

**Dear Visitor,**

**You can obtain detailed information about various aspects of holding an activity in the European Youth Centre Budapest by clicking on the relevant point below.**

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* **[Meeting Room Set-up of the European Youth Centre Budapest](#_APPENDIX_1.)**

# How to make a booking at the EYCB

1. Please contact the EYCB secretariat to agree on a date for the activity.

You can give us a call on **+36 1 438 1030**, e-mail us at **reception.eycb@coe.int**

or fax us on **+36 1 212 4076**.

1. Once the date is fixed with the EYCB, complete the booking form carefully and submit it to the EYCB secretariat.
2. On receipt of the booking form, the EYCB will send you confirmation of the booking and a pro-forma invoice for 80% of the total cost.

Please pay this amount upon receipt of the pro-forma invoice. This is considered as a deposit for the activity.

If the final invoice is less than the deposit paid, the balance will be refunded to the Organiser after the activity.

# The EYCB provides the following services on request:

**Conference and training facilities**

* [Seven meeting rooms](http://www.coe.int/en/web/youth/eyc-budapest-meeting-rooms) with capacities from 10 – 200 people. Two meeting rooms are equipped for simultaneous interpretation for up to six languages;
* Mobile furniture allowing for room arrangements according to the needs of the meeting;
* Working areas for small groups;
* Complete audio-visual conference facilities;
* Extensive facilities for interactive educational activities;
* Computer room with permanent Internet access;
* Wireless internet access in the entire building, including the conference area, ground floor and garden and the bedrooms. Please contact the Reception for a password.
* Technical assistance upon request;
* Access control at the entrance;
* Limited access to private parking (max. 3 spaces per activity, and by prior arrangement only)
* Beautiful view over Budapest from the meeting rooms.

**Accommodation**

* Accommodation for 140 persons in spacious [bedrooms](http://www.coe.int/en/web/youth/eycb-guestrooms), each with private bathroom and balcony: 65 twin rooms, 2 [apartments](http://www.coe.int/en/web/youth/eycb-apartments), 3 [rooms adapted for wheelchair users](http://www.coe.int/documents/10917149/25998448/EYCB_guest_room_adapted_2.jpg/6f90db23-c6ff-da1f-4e92-17d657d0fee3?t=1495016173000);
* Telephones for internal calls;
* Hypoallergenic bedding is standard;
* Baby-cots available upon request;
* Self-service laundry room;
* 24-hour / 7-day reception.

**Catering**

* Self-service [restaurant](https://www.coe.int/documents/10917149/46957673/EYCB%20%284%29.jpg/3a7847e8-9765-8073-f6e6-15109473a608?version=1.0) offering breakfast buffet and three-course lunch and dinner, and fresh salad buffet;
* Pork-free kitchen;
* Vegetarian alternative is standard;
* Coffee / tea breaks served directly in the conference area;
* Catering service for buffets, barbecues and receptions of a high standard.

**Leisure and relaxation**

* [Spacious garden](https://www.coe.int/documents/10917149/46957673/EYCB%20%2825%29.jpg/c512b720-82c8-6cb7-3112-0e612f4b10cc?version=1.0);
* Self-service discotheque;
* Satellite TV in communal area;
* [Fitness room](https://www.coe.int/documents/10917149/46957673/EYCB%20%2811%29.jpg/abf44c1c-0014-d5f9-ce21-ae692b989771?version=1.0) and sauna;

**EUROPEAN YOUTH CENTRE BUDAPESTZivatar u. 1-3, H-1024 Budapest**

# Tel: +36 1 438 1030 Fax: +36 1 212 40 76

**email:** **reception.eycb@coe.int**

[**http://www.coe.int/eycb**](http://www.coe.int/eycb)

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**BOOKING FORM**

NAME OF THE ORGANISATION:

ADDRESS/Invoicing address:

CONTACT PERSON:

TELEPHONE NUMBER:

EMAIL ADDRESS:

**TITLE OF THE ACTIVITY:**

**DATES OF THE ACTIVITY:**

**DATE OF ARRIVAL:**

**DATE OF DEPARTURE:**

**EXPECTED NUMBER OF GUESTS:**

#####

# Rooms, conference facilities and technical equipment:

Please visit our website [www.coe.int/eycb](http://www.coe.int/eycb) where you can take a virtual walk around the building.

