

## **TERMS AND CONDITIONS OF AGREEMENT FOR MEETING RESERVATIONS AT TECHNOPOLIS FORNEBU**

### **1. Meeting reservation and confirmation**

A meeting reservation is considered to be binding once it has been confirmed. A confirmed reservation makes up a binding agreement between the client and Campus T AS or Campus H AS. (Technopolis).

A reservation can be made through a client's personal visit to Technopolis customer service or by telephone, e-mail to Technopolis customer service or through the reservation system. In connection with the reservation, the client must provide the information required for carrying out the order. Reservations made at a Technopolis customer service point and by phone will be confirmed in connection with the reservation and also via the reservation system. Reservations made by e-mail or via the reservation system are confirmed using the reservation system. The minimum duration of a reserved event is one hour. Non-arrival is invoiced at the full value of the reservation. The client is liable for both expenses invoiced on the basis of the reservation and costs of services ordered or consumed in connection with the event.

#### **1.1. Beginning of the confirmed event**

The client registers at the customer service of the building before the beginning of the reservation. The customer service points are open at building specific times but at least from 8 a.m.–4 p.m. on weekdays.

#### **1.2. End of the event**

The event must be closed within the reservation time, after which the participants must exit the building through the main entrance. Entrance doors must not be kept open unnecessarily, and must be closed appropriately. Alarms caused by users for noncompliance with the instructions regarding the locking of entrance doors are charged from the party causing the alarm. Any movable goods brought by the client and participants of the event must be removed from the building at the close of the event.

#### **1.3. Meeting technology**

The price of the meeting room includes room-specific A/V technology and wireless internet.

#### **1.4. Restaurant services**

The restaurant proprietor specified by Technopolis has an exclusive right to provide catering services in the property unless otherwise specified on a building-specific basis and agreed upon with the client.

#### **1.5. Special arrangements**

If furniture arrangements, special permits, program, live music, special decorations or exceptional technological equipment is required for the event, the client agrees to assume liability for the resulting costs.

#### **1.6. Cleaning**

The rent includes cleaning resulting from the normal use of the space in accordance with the recommended number of users for the space in question. If special cleaning is needed before or after the event, it will be charged separately.

### **2. Prices**

Technopolis reserves the right to amend its price list in force. The price list valid at the beginning of a given event is applied to invoicing related to the event. Value added tax will be added to the prices at the rate valid at each time.



**8. Termination of the agreement**

Technopolis has the right to terminate the agreement with immediate effect if the client is in material breach of the terms and conditions of the agreement and fails to correct the breach without delay after being notified of it in writing, or if the client is declared bankrupt or placed into liquidation. Technopolis has the right to terminate the agreement with immediate effect or discontinue the service delivery for the duration of the delay if the client neglects to pay the contractual fees as agreed. If Technopolis terminates the agreement in accordance with this clause, it has the right to invoice the client for any fees accumulated prior to the termination of the agreement.

**9. Complaints and disputes**

If the client is dissatisfied with the service received, any complaint shall be filed in writing within seven days of the end of the event to: [resepsjon@technopolis.no](mailto:resepsjon@technopolis.no)

Technopolis' total liability is in all cases limited to the price of the event, and it does not cover indirect damage or damage caused to third parties or in relation to third parties. Any disputes concerning this agreement shall be primarily resolved through negotiations between the parties. If Technopolis and the client fail to reach an understanding through negotiations, disputes concerning this agreement shall be resolved by the District Court of Helsinki.

**10. Transfer of the agreement**

The customer may not transfer this agreement or hand over the reserved premises to third parties.