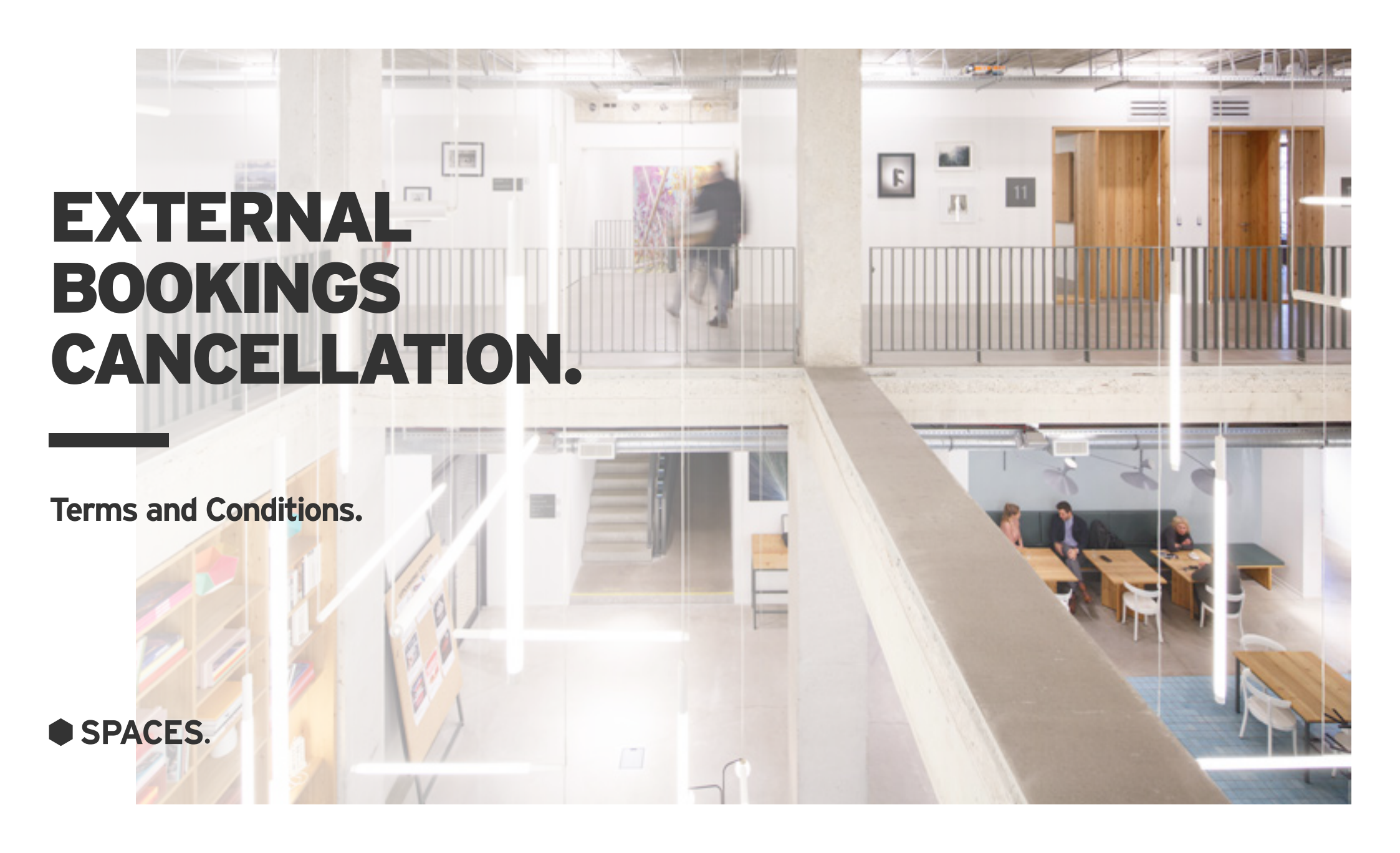


# EXTERNAL BOOKINGS CANCELLATION.

The background image shows a bright, open-plan office or community space. It features a mezzanine level with a glass railing and a concrete balustrade. Below, there are wooden tables and chairs where people are working. A staircase is visible in the center, and the space is filled with natural light from large windows. The overall aesthetic is clean and industrial.

---

Terms and Conditions.

◆ SPACES.

# Booking Conditions.

These booking conditions apply to all events in the Business Club and/or public areas of Spaces in Amsterdam. You can change your catering order no later than 3 working days prior to your meeting.

An option on one of our areas is valid for 48 hours. After 48 hours we will contact you to either confirm or cancel your booking. If we do not get a response the booking will be cancelled.

It is possible to make changes to your booking up to 2 working days prior to your meeting. Though these changes cannot be guaranteed, only after confirmation from Spaces.

Spaces has a payment term of 30 days.

In all cases when above terms do not apply, the conditions of the Uniform Conditions of the Event Industry apply.







This is Spaces.

# Cancellation Conditions.

1. A cancellation is only valid in writing and when it has a date mark on it. No claims can be made from a verbal cancellation. The date of cancellation is marked on the day that the cancellation is received. The total amount of the reservation is based on the most recent confirmation of the event and this is the amount to be paid by the client.

2. These cancellation terms are applicable to the following various cancellations: - when the entire event is cancelled; - when facilities of the event are cancelled, such as meals, break-out rooms; - when the timeframe of the event is shortened and this reduces the total event costs; - decline of amount of guests; - when the entire event is rescheduled to a new date.


3. When cancelling a confirmed booking less than 3 working days prior to the event, 100% of all costs (meeting room hire, AV equipment and catering) will be charged.

4. When cancelling a confirmed booking 3 to 5 working days prior to the event, 50% of all costs (meeting room hire, AV equipment and catering) will be charged.

5. When cancelling a confirmed booking 5 to 10 working days prior to the event, 25% of all costs (meeting room hire, AV equipment and catering) will be charged.

6. When cancelling a confirmed booking more than 10 days prior to the event, no costs will be charged.

7. The amounts due will be invoiced directly to tenants and members of Spaces on their biweekly invoice.



This is Spaces.

## House Rules.

It is not allowed to make use of  
external catering services.