



## Form Booking Meeting Rooms

To make a request for booking a meeting room, please fill in the following form and send it to [booking@aircargobelgium.be](mailto:booking@aircargobelgium.be). Please be noted that you will receive a confirmation mail if your reservation is approved.

Name	
E-mailaddress	
Company Name	
Company address	
VAT-number	
ACB-member	<input type="checkbox"/> Yes <input type="checkbox"/> No

Would like to book the following meeting room:

Meeting Room	<input type="checkbox"/> Meeting Room 1 (max. capacity: 18)* <input type="checkbox"/> Meeting Room 2 (max. capacity: 12)* <input type="checkbox"/> Meeting Room 3 (max. capacity: 12)*
Optional	<input type="checkbox"/> Standard meeting: coffee and water included <input type="checkbox"/> Lunch meeting (+ €7,50 pp)
Number of participants	

*\* Due to COVID-19, the maximum capacity of our meeting rooms is reduced to respect the social distancing measures. The following maximum capacity is allowed: Meeting Room 1: 12 p.; Meeting Room 2: 6 p.; Meeting Room 3: 6 p.*

Would like to book on the following timeslot:

Date	
Timeframe	<input type="checkbox"/> 9h00 – 12h00 <input type="checkbox"/> 13h00 – 17h00 <input type="checkbox"/> 9h00 – 17h00 Deviations of meeting times are possible on request

Signature: .....

Date:.....

## Pricing

		Meeting Room 1	Meeting Room 2 and 3
Entire day	ACB-members	€ 200 <b>€ 100*</b>	€ 150 <b>€ 75</b>
	Non ACB-members	€ 275	€ 200
Half a day	ACB-members	€ 125 <b>€ 62,50</b>	€ 100 <b>€ 50</b>
	Non ACB-members	€ 200	€ 150

*\* Due to COVID-19, ACB offers a reduction to our members for booking a meeting room. This reduction of 50% is valid until December 31<sup>st</sup> 2020.*

## General terms and conditions of reservation

- Bookings of meeting rooms are subject to free cancellation up to 2 working days (before 15h00 pm) in advance. The cancellation has to be made by e-mailing [booking@aircargobelgium.be](mailto:booking@aircargobelgium.be). Cancellations outside this period are subjected to a charge of 50% of the price.
- No-shows will be invoiced for 100% of the price.
- General invoicing terms and conditions of Air Cargo Belgium are applicable.