

# TERMS & CONDITIONS FOR RENTING EVENT SPACE AT THE INTERNATIONAL HOUSE

## SUMMARY

This document sets out the terms and conditions applying to any individual or organization booking an event space at The International House. By making a booking you are also acknowledging your acceptance of these terms and conditions.

## 1. DEFINITIONS

- 1.1. 'Startup Elevation' or 'SE' means Startup Elevation AS whose registered office is: Oscars Gate 27, 0352, Oslo, Norway with company registration number 920 624 421
- 1.2. You or Your 'You' and 'Your' means an individual, organization, partnership or company who enters into this Agreement to book an event space at The International House.
- 1.3. 'Community Guidelines' refers to The International House rules and values of the SE Community and the conditions set out in clause 5 of these Terms and Conditions.
- 1.4. 'Booking Party' means all participants in the event booked at The International House
- 1.5. 'The International House' or "TIH" means the building and its facilities at Oscars Gate 27, 0352, Oslo
- 1.6. 'Meeting Rooms' means the rooms on the basement floor of The International House, known respectively as the Paris, Soho, Berlin
- 1.7. 'Event Space' means the main ground floor area (which is the conference room known as the San Francisco) of The International House, backyard and the garden located at The International House

## 2. EVENT SPACE BOOKING

- 2.1. The content of the services offered under the event space rental agreement is attached with this document.

## 3. PAYMENT

- 3.1. A deposit of 50% applies to all events, this will be invoiced when booking is made, with 14 days' due date.
- 3.2. Remaining 50% will be invoiced after the event with 14 days due date.

## 4. CANCELLATION POLICY

- 4.1. Any request for cancellation of a Booking must be in writing to [events@oscarsgate27.no](mailto:events@oscarsgate27.no)
- 4.2. SE reserves the right to terminate contract with 60 days' notice. Upon cancellation made by SE, deposit will be refunded in full.
- 4.3. The cancellation policy for Bookings is as follows when made by the client:  
60 days and more: 50% of the deposit will be paid back.  
Less than 60 days, more than 45 days: 25% of the deposit will be paid back.  
Less than 45 days, more than 30 days: Deposit will not be paid back  
Less than 30 days more than 14 days: Deposit will not be paid back. 25% of the remaining invoice value after the deposit will be charged  
Less than 15 days more than 7 days: Deposit will not be paid back. 50% of the remaining invoice value after the deposit will be charged  
Less than 7 days: Full invoice value will be charged

## 5. TIH COMMUNITY GUIDELINES

- 5.1. You acknowledge that TIH is a membership based coworking space and community made up of businesses addressing social and environmental challenges through their business services and products.
- 5.2. You agree to take responsibility for the behavior of all participants in the Booking Party and to ensure that they are made aware of these Community Guidelines.
- 5.3. You agree that all participants in the Booking Party will work with their best endeavors according to the spirit of

- TIH in behaviors that enable cooperative, constructive and collaborative relations between all users of TIH.
- 5.4. You agree that you will ensure the Booking Party participants will not perform any activity that is to be disruptive, damaging or dangerous to other users of TIH or their personal property or to SE staff, TIH or SE property. SE reserves the right to charge You for the repair cost for any damage caused by any participant in the Booking Party to TIH or any furniture or equipment within TIH.
  - 5.5. You agree that you will ensure that the Booking Party will respect the privacy of the tenants at TIH and their guests in respect of information of a confidential nature which may become known to them through the use of TIH and, in the event of information becoming known them, not to disclose to any third party any information of a confidential nature including trade secrets and information of commercial value.
  - 5.6. If SE has reason to believe that any participant in the Booking Party has failed to comply with the provisions of the Community Guidelines set out in clauses 4.1 - 4.6 then SE may at its sole discretion require participants to leave TIH with immediate effect.

## 6. MUSIC NOISE LEVEL

The noise level cannot exceed the following units when the event is outside.

- 6.1 Between 07:00 and 19:00, less than or equal to 75 dB
- 6.2 Between 19:00 and 22:30, less than or equal to 70 dB

## 7. INSURANCE

- 7.1. You are responsible for the insurance of the booking party. SE cannot be held liable for any sort of incidence that may occur at TIH during the booking party's presence.

## 8. BOOKING PARTY'S UTILISATION OF TIH

- 8.1 You and the booking party is obligated to treat the rental object with proper care. Any damaged done within TIH will repaired and invoiced to you.
- 8.2. The rental object shall not be utilized in ways that diminishes the property's reputation or appearances or in other ways by dust, noise, scent, shaking or in other ways bother others, including neighbors.
- 8.3 Waste after meetings/events shall be put in tick plastic bags and sealed. This garbage and glass bottles, cans, plastic bottles shall be collected and disposed in the appropriate way by you. They are not to be left in TIH.
- 8.4 You and booking party cannot block the main entrance to the building during the event time unless special permission has been requested and granted by SE. The main entrance is used by tenants who have rented a parking spot in TIH. If by any reason, the main entrance is required for the event, it is possible to request it 2 weeks prior to the event in exchange of an additional fee of 5000 NOK ex. vat.  
You may use the driveway in the main entrance or the backyard for unloading and loading of the event equipment under following conditions
  - (i). If the loading/unloading takes less than 10 minutes at a time, this can be done without notifications.
  - (ii). If the loading/unloading will take more than 10 minutes at a time SE must be informed in a timely manner at least 1 week ahead of the event. If the time limit is surpassed, a penalty of 2000 NOK ex. vat will be applied to You.
- 8.5 Event guests can park their car in one of the 3 guest parking spots. Parking is administered by Easy Park. Between 08:00 – 17:00, 1<sup>st</sup> two hours are free. 24 hours parking fee is 275 NOK ex. vat. Easy park mobile app must be used to get a ticket for the parking space regardless of the parking duration.

