

SPACES TERMS & CONDITIONS

FRAMEWORK

The spaces, located in the Nonagon - Science and Technology Park of S. Miguel, are designed to hold events, being important to carefully guard their use, among other issues, in terms of maintenance and security.

ARTICLE 1

SCOPE

This document aims to establish the rules of use of the following spaces and their supporting equipment:

- a) TESARAC;
- b) Lunna;
- c) Apollo;
- d) Explorer;
- e) Viking;
- f) Voyager;
- g) Pionner;
- h) Exhibitions/Demonstrations Hall

ARTICLE 2

TYPES OF USE

The spaces are designed to hold congresses, seminars, workshops, meetings, trainings, commercial presentations, and other actions of an equivalent nature, previously approved by Nonagon Association.

ARTICLE 3

PERIODS OF USE

- 1- There will be considered as periods of use, those destined to the accomplishment of the event, those of assembly and disassembly of material, as well as those destined to tests or other preparatory activities of the event.
- 2- The use of spaces should happen within the period of operation of the Nonagon Association. When it occurs outside this period, the provisions of ANNEX I should be applied.

ARTICLE 4

REQUEST AND SECURITY DEPOSIT

- 1- The request for the booking of meeting rooms must be made up to 24 hours before it's use to the address eventos@nonagon.pt indicating the day, time, duration, necessary equipment and the expected number of participants.
- 2- The request for the booking of training rooms and for the use of more than one space, should be made up to 3 working days before their use to the address eventos@nonagon.pt indicating the day, time, duration, necessary equipment, the expected number of participants and the intended layout for the space.
- 3- The request for the booking of the auditorium should be made up to 5 working days before their use to the address eventos@nonagon.pt indicating the day, time, duration, necessary equipment and the expected number of participants.
- 4- The availability of the spaces, as well as the respective equipment, will be communicated by Nonagon Association and sent the budget according to the ANNEX II.
- 5- When positively confirmed the use of the auditorium and the related equipment, a deposit of 30% will be required on the total of the costs for the IBAN PT50 0033 0000 45419423270 05.

- 6- The Security Deposit referred to in the previous number will be deducted in the final value of the invoice to be issued.
- 7- In case of sponsorship, the security deposit is returned within 10 working days after the event, provided that all the rules of use have been complied with.
- 8- The booking cancellation in a period less than 72 hours will imply the non-return of the deposit.

ARTICLE 6

APPROVAL

- 1- The use of the event spaces is subject to approval by Nonagon Association.
- 2- In case of multiple reservations for the same moment, will be given approval to the request that came first.
- 3- Requests that put at risk the health and physical integrity of the participants, that disturb the work of the resident companies or endanger the safety and good condition of the spaces will not be accepted.

ARTICLE 7

RESPONSABILITY

- 1- The requester is personally responsible for the prudent use of the space and equipment, and must sign, at the reception, a space requisition that certify the delivery in the same state of conservation, according to Annex III.
- 2- Nonagon Association is not responsible for any damage or theft of material e equipment belonging to the users of the spaces.

ARTICLE 8

USAGE RULES

1 – In the spaces it is not allowed:

- a) Smoke, eating and drinking;
- b) Change the disposition of the space and/or the equipment, without the previous authorization by Nonagon Association;
- c) The presence of animals, apart from guide dogs;
- d) Place garbage outside the appropriate places;
- e) Fix any materials on the walls of the rooms that may affect the condition of the spaces.

- 2- The movement of the participants is obligatorily conditioned to the contracted spaces as well as to the respective access zones.
- 3- The maximum capacity of the rooms must be respected and will be calculated according to the type of the event.
- 4- If it is necessary to change the layout of the spaces compared to the initial agreement, it must be request until the working day prior to use.
- 5- The request for change the layout referred in the previous number will be evaluated and will have an addition cost of 20% of the total value.
- 6- The Nonagon Association logo must appear on all the advertising media of the entity whenever the Nonagon Association is a sponsor of the event.
- 7- The licenses associated with the activity promoted by the users, when dealing with activities of an artistic nature, are the responsibility of the requesting entity.
- 8- The presentations to be used by the speakers, in events in the auditorium, if applicable, should be sent by the previous working day, to eventos@nonagon.pt, preferably in widescreen 16x9 format, for tests.
- 9- Catering services will be provided by the concessionary company of the bar space of the Science and Technology Park, under the terms to be agreed between the parties.

ARTICLE 9

SERVICES INCLUDED

The use of spaces includes the following services:

- a) Security and Cleaning¹;
- b) Cloackroom;
- c) Impressions/copies according the ANNEX II;
- d) Outdoor car parking;
- e) Covered car parking, whose use must be agreed between the Nonagon Association and the requester;
- f) Bar Service;
- g) Audio and Image Systems.

ARTICLE 10

USE COSTS

- 1- The use of the meeting/training rooms and the auditorium, as well as the respective equipment, is subject to the payment of the amounts in ANNEX II, which must be paid within a maximum period of 30 days from the date of receipt of the invoice.
- 2- If the period of authorized use is exceeded, users will pay the corresponding charge for the period unduly used, which cannot exceed 2 hours.
- 3- In events that require simultaneous translation, the interpreting service must be subcontracted.

¹ Except after 9pm during the week; except weekends.

- 4- When the translation system is not the one installed in the space, Nonagon Association is not responsible for damages and failures during the event and does not provide any technical support.

ARTICLE 11

DEFAULTS

- 1- The request for use of spaces and equipment's may be refused, namely, when it is verified:
- a) Request for coincident times and dates;
 - b) Activities not appropriate to the characteristics of the spaces;
 - c) Activities liable to cause damage or deterioration in the spaces;
- 2- In case of damage to the space or equipment, the responsible will have to bear the costs with the repair/replacement.

