

# VENUE RENTAL AGREEMENT

Please fill out and return to  
Société de Lecture  
11 Grand'Rue - 1204 Geneva  
Tel.: 022 311 45 90  
secretariat@societe-de-lecture.ch

## CLIENT

Name/Company: .....  
Contact person: .....  
Address: .....  
.....  
Tel.: .....  
Email: .....  
Billing address (if different from above) .....  
.....

## RESERVATION

Date ..... time: from ..... to..... (premises must be vacated by 1 am)  
Number of guests: .....  
Event type (dancing not permitted):  
 seated dinner       cocktail reception       conference/seminar       meeting  
 other (please specify) .....

## VENUES AND FEES (COURTYARD EXCLUDED)

Venue / maximum capacity	Rental fee (per day)	
	Member Non-profit organization	Non-member Company
<b>Yellow Salon</b> Seated dinner: max. 48 people Cocktail reception: max. 100 people Conference: max. 90 people seated	900 Fr. <input type="checkbox"/>	1,500 Fr. <input type="checkbox"/>
<b>Large Blue Salon</b> Seated dinner: max. 36 people Cocktail reception: max. 60 people Conference: max. 30 people seated	750 Fr. <input type="checkbox"/>	1,250 Fr. <input type="checkbox"/>
<b>Entire floor, i.e., 4 salons*</b> Seated dinner: max 100 people in 3 salons Cocktail reception: max. 120 people Conference: max 100 people seated <i>* A furniture moving fee of 150 Fr.. applies</i>	1,200 Fr. <input type="checkbox"/>	2,400 Fr. <input type="checkbox"/>
<b>3 Salons (Yellow + Large Blue + Small Salon)</b>	1'000 Fr. <input type="checkbox"/>	1,900 Fr. <input type="checkbox"/>
<b>Yellow Salon + other salon</b>	900 Fr. <input type="checkbox"/>	1,700 Fr. <input type="checkbox"/>
<b>Large Blue Salon + Small Salon</b>	800 Fr. <input type="checkbox"/>	1,400 Fr. <input type="checkbox"/>
<b>Small Salon</b> (suitable for meetings of approx. 15 people)	350 Fr. <input type="checkbox"/>	750 Fr. <input type="checkbox"/>

Please note that stiletto heels may not be worn in the salons.

### **AUDIO-VISUAL EQUIPMENT AND FEES**

- |   |        |                          |         |                          |
|---|--------|--------------------------|---------|--------------------------|
| • Fixed podium/microphone (Yellow Salon only) | Yes    | <input type="checkbox"/> | No      | <input type="checkbox"/> |
| • Cordless microphone                         | Yes    | <input type="checkbox"/> | No      | <input type="checkbox"/> |
| • Beamer (Yellow Salon only)                  | 50 Fr. | <input type="checkbox"/> | 100 Fr. | <input type="checkbox"/> |
| • TV screen                                   | 35 Fr. | <input type="checkbox"/> | 70 Fr.  | <input type="checkbox"/> |
| • Stereo system (for music, etc.)             | 50 Fr. | <input type="checkbox"/> | 100 Fr. | <input type="checkbox"/> |

- You are required to attend a short training on the proper use of the audio-visual equipment. Please contact the secretariat at least 15 days before your event to arrange a time. In the case of events taking place outside of opening hours, the janitor is the only person authorized to operate the audio-visual equipment.
- You are responsible for ensuring that your personal equipment (computer, DVD player, etc.) is compatible with the audio-visual equipment provided by the Société de Lecture.

### **JANITORIAL AND CLEANING FEES**

- Outside of normal opening hours (Monday to Friday 9 am–6.30 pm and Saturday 9 am–12 pm), the janitor must remain present for the duration of the event, at a fee of 34 Fr./hour (51 Fr./hour on Sundays and after midnight). A fee of 17 Fr. will be charged for the first half hour after closing time (from 6.30pm to 7pm), after which any portion of an hour will be counted as a full hour, with a minimum charge of two consecutive hours.
- A minimum cleaning fee of 75 Fr. will be charged. This fee can be increased if the user fails to comply fully with the Société de Lecture's rules and regulations.

### **TOTAL COST OF RENTAL\***

\* Calculated by the Société de Lecture on the basis of the information provided above

Venue rental fee	..... Fr.
Janitorial fee	..... Fr.
Cleaning fee	..... Fr.
Other	..... Fr.
Total charge	..... Fr.