# Restaurant facilities/ Catering:

The [self-service restaurant](https://www.coe.int/documents/10917149/46957673/EYCB%20%284%29.jpg/3a7847e8-9765-8073-f6e6-15109473a608?version=1.0) of the EYCB has a pork-free kitchen, where vegetarian/vegan alternative is possible upon preliminary request.

**Meatless Mondays:** Please note that there are no meat products served with any of our meals on Mondays in our restaurant. More information on Meatless Mondays: <http://www.coe.int/en/web/youth/eycb-meatless-mondays>

**Opening hours**:

 Breakfast 7.00-9.30

 Lunch 12.30-14.30

 Dinner 19.00-21.00

 (Exceptions negotiable)

**Ordering meals:** Meals can only be provided if ordered 7 working days in advance.

*Pre-arranged restaurant services can only be cancelled or modified with notice in writing at least 2 working days in advance.*

*The organisers are kindly requested to inform the EYCB Secretariat about vegetarian or vegan needs at least 7 days prior to the event. Please note that late requests can only be considered with a delay of 48 hours. Concerning special dietary needs please always consult our secretariat in advance.*

*Although our restaurant aims at finding a solution for special requests, please be informed that ingredients used in the kitchen may contain allergens. In case of serious food allergies guests can only use the catering services at their own responsibility.*

**Receptions and parties**:

The restaurant offers a wide range of options of catering for different occasions. Food requirements for receptions should be made in writing at least 7 days in advance, indicating the type required.

**Breakfast**: This is offered as a self-service buffet.

**Lunch** (self-service): consists of a starter, a main course (vegetarian alternative available on request), salad buffet, dessert, a non-alcoholic drink and coffee.

**Dinner** (self-service): consists of a starter, a main course (vegetarian alternative available on request), salad buffet, fresh fruit and a non-alcoholic drink or wine.

**Coffee / Tea breaks**: Refreshments are provided on self-service trolleys outside the meeting room.

Option A coffee and tea

Option B coffee, tea and biscuits\*

Option C coffee, tea, mineral water and soft drinks, biscuits\*

 *\*savoury and sweet biscuits (60 gr/person)*

*In case more coffee consumed than the ordered amount, the final invoice will be prepared based on the actual consumption.*

**Important notice regarding outside catering services:**

Please note that only the **official EYCB contractor** may provide catering services for events held at the centre. At request, special services can be arranged with the service provider to fulfil dietary, religious, or other requirements. For further information please contact the EYCB Secretariat.

# Reservation of rooms and restaurant facilities:

1. Reservation for a group where the Organiser pays the total cost

When you reserve the rooms for the guests, please indicate the number of double and single rooms, and the restaurant services required. Please provide the EYCB with the list of guests, clearly showing the exact arrival and departure dates and times for each guest at least 7 days before the arrival of the group. Please use the attached table format, indicating clearly the meals and other services required for each day, and also the different methods of payment.

**If you wish to reserve double rooms for guests, please indicate the name of the guests who should share a double room at least 7 days before their arrival.**

2. Reservation for individuals: the Organiser reserves the services but the guests pay individually

If you wish to reserve rooms for your guests who will pay individually after the meeting, you should indicate the number of double and single rooms and the restaurant services required.

Please provide the EYCB with the list of guests clearly showing the exact arrival and departure dates and time of each guest at least 7 days before the arrival of the group. **If you wish to reserve double rooms for the guests, please indicate the name of the guests who should share a double room at least 7 days before the arrival.**

*The EYCB secretariat does not take individual reservations. Please note that the Organiser will be financially responsible for any meals ordered but not paid for by the individual guests.*

In those situations where accommodation and restaurant services costs are covered partly by the Organisers and partly by the individual guests, you should place the order giving appropriate details using both tables.

