rendered by the Home for Cooperation/AHDR
- Adhere to all rules and regulations of the H4C
- 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, i.e. hiring of additional equipment etc.
- 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
- The hirer must account for the time required to prepare the room for their booking in their booking hours, i.e. set up of banners, distribution of materials, posters etc.
- All prices are excluding VAT

### CANCELLATION POLICY

- For cancellations less than 48 hours prior to a booking, a cancellation fee of 30% applies.
- For cancellations less than 24 hours prior to a booking, a cancellation fee of 50% applies.
- In the occasion that the hirer does not show up for their booking, the full amount is payable.

### COVID-19 PROTECTIVE MEASURES

- To ensure all safety distances are maintained, the maximum number of guests in the Conference Room is 20, in the Workshop Room is 7, and in the Language & Meeting Room 3. This allows for 3m<sup>2</sup> per person in the room.
- Hand sanitizers are available at the entrance of each room, and all guests are asked to use the hand sanitizer when entering and before leaving the room.
- All surfaces are disinfected in between bookings, and the room are properly ventilated.
- Guests are asked to stay home if they have any symptoms, i.e. cough, fever, chest pain, or in general feeling unwell.



- Guests must inform the H4C Team if they are tested positive for Covid-19, or if they are in close contact with an individual tested positive, 14 days after their visit to the H4C. The H4C Team must be informed within 24 hours of the guests knowing.
- For private bookings, the hirer is responsible for keeping a record of all participants to their bookings, and hand over this list to the H4C team for tracking purposes, if the need arises.
- If due to last minute changes in the regulations regarding the protective measures against the coronavirus, the cancellation policy is waived.

## TERMS AND CONDITIONS FOR CATERING SERVICES

### CATERING ORDERS

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 Café. No outside food or beverages are allowed on the premises. The hirer may place a catering order by contacting the Home Café Manager at [cafe@home4cooperation.info](mailto:cafe@home4cooperation.info)
- Catering requests can be made at least 3 working days prior to the event
- 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.
- Alternatively, snacks and beverages can be purchased at The Home Cafe. For large groups it is highly advisable to book a catering.

### CHANGES AND CANCELLATION POLICY

- Please note, that any changes to the catering order must be made at least 3 working days prior to the event.
- For cancellations less than 48 hours prior to a booking, a cancellation fee of 30% applies.
- For cancellations less than 24 hours prior to a booking, a cancellation fee of 50% applies.
- In the occasion that the hirer does not show up for their booking and catering order, the full amount is payable.

### COVID-19 PROTECTIVE MEASURES

- Catering services are offered in compliance with all protective measures announced by local authorities
- Selected food items and drinks can be served in individually wrapped packages
- If a buffet is offered, guests must wear gloves and masks provided by The Home Cafe, before serving themselves.



## PAYMENTS

- For online payments: Please indicate the name of the Organization and/or event as reference.
- Alternatively, you can visit the [Home for Cooperation](#) Monday to Friday, between 10am-5pm for payments in cash, cheque or card.
- For payment related inquiries please contact us at [operations@home4cooperation.info](mailto:operations@home4cooperation.info)

## FOR BOOKINGS

<p style="text-align: center;"><b>Bank of Cyprus</b></p> <p style="text-align: center;">Name: <b>AHDR FOR H4C PROJECT</b></p> <p style="text-align: center;">Account Number: <b>357013665902</b></p> <p style="text-align: center;">IBAN: <b>CY69002001950000357013665902</b></p> <p style="text-align: center;">SWIFT address (BIC code) of Bank of Cyprus Public Company Ltd is: <b>BCYPCY2N</b></p>
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## FOR CATERINGS

<p style="text-align: center;"><b>Bank of Cyprus</b></p> <p style="text-align: center;">Name: <b>AHDR-THE HOME CAFE</b></p> <p style="text-align: center;">Account Number: <b>357019523034</b></p> <p style="text-align: center;">IBAN: <b>CY97002001950000357019523034</b></p> <p style="text-align: center;">SWIFT address (BIC code) of Bank of Cyprus Public Company Ltd is: <b>BCYPCY2N</b></p>
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