- A final itemized invoice will be sent to you as soon as possible. Any remaining balance due is payable immediately.

### **BOOKING CONFIRMATION AND DEPOSIT**

Amount of deposit: ..... Fr.. due by ...../...../.....

- We kindly request that you transfer the amount above as soon as possible, as your booking will be confirmed only upon receipt of the deposit.
- In the event that payment of the deposit has not been received within three weeks of the date of the reservation, the Société de Lecture reserves the right to release of the venue for other purposes.

### **CANCELLATIONS**

- Should you cancel your reservation less 15 days before the date of the event, 50% of the venue rental remains due. This fee will be waived if the event is cancelled because of Covid-19 restrictions imposed by cantonal or federal authorities.

### **INTELLECTUAL PROPERTY**

- Filming, broadcasting or otherwise using images of the building and premises of the Société de Lecture for commercial or private purposes is strictly forbidden without written permission from management.
- In the event that you are authorized to use these images, the Société de Lecture must be acknowledged all materials or products where the image appears, and a copy thereof provided to the Société de Lecture free of charge.

**INSURANCE AND LIABILITY**

- The Société de Lecture declines all liability for any accident or any theft, particularly from the cloakroom, on its premises during events organized by third parties.
- You are responsible for all deliveries made for the purpose of the event and for any related fees and charges.
- You will be held liable for any damage caused to the premises and furnishings (including the audio-visual equipment), the outside areas (courtyard and portico), the elevator and the stairs when installing and removing equipment, whether the damage is caused by yourself or by service providers in the course of the event (including caterers).
- **Please check that your liability insurance covers the event. We may request a copy of it.**

**CLIENT**

Place: ..... Date: ..... Signature: .....

**SOCIETE DE LECTURE**

Place: ..... Date: ..... Signature: .....

# SOCIETE DE LECTURE VENUE RENTAL

## RULES FOR CLIENTS AND CATERERS WHEN APPLICABLE

(please sign and return prior to the event)

Kindly make sure that your caterer receives these rules.

### ➤ Equipment delivery

- You may park in the courtyard of the Société de Lecture to deliver equipment. **Vehicles must be promptly removed from the courtyard after completing the delivery.**
- Please note that the bollards at the entrance to rue de la Tertasse are open between 7 am and 8 pm only. To access the Old Town outside of these hours, a waiver must be obtained from the Fondation des Parking. The Société de Lecture declines all responsibility in the event of a failure to comply with this requirement.

### ➤ Equipment removal

**Equipment may not be loaded for removal after 12 am/midnight.** After this time, all equipment should be placed in the lobby on the ground floor for pickup at opening the following day (at 9 am) or on the following Monday if the event takes place on a weekend. To avoid any inconvenience, please contact the staff members in charge of venue rentals (Nathalie Bouffartigue and Katia Andronova).

### ➤ Pre/post-event inspection

When arriving at the Société de Lecture prior to the event, clients must inspect the premises with a member of staff. An inspection is also carried out at the end of the rental period. Clients are liable for any damages found.

### ➤ Tables

In the event that the caterer (or client) opts to use tables belonging to the Société de Lecture, these must be fully covered and protected (against heat especially).

### ➤ Other instructions

- **Do not use any utensils, cutlery or dishes from the drawers or cupboards in the kitchen.** You will be invoiced for any damage or loss thereof.
- You are free to use the microwave, kettle, dishwasher, oven, stove, extractor hood, refrigerator, freezer and refrigerated drawer.
- When preparing hot food on the premises, please turn on the extractor hood and open the window slightly so as to avoid triggering the fire alarm.
- Please do not connect any equipment to the electrical outlets in the courtyard of the Société de Lecture but use one of the many outlets in the kitchen.
- Please leave the kitchen and event venue in the condition you found it.
- Please check each room (including the toilets and stairs) to ensure that all waste has been properly removed (empty glasses, leftover food, etc.) and sweep or mop the area if necessary.

- **Please bring your own cleaning products and equipment** (trash bags, broom/mop, cleaning products, etc.) and do not use those belonging to the Société de Lecture.
- **Please remove and dispose of all trash bags and empty bottles.**

The Société de Lecture declines all responsibility for accidents that may occur on its premises in the context of an event organized by a third party. Third parties are responsible for any damage to the premises and the furniture. We request a liability insurance covering the event as specified in the rental agreement.

Caterer: .....

Contact person: .....

Venue: .....

Address: .....

Tel.: ..... email: .....

Date: ..... Signature: .....