(Example: The Organiser invites Mr. Smith to a meeting from 5 March to 7 March. The Organiser pays for all his nights between the 5-7 March, but Mr. Smith has to pay for his meals (breakfast, lunch and dinner) and if he stays longer he has to pay for his extra night on the 8 March. The Organiser reserves the nights between the 5 and 7 March in the first table and all the meals and the extra night in the second table.)

**Important notice regarding double room prices:**

If one of the guests leaves a double room and the other guest stays on, the price of the room is changed for the remainder of the booking to “single room” and the “double room” discount does not apply any longer. The same rule applies in case of early arrivals of single guests to double rooms.

Accommodation and meal/coffee breaks order table – final numbers with participants’ list

Please indicate all your guests’ needs day by day in the following table and use the comments column to inform EYCB on special (dietary) needs. **You are kindly requested to use this table/format. Please note that this is the format that is compatible with our reservation system.**



# Reservation of the meeting rooms and technical equipment:

Please indicate the number of meeting rooms required and the dates and times when the rooms are needed. The EYCB does not charge for meeting rooms if more than 50% of the guests are accommodated in the EYCB.

##### Each activity receives a starter kit with the following:

* 1 set (20 sheets) of flipchart papers per flipchart
* 1 masking tape
* 1 unit of post-its
* 1 pair of scissors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From date and hour to date and hour** | **Working room****(click on details)** | **Technical equipment preinstalled**Please choose more from the list below and indicate your technical needs in the table (these are free of charge). | **Setup type and****number of persons in the room** | **Interpretation/** please indicate the languages used |
| From dateTo date | [**Room A**](https://go.coe.int/21dXL)[**Room A1**](https://go.coe.int/GAg11)[**Room A2**](https://go.coe.int/7u0Gr) | Ceiling Projector (2) Projector Screens Sound system | Choose a setup.Type No. of guests  |  |
| From dateTo date | [**Room BC**](https://go.coe.int/UaoEC) | Projector Screen 2x3mSound system | Choose a setup.Type No. of guests  |  |
| From dateTo date | [**Room B**](https://go.coe.int/hSy9b) | Projector Screen 2x3mSound system | Choose a setup.Type No. of guests  | No interpretation facilities |
| From dateTo date | [**Room C**](https://go.coe.int/vpwPR) | Projector Screen 2x3m Sound System | Choose a setup.Type No. of guests  |  |
| From dateTo date | [**Room D**](https://go.coe.int/Hd8lc) | LCD screen 42 “Whiteboard | Choose a setup.Type No. of guests  | No interpretation facilities |
| From dateTo date | [**Room 301**](https://go.coe.int/JFOaS) | LCD Screen 50”, Whiteboard | Choose a setup.Type No. of guests  | No interpretation facilities |
| From dateTo date | [**Room E**](https://go.coe.int/W5cfm) | Ceiling ProjectorProjector screenSound System | Choose a setup.Type No. of guests  | No interpretation facilities |
| From dateTo date | [**CLUB**](https://go.coe.int/OM4ej) | Ceiling ProjectorProjector screenSound System | Choose a setup.Type No. of guests  | No interpretation facilities |

