

RENTAL TERMS AND CONDITIONS (2007)

In order to guarantee your full satisfaction, please take note of the following points:

1 – BOOKING CONDITIONS:

CONFIRMATION AND BOOKING:

All reservations must be confirmed in writing. To register your booking, you will receive a contract from the Foundation for the Safe-keeping and Development of the Chantilly Domain, hereinafter referred to as “the Foundation”, and an invoice with a settlement schedule. The booking is only effective after receipt under seven days of: two signed copies of the contract, an earnest payment totalling 50% of the rental amount and a deposit check, as mentioned in section 6 of the contract. **The balance of the rental amount must be paid, at the latest, 48 hours prior to the event. Security fees are settled on invoice after the event.**

TERMS OF PAYMENT:

Invoices are payable upon receipt. Any delay in the settlement will incur a 1.5% penalty per 15-day period.

DEPOSIT:

All event space rentals are subject to a security deposit of 2,059 euros for the rental of the Maison de Sylvie or the Salle du Jeu de Paume, and 11,000 euros for the rental of the rooms in the Château de Chantilly (Condé Museum) or the park. The deposit must be addressed to the Foundation and sent with the rental contract duly signed. The deposit will not be cashed in, and is returned upon, settlement of the total rental amount, security fees and other expenses incurred by the client.

INSURANCE:

The client is solely responsible for any damage resulting from his/her event. Therefore, for all space, venue, ground and room rentals, he/she is requested to buy insurance in order to cover all risks inherent to the organisation of a reception. This insurance contract is offered by the Foundation for the above mentioned rentals. The coverage required amounts to 9,100,000 euros.

According to section 7 of the rental contract, the insurance premium is included in the contract if the client does not inform the Foundation of his/her decision to buy an independent insurance for the event space rental. The coverage amount required by the Foundation must be clearly indicated and reflect the amounts specified in this section. An insurance certificate mentioning the coverage amount must be handed to the Foundation at the latest 8 days prior to the event.

A schedule of condition must also be conducted in presence of the client and countersigned before and after each event.

The Foundation cannot be held responsible for any equipment brought or left by the client or his/her suppliers.

CANCELLATION:

In all cases, the client’s earnest payment is vested in the Foundation. Cancellation **one month** prior to the event incurs a penalty of 75% of the rental amount set by the contract. Cancellation **8 days** prior to the event incurs a penalty of 90% of the rental amount set by the contract. Cancellation **48 hours** prior to the event incurs a penalty of 100% of the rental amount set by the contract. The Foundation reserves the absolute right to cancel unilaterally, and without prior notice, any contract found to be incompatible with the intended purpose of the facilities.

All cancellations must be made explicit and sent by registered letter with acknowledgement of receipt.

2 – HOUSE RULES:

SURVEILLANCE:

The Foundation’s surveillance service must be present throughout each event (including during set-up and hand-over of the venue). Surveillance agents are in charge of the opening and closing the rented space, as well as the security of the property managed by the Foundation. The Foundation cannot be held responsible for the security of the client’s guests and property. Surveillance cost and staffing for the *Maison de Sylvie* and the *Salle du Jeu de Paume* are: 28 euros per hour, per agent, *before tax*. 1 agent from the opening of the event space for set-up and 1 other agent stationed at the access gate from the time guests are supposed to arrive (access control). Both agents stay until the closing of the venue. For over 150 people, and up to a limit of 250, 1 extra agent is assigned to access control. Between 250 and 400 guests, two extra agents are dispatched, and charged to the client. For vehicles leaving after 19:00, 1 agent is required at the main gate. Surveillance cost and staffing for the *Château de Chantilly – Condé Museum* are a minimum of 6 agents, 1 assigned to access control at the access gate (main gate) and 5 from the opening of the museum rooms. They are charged to the client (from 17:00 in autumn/winter and 18:00 in spring/summer) *before tax* 28 euros per hour, per agent, until the closing of the venue (including during equipment recovery). The total number of surveillance agents at the Château depends on the rented event spaces, the furniture to move and the number of guests. **The client is in charge of feeding the agents (meal tray); alternately the Foundation can provide the agents’ meals at a cost of 20 euros per meal, per agent.**

For security reasons, it is strictly forbidden to smoke and dance in the galleries of the Château de Chantilly. Also, the use of candles is prohibited in the Château’s rooms, at the Maison de Sylvie and the Salle du Jeu de Paume.

SUPPLIERS AND UNFOLDING OF THE RECEPTION:

In order to guarantee smooth running of the event, *the list of all suppliers selected by the client*, delivery and recovery times, and the programme of the event, must be forwarded to the Foundation at the latest 8 days before the beginning of the event (set-up included). *The guest list* must also be forwarded to the Foundation 8 days prior to the event. This information is passed on to the staff in charge of access control.

TRAFFIC:

Access to the Château and the Maison de Sylvie: Vehicle access to the park of the Château through the main gate is forbidden between 9:00 and 19:00. During the day, another gate is opened to enable vehicle access: The Sylvie gate (on the Château’s parking side). *Access to the Salle du Jeu de Paume:* The gate leading to the Jeu de Paume remains open throughout the event. Delivery vehicle access is authorised. *Please note: The speed limit in the park of the Château is 10km/h.*