

CONFERENCE ROOM USE GUIDELINES

1. Conference room booking shall be made by a specified reservation form submitted in writing. The minimum rental period for a conference room shall be at least 3 hours. The period between events shall be at least 1 hour.

2. The Contractor shall provide the Customer with a maintenance hour. The maintenance hour is 30 min prior and 30 min after the event allocated exclusively for preparing the room for a meeting and its handover after the event. Should this time be used for purposes other than those intended (event extension), it shall be charged as per the price list.

3. The Contractor shall be responsible for the safekeeping of the conference room equipment and shall not leave the conference room unattended during the breaks.

4. To ensure safety and order for the participants of events held by the Customer in the conference rooms, it is prohibited to:

- bring and keep combustible and highly flammable materials, poisonous superpotent substances, and bulky items in the conference rooms;
- bring and use outside extension cords and adapters; install, connect (disconnect) equipment;
- move the equipment and furniture at your own discretion without informing the administrator of the conference rooms;
- use the equipment and facilities of the conference rooms for purposes other than those intended;
- consume alcohol beverages and food (catering is allowed only in the specially allocated area indicated in the reservation form and agreed by the Customer);
- smoke in the conference rooms (smoking is allowed only in the specially allocated areas);
- stick or secure anything to the walls of the conference rooms without approval;
- bring animals;
- disturb public order: talk loudly in the lobby and corridors of the hotel, turn the volume high in the conference room, disturb occupants in adjacent meeting rooms;

5. The Customer shall observe the fire safety regulations and sanitary standards.

6. In the case of smoke or fire, the participants of the event shall immediately leave the room according to the evacuation plan.

7. The Contractor shall not be responsible for the safekeeping of securities, money, valuables, and jewelry of the Customer or the participants of the event, left behind in the conference rooms.

8. If any person occupying the territory of the Contractor on the basis of the reservation form of the Customer damages the property of the Contractor or of other individuals or legal entities present on the territory of the Contractor, the Customer shall fully indemnify for the damage caused in accordance with the penalties agreed by the Contractor. The Customer shall indemnify for damages on the basis of the Report produced by the Contractor and submitted to the Customer (its representative). The Customer shall indemnify for the damage caused immediately after the Report submission by depositing cash in the Contractor's cash register or within three (3) business days by bank transfer on the settlement account of the Contractor.

9. After the conference is finished, the Customer shall inform the manager and hand over the conference room in the proper condition, and the manager shall perform the final settlement for extra services and shall accept the conference room. If the manager is absent, a hotel authorized person shall accept the conference room.

10. The Contractor shall be entitled to demand the conference termination in case of the misbehavior, discourtesy and breach of the Guidelines by the Customer.