#### Please choose from the below list of available technical equipment when indicating your need in each working rooms:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quantity available | Audio-visual materials | Quantity requested | From | To |
| 2 | Plasma Television (Ø127 cm) on rolling stand |  |  |  |
| 4 | Portable Digital Projector (note that most rooms have projectors installed) |  |  |  |
| 2 | Video Camera  |  |  |  |
| 2 | Digital Still Camera |  |  |  |
| 2 | Smartphone gymbal |  |  |  |
| 1 | Pocket camera |  |  |  |
| 2 | Camera Tripod |  |  |  |
| 1  | [Lighting set](https://www.fvlight.com/k4000-k4000s-se) for photography/filmmaking |  |  |  |
| 1 | Wireless clip-on microphone set for interviews |  |  |  |
| 1 | Portable CD/MP3 player |  |  |  |
| 3 | Mobile Hi-Fi Equipment |  |  |  |
| 2 | Portable Digital Sound Recorder |  |  |  |
| 8 | Notebook Computer |  |  |  |
| 4 | White Projector Screen on Tripod (2m x 2m) for mobile projectors only |  |  |  |
| 4 | Pinboard |  |  |  |
| 14 | Flip-chart |  |  |  |
| depends on room | Portable Handheld Microphone / Headset / Clip-on Microphone  |  |  |  |
| 3 | Magnetic Wipe-off Whiteboard |  |  |  |
| 2 | Speaker Stand |  |  |  |
| 1 | Club equipped with sound and light system and bar |  |  |  |
| Room A, B,C | Conference Room Sound Recording Service |  |  |  |
|  Room A | Live Streaming Service with recording (This service is available upon preliminary request. For more information please contact the EYCB Secretariat.) |  |  |  |
| Wireless Internet access (Wi-Fi hotspot) is available everywhere. Please contact the Reception for a password. |

# Interpretation:

**If you need interpretation equipment please indicate the number of languages required by meeting room. The large conference rooms are equipped with an induction loop system for people with hard-of-hearing aids.**

The daily price for the use of interpretation facilities ([see pricelist here](#pricelist)) includes the use of interpretation booths, infra-red receivers for up to 140 participants, and technical assistance.

Please note: the EYCB cannot provide interpreters; however contact details for interpretation agencies in Hungary are available on request.

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# Photocopier (self-service):

If you wish to make photocopies during your meeting, please contact the technicians or the secretariat and you will receive a code which allows you to use the photocopier. Please note that the number of copies you make will be charged for, and the amount will be included on your invoice.

**Agreement**

This ‘Booking Form’ and the ‘[General Terms and Conditions of Organising Self-Financed Activities in the European Youth Centre Budapest](#_GENERAL_TERMS_AND_1)’ and the ‘Price List of the EYCB’ are considered to be contractual documents between the Organiser stipulated above and the European Youth Centre Budapest.

**Disputes**

Any dispute arising between the Secretariat of the Council of Europe and the Organiser of the activity with regard to the interpretation or performance of the present contractual documents which has not been amicably settled to the satisfaction of both parties shall, pursuant to Article 21 of the General Agreement on Privileges and Immunities of the Council of Europe, be submitted to arbitration, the terms and conditions of which are stipulated in Rule no. 481 of the Secretary General dated 27 February 1976, as approved by the Committee of Ministers.

### Date Date

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**Signature of Organiser Signature of EYCB**

**GENERAL TERMS AND CONDITIONS FOR ORGANISING SELF-FINANCED ACTIVITIES IN THE EUROPEAN YOUTH CENTRE BUDAPEST**

**I. PAYMENT:**

Upon receipt of the signed agreement the Organiser will receive a pro-forma invoice for **80%** of the estimated costs of the meeting (according to the information provided in Table 1). This 80% payment is considered as a deposit for the meeting. The EYCB will send a Pro-forma invoice to the Organiser. This deposit will be deducted from the final invoice. If the final invoice is less than the deposit paid, the balance will be refunded to the Organiser.

The Organiser will settle the pro-forma invoice at least 45 days before the start of the activity and will send a copy of the proof of payment to the EYCB. If the payment is not made in time, the EYCB reserves the right to refrain from hosting the meeting.

Upon receipt of the final invoice after the meeting, organisers can settle the bill for the whole group. The payment can be made either by bank transfer to the Council of Europe's bank account in Strasbourg, or by cheque made out to the Council of Europe.

Individual payments are welcome via credit card (Mastercard or Visa) or in cash at the EYCB reception.