ARTICLE 12

FINAL DISPOSITION

The Nonagon Association reserves the right to change the prices and conditions expressed in this document at any time without prior notification.

Approved by the Board of Directors on April 27, 2018

ANNEX I

PERIODS OF USE

- 1- By working hours of the Association Nonagon should be understood the period between 9 a.m. and 12:30 a.m. and 2 p.m. and 5:30 p.m.
- 2- In the period of use of the auditorium, responsible for technical assistance, the Nonagon Association should always be present, whose number of collaborators will be agreed between to the two entities.
- 3- When the use of spaces occurs within the period defined in point 1, the technical assistance will have an associated cost of 30.00€/hour/person, plus VAT.
- 4- When the use of spaces occurs outside the period defined in point 1, the cost of Technical Assistance is subject to a 50% increase, except on Sundays and public holidays, which should increase by 150%.
- 5- Whenever the use of spaces occurs before 8 a.m. and after 9 p.m., weekends and holidays, the value associated with the Surveillance and Security of the building according to ANNEX III should be supported.
- 6- Whenever the use of spaces occurs during the weekend and public holidays, the value associated with Cleaning and Hygiene should be borne at 7.50 € / hour, plus VAT at the legal rate in force.

ANNEX II

PRICES TABLE

(To all values plus VAT at the legal rate in force)

Rooms and Auditorium

Rooms	Area (m2)	Maximum Capacity ¹	Room not equipped			Room Equipped (data-show and white screen)		
			Price/hour	Price/Midday (4h)	Price/day (8h)	Price/hour	Price/Midday (4h)	Price/day (8h)
Auditorium	490,5	260	-	220,00 €	435,00 €	-	-	-
Explorer	30,69	12	8,50 €	30,00 €	55,00 €	9,00 €	35,00 €	60,00 €
Apollo	30,69	12	8,50 €	30,00 €	55,00 €	9,00 €	35,00 €	60,00 €
Pionner	17,11	10	8,50 €	30,00 €	55,00 €	9,00 €	35,00 €	60,00 €
Viking	68,18	25 (U)	10,00 €	35,00 €	60,00 €	12,00 €	42,50 €	75,00 €
Lunna	70,12	25 (U)	10,00 €	35,00 €	60,00 €	12,00 €	42,50 €	75,00 €
Voyager ²	58,76	15	-	-	-	12,00 €	42,50 €	75,00 €

1 Maximum capacities vary depending on room layout.

2 Room equipped with computers.

Equipment and services

Equipment and services	Prices			Comments
	Price/hour	Price/Midday	Price/day	
Fixed/mobile microphone	2,00 €	8,00 €	16,00 €	
Data Show + White Screen + Pointer	2,00 €	8,00 €	12,00 €	
TV	2,00 €	8,00 €	16,00 €	
Computer	1,00 €	2,50 €	5,00 €	Up to 15 computers
Video conference	18,75 €	75,00 €	150,00 €	
Simultaneous Translation	On request	On request	On request	
Technical Assistance	30,00 €	120,00 €	240,00 €	Only in Nonagon equipments. In addition, 50% is out of hours and 150% on Sunday.

Equipment and services

Equipment and services	Prices	Comments
Flipchart	12,00€/each	
A4 Printing – Black/White	0,05 €/each	
A3 Printing - Colors	0,20 €/each	
A3 Printing – Black/White	0,10 €/each	
A3 Printing - Colors	0,40 €/each	
Pulpit	Free	
Flags	Free	
Late modification of space layout	Increase of 20% on total costs	
Cleaning of used spaces	7,50€/hour	In events at weekends and holidays
Reception, Surveillance and Security	11,20€/hour	6 a.m. to 9 p.m.
	14,00€/hour	9 a.m. to 6 p.m.



ANEXX III

REQUIREMENT AND RESPONSIBILITY TERM

REQUISIÇÃO



NONAGON
PARQUE DE CIÊNCIA E TECNOLOGIA DE SÃO MIGUEL

NONAGON.PT

REQUISIÇÃO DE SALA E EQUIPAMENTO

REQUISITANTE

NOME

EMPRESA

EVENTO

SALA PRETENDIDA ☐ LUNNA ☐ APOLLO ☐ EXPLORER ☐ VIKING ☐ PIONNER ☐ TESARAC ☐ CODERDOJO

DATA **HORA DE INICIO** **HORA DE FIM** **Nº PESSOAS**

HORA DE INICIO **HORA DE FIM**

EQUIPAMENTO NECESSÁRIO ☐ PORTATIL ☐ PROJETO/HDMI/COMANDO ☐ TELA

☐ TELEVISÃO/HDMI/COMANDO ☐ VIDEO CONFERENCIA ☐ APONTADOR ☐ CONVERSOR

☐ EXTENSÕES ☐ QUADRO BRANCO ☐ FLIPCHART ☐ OUTRO:

**QUALQUER DANO, FURTO OU DESAPARECIMENTO NO SALA E/OU EQUIPAMENTO É DA INTEIRA RESPONSABILIDADE DO REQUISITANTE*

A ASSOCIAÇÃO

O REQUISITANTE

☐ O MATERIAL REQUISITADO ENCONTRA-SE EM CONFORMIDADE

RESPONSIBILITY TERM

Entity:	
Event:	
Date:	
Equipment:	
Amount:	
Accessories:	
Amount:	

DECLARATION

I declare, for the proper effects, that I received on this this date, the equipment in perfect conditions of use, being responsible for their custody, conservation and return, as well as compensation for any damages resulting from misuse and / or loss thereof.

Name:

E-mail: Phone:

(Signature)