

**CBRE IFM GWS Industrie GmbH**  
**General Terms and Conditions for Functions in the British Embassy, Berlin**

1. The CBRE GWS IFM Industrie GmbH Event Management will invoice the organiser after the function. The invoice is payable within 14 days of the receipt of the final invoice.  
Advance payment will be due latest within the last week before the event. The amount of the advance payment depends on the event and amounts to minimum 30 % of the expected cost.
2. The organiser must inform CBRE GWS IFM Industrie GmbH Event Management of the final number and the names of participants 2 days before commencement of the event. A reduction in numbers after this point in time cannot be accepted.  
  
Latest 48 hours before the start of the event the organiser has to submit a detailed schedule of preparations and works as well as a list of all staff members or subcontractors for the event.
3. If you have been recommended by the Embassy as a customer of CBRE GWS IFM Industrie GmbH Event Management, CBRE GWS IFM Industrie GmbH Event Management reserves the right to charge an after core-hours support fee in the amount of 500.00 € net. This fee may apply for events and/or its dismantling after 7 pm.
4. An increase in participants will be invoiced. Should the number of participants increase by more than 10 % CBRE GWS IFM Industrie GmbH Event Management must be informed in advance.
5. In case that the event should not take place through no fault of CBRE GWS IFM Industrie GmbH Event Management or the British Embassy, a cancellation charge will be raised. Depending on the date at which the event is canceled and the additional services booked for the event in particular, the CBRE GWS IFM Industrie GmbH Event Management is also entitled to an appropriate remuneration. The amount of the remuneration is based on the order confirmation of the CBRE GWS IFM Industrie GmbH Event Management and paragraph 13.
6. CBRE GWS IFM Industrie GmbH Event Management reserves the right to charge additional staff and material costs if the commencement for the event is delayed through no fault of its own, or if the end of the event is extended.
7. The organizer is responsible for losses or damages caused by his employees or other assistants as well as event participants, as well as for losses or damage caused by himself.
8. It is the responsibility of the organizer to take appropriate insurance. The organiser is responsible for its own insurance against all possible eventualities.  
The CBRE GWS IFM Industrie GmbH Event Management may require proof of such insurance.
9. If CBRE GWS IFM Industrie GmbH Event Management has reason to believe that the event threatens to jeopardize the smooth operation, security or the reputation of the company, as well as in case of force majeure it can cancel the event.
10. The event is liable to be cancelled at all times by the Embassy. In this case the organiser will be refunded for the already occurred costs which are to be proved by respective receipts.
11. The place of performance is the place of the CBRE GWS IFM Industrie GmbH Event Management, the courts and the jurisdiction of that same place shall be competent for any litigations arising from this agreement.

12. Should any provision of these General Terms and Conditions become invalid this shall not affect any of the other provisions. Instead of the provisions invalid another provision as close as possible to the one concerned shall be accepted as valid.
13. Any agreement departing from or adding to the terms and conditions of this agreement must be in writing.
14. Cancellation charge for the room:

Date of cancellation	cancellation charge
over 21 days	€ 500,00
21 to 10 days	30 % of the quoted price
10 days	50 % of the quoted price
6 days	80 % of the quoted price
5 days	100 % of the quoted price
15. The commissioning of service providers, which are active in the British Embassy during events, can only be carried out through the event management of CBRE GWS IFM Industrie GmbH.
16. Costs which do not arise directly from the CBRE GWS IFM Industrie GmbH Event Management, i.e. by separate hire of services, as well as by commissioning, handling and support of service providers before and after the respective event will be charged additionally with 15% service charge on net price.
17. The rental of the event space to third parties, including the free provision of the event area or parts thereof, is not permitted without the consent of CBRE GWS IFM Industrie GmbH Event Management.
18. Fees for GEMA and the necessary applications are to be done and paid by the organiser.
19. The organiser has been informed that the Embassy has a no smoking policy
20. The British Government is not associated with this event and does not specifically endorse its purpose or content.