*Please note that all invoices are issued in Euros; Hungarian forint payment is only possible in the case of cash payment.*

**II. CANCELLATIONS AND MODIFICATIONS:**

**Cancellation of the meeting:**

If the organiser cancels the meeting more than 45 days before its starting date, the EYCB will refund 100% of the deposit paid.

For later cancellations the following deductions apply:

45-30 days before the meeting – refund of 75% of the deposit paid

29-15 days before the meeting – refund of 50% of the deposit paid

14 days and less before the meeting – no refund of the deposit paid.

**Modifications:**

Before the meeting:

Any modifications before the meeting must be communicated by resending the revised booking form to the EYCB. Modifications will be valid after written confirmation from the EYCB.

If the Organiser wishes to cancel more than 50% of the total number of nights reserved in table 1 less than 30 days before the meeting, the EYCB will charge a booking fee of EUR 5.00 for each cancelled guest night.

During the meeting:

The Organiser can make modifications by filling in the table of amendments available at Reception.

Reception will accept the modifications by signing the table of amendments.

Pre-arranged restaurant services can only be cancelled or modified by notice in writing at least 2 working days in advance.

If the Organiser wishes to cancel more than 50% of the total number of nights reserved in table 1 during the meeting, the EYCB will charge a booking fee of EUR 5.00 for each cancelled guest night.

**IV. INSURANCE AND LIABILITY**

The EYCB accepts no liability in the event of a participant’s sickness, accident or any other risk, which may occur during his/her visit to the EYCB. The participant should insure him/herself against such risks.

In addition, the EYCB cannot be held liable for the loss or theft of any personal belongings. Guests should ensure that personal insurance against loss or theft is obtained for the duration of the visit. Please note that the EYCB can only take responsibility for valuables or personal belongings deposited in the safe at the EYCB reception. The building of the EYCB is under 24-hour video surveillance.

The Organiser shall be responsible for any loss and/or damage to property, which is partially or wholly owned or rented by the European Youth Centre Budapest for the duration of their participants’ visit.

This also includes responsibility for the actions of their participants in the event of loss and/or damage.



# APPENDIX 1. See photos online BD14565_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A****(4th floor)** | **A1 and A2****(Room “A” separated)** | **B****(4th floor)** | **C****(4th floor)** | **BC room** | **D****(4th floor)** | **E****(ground floor)** | **CLUB****(-1 floor)** |
| **The wall between rooms B and C can be removed to create a single space** |  |  |  |
|  | 270 m² | A1**96 m²**A2174m² | 78 m² | 78 m² | 156 m² | 26 m² | 40 m² | 40 m² |
| Interpretation facilities: | For up to 6 languages | A2 up to 4 languagesA1 up to 2 languages | No interpretation facilities | Up to 2 languages | Up to 2 languages | No interpretation facilities | No interpretation facilities | Nointerpretation facilities |
| boardroom | Max. 60 seats / 55 seats if using a projector | A2Max. 42 seats / 39 seats if using a  projector | A1Max. 35 seats / 32 seats if using projector | Max. 30 seats / 28 seats if using a projector | Max. 30 seats / 28 seats if using a projector | Max. 45 seats /40 seats if using a projector | Max. 10 seats | Max. 24 seats | Max. 26 seats |
| boardroom2 | Max. 80 seats | Max. 60 seats / 55 seats if using a  projector | Max. 50 seats / 45 seats if using projector | Max. 36 seats | Max. 36 seats | Max. 60 seats | \_ | \_ | \_ |
| ushape | Max. 100 seats | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ |
| theater | Max. 200 seats | Max. 100 seats | Max. 70 seats | Max. 60 seats,50 seats if using a projector | Max. 60 seats,50 seats if using a projector | Max. 120 seats,100 seats if using a projector | Max. 10 seats | Max. 40 seats | Max. 60 seats |
| classroom | Max. 100 seats | Max. 70 seats | Max. 40 seats | Max. 40 seats /35 seats if using a projector | Max. 40 seats /35 seats if using a projector | Max. 80 seats /70 seats if using a projector | \_ | \_ | Max. 30 seats |