



ROYAL INTERNATIONAL CLUB
CHÂTEAU SAINTE-ANNE

RESERVATION OF FUNCTION ROOMS CHATEAU SAINTE-ANNE

Name : _____ Member No. _____
 Non member

Company* : _____ VAT : _____

☎ : _____ Fax : _____ E-mail : _____

Invoice address :

For the Club only

TRANSMITTED TO
TRAITEUR LORIER

Date :

Event type : _____

Date : _____

Start time : _____

End time : _____

Number of participants : _____

Room(s) to book : _____

Fee : _____

Additional comments : _____

Validity of the present offer : 15 days / Document to be signed and returned before those 15 days
Royal International Club Château Sainte-Anne a.s.b.l. - Rue du Vieux Moulin 103 - 1160 Brussels
Fax : + 32 (0)2 675 54 44 - Tel. : + 32 (0)2 663 37 35

I agree with the general terms and conditions
Signature

Signature of Royal International Club
Château Sainte-Anne

Date :

Date :

* If applicable

GENERAL CONDITIONS

1. Any person wishing to organize an event in the function rooms of the Château Sainte-Anne or at the “Club House” of the swimming pool must fill in this form first.
The confirmation of the hiring will be effective upon signature of the a.s.b.l.’s representative.
No reservation will be considered as finalised without this formal approval.
This document is independent from any arrangement regarding the catering with our Concessionaire, “Traiteur Loriers”.
2. **Club ethics, behaviour and dress code :**
 - City clothes (jacket and tie) must be worn in the Château. Please advice previously your participants or guests.
 - Cigarettes and cigars are only permitted in the Bar.
 - The use of mobile phones is not permitted in the Bar and in the Restaurant.
 - All events must finish by two o’clock in the morning at the latest (trouble with neighbours), except approval of the Club.
 - Outer candles are only permitted on the asphalt or on the grass in order to preserve the blue stones.
3. **Damage :** An inventory will be carried out after each event and any possible additional costs for maintenance, cleaning and repairs will be charged.
4. **Deposit :** For events including a dance evening, a deposit of € 500 is required, which is to be submitted to the Club’s Secretariat at least 5 days in advance. For reservations made more than 3 months in advance, a deposit of 30 % of the hire price will be required.
5. **Payment :** The hire price is payable to the a.s.b.l. **Royal International Club Château Sainte-Anne** upon presentation of the invoice to account number CBC 191-1567562-08.
The hire amount is due 10 working days before the date in question. For reservations made more than 3 months in advance, a deposit of 30 % of the hire price will be required. In case of cancellation less than 30 days before the event, 50 % of the hire price will be required.
6. **Insurance :** Insurance covering risks linked to the event shall be the responsibility of the organizer. The organizer is considered to be responsible for any damage taking place during the event, unless he is able to provide refutation. To that end, he may contact A. de Behault & Fils, sprl, our insurance broker (Mr Ph. de Behault - 02 732 03 02).
7. **Advertising :** All advertising, brand name and signs are forbidden outside of the Château, unless otherwise specified in writing by the manager of the a.s.b.l. **Royal International Club Château Sainte-Anne.**
8. **Parking and safety :** For any event with more than 50 guests, **parking service is compulsory.** The duration of this service, with a minimum of 2 hours, will be invoiced to the organizer by the Concessionaire.
For any event taking place at the “Club House” of the swimming pool, the permanent attendance of a lifeguard will also be compulsory and invoiced in addition by the Concessionaire.
9. **Services :** For all services during the hiring of the lounges (food, drinks, equipment, etc), please contact “Traiteur Loriers” (02 663 37 41 or -43). Our concessionaire will send you a separate invoice.
10. **Royalties :** The organizers are requested to settle the royalties to the SABAM (Tel. : 02 742 24 60).