

## Conditions of reservation and use to **CONFERENCE ROOMS**

The markings of this service should be made with at least 24 hours in advance.

For reservations after work or weekend, the markings shall be made 48 hours in advance.

The minimum duration of each reservation is 1 hour, and the following periods taxed by every half hour. In after work hours or weekends only accept minimum reserve 2hours.

The Globally request the prepayment of booking as a means of confirmation. If on the use to continue, the remaining amount will be charged once finalized the use of the room and payment must be immediate.

The cancellation of the service over a period of time less than 12 hours, requires the payment of an hour of service booked.