

General Terms and Conditions for Room Rental at VOXEA

1. Purpose

These General Terms and Conditions (hereinafter "GTC") govern the rental of training and meeting rooms provided by VOXEA (in Lausanne). Any room booking implies full acceptance of these GTC by the client.

2. Booking

All booking requests must be made in writing (email, online form, or signed quote). A booking is confirmed upon receipt of written confirmation from VOXEA.

Any modification or cancellation must be notified in writing and is subject to VOXEA's approval and availability.

3. Rental Duration

Rooms are available during the agreed times:

- Morning: 8:00 AM to 12:00 PM
- Afternoon: 1:00 PM to 5:00 PM
- Evening: 5:30 PM to 9:30 PM

Any overrun will result in an additional hourly charge.

4. Rates and Payment

Rates are in Swiss francs (CHF) and exclude taxes.

One day corresponds to two time slots.

The rental fee must be paid in advance, no later than the invoice due date.

Accepted payment methods: bank transfer, credit card, or other agreed methods. Late payments will incur penalties.

For last-minute bookings (less than 5 working days prior), full payment is required upon booking.

Additional services (extra equipment, catering, etc.) will be charged separately.

5. Cancellation and Refund

- Cancellation more than 7 working days before the rental date: full refund.
- Cancellation between 7 and 2 working days before: 50% refund.
- Cancellation less than 48 hours before: no refund.

6. Room Usage

Rooms are rented for a fixed duration as per the confirmation. Overruns will incur extra hourly charges.

Clients must use the rooms as intended (training, meetings, seminars, etc.). Installation and dismantling of equipment must be included in the rental duration.

Prohibited activities include:

- Altering room layout or equipment without prior VOXEA approval.
- Using the premises for illegal or harmful activities.
- Smoking indoors.

Rooms must be returned in their original condition. Clients are liable for any damage to premises, equipment, or materials.

7. Equipment and Services

Rooms come with agreed equipment (Wi-Fi, projector/screen, whiteboard, etc.).

Additional equipment requests must be made at least 48 hours in advance.

Extra services (equipment, technical support, catering) are available upon request and will be billed separately.

8. Liability and Insurance

Clients are liable for damages to premises or equipment. Inspections will be conducted before and after the event.

VOXEA is not responsible for loss, theft, or damage to clients' or participants' property.

Clients are responsible for obtaining liability insurance if necessary.

VOXEA is not liable for personal belongings of clients or participants.

Clients are also responsible for the proper conduct of their participants.

9. Force Majeure

VOXEA reserves the right to cancel bookings due to unforeseen circumstances (force majeure). Payments will be fully refunded without further compensation.

10. Disputes and Applicable Law

These GTC are governed by Swiss law. Disputes will be handled by the competent court in Lausanne.

11. Acceptance of Terms

By signing the quote or booking confirmation, clients accept these GTC.

Contact us for questions or clarifications:

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