## 9. SERVING OF ALCHOL DURING EVENT

- 9.1 You can serve alcohol to the Booking Party at TIH if it is free of charge. Booking Party is also permitted to bring their own alcohol.
- 9.2 You and/or The Booking Party may under no circumstances sell alcohol at TIH unless written approval has been taken from SE.
- 9.3 Written approval to sell alcohol during the event maybe be granted but not guaranteed. To obtain the written approval from SE, You need to present your license to sell alcohol to SE at most 1 month prior to your event date. In addition to your license, you need to prove that you have arranged the presence professional security personnel during your event. SE reserves the right to not approve the sales of alcohol if SE finds the documents

to be lacking or not in accordance with the norms.

- 9.4 SE has the right to terminate the event under following conditions. There will not be any re-imbursements in case of a termination
- (i) If excessive drunk individuals are observed during the party.
  - (ii) If the number of professional security personnel is not in accordance with the laws.
- 9.5 No person under the age of 18 shall be admitted to TIH unless accompanied by an adult who takes responsibility for their welfare and safety
- 9.6 No person under the age of 18 shall be served an alcoholic drink. Anyone appearing to be under the age of 25 shall be asked for proof of age such proofs being either a Norwegian/EU drivers license, bank card or passport.

## 10. HEALTH AND SAFETY.

- 10.1. You agree that You and all participants in the Booking Party will abide by the SE health and safety policies itemized as part of this section 8.
- 10.2. You will not exceed the Meeting Room capacities which are: Soho 12 people, Berlin 8 people, Paris 16 people.
- 10.3. You will not exceed the event space capacity which is : San Francisco 70 people
- 10.4. In the event of a fire alarm, all participants in the Booking Party will follow the fire evacuation procedure [linked here](#)

## 11. LIMITATION OF LIABILITY

- 11.1 The entire liability of SE to any participant in any Booking Party in respect of any claim whatsoever or breach of these T&Cs whether or not arising out of negligence, shall be limited to the fees paid by You for the booking to which the claim relates.
- 11.2. In no event shall SE be liable to You or any participant in Your Booking Party for any loss of business, loss of opportunity or loss of profits or for any other indirect or consequential loss or damage whatsoever.
- 11.3 Where SE uses the service of any agent or third party connected to the Booking, SE does not give You any warranty, guarantee or indemnity for the services that such agent or third party provides to You.
- 11.4 SE is not liable for any loss of property incurred during the Booking by any participant in the Booking Party.

## 12. TERMS & CONDITIONS FOR ORGANISING EVENTS AND MEETINGS

- 12.1 The conference room/ garden can be set up with tables and chairs upon request to your specifications by the SE staff/partners. A minimum 1500 NOK ex. vat set-up fee applies to all bookings where set-up is required. You can be provided with staff if required for an additional fee of 450 NOK/man hour ex. vat to set up, tear down Event set-up, and secure the building.
- 12.2 For events in the garden, if the number of event attendees are more than 30 people, usage of ground mats to protect the grass is compulsory. This can be set-up by SE's partner for a fee of 4000 NOK to 8000 NOK depending on the number of tents. You will be invoiced directly from our partner.
- 12.3 The Event Coordinator can provide options for catering, beverages (soft-drinks+ alcohol) including bartender services, as well as options for music/DJ services, based on your requirements. All the prices for such services are direct prices from our partners however an administration fee of 10% will be applied for such services.
- 12.4 If applicable Audio-visual requirements will be set up to your specifications, where our supplier will provide cost specifics, set-up together with any other optional requirements in one neat offer from The International House, for your consideration.
- 12.5 You are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to SE staff immediately in written form. Kindly send sms or email to +47 450 88 231/+47 942 97 2 52 events@oscarsgate27.no.
- 12.6 A mandatory cleaning fee of 3,000 NOK exclusive of MVA is included for events in the invoice. The fee includes the actual cleaning fee + 20% commission for administration of the cleaning company. If the actual cleaning cost + administration fee is more than 3,000 NOK ex. vat, the difference will be sent in an additional invoice to you which is to be paid latest in 5 working days. If the booking party is exempted from this fee, the venue must be left in a neat, clean and orderly condition as upon receiving access to it latest by 09:00 am the following day the booking was made. Bathrooms must be cleaned, dishes must be washed and placed back in their places, trash cans in the basement and bathrooms emptied, garbage and glass bottles, cans, plastic bottles must be collected and disposed in the appropriate way by you outside TIH. If the backyard and or garden is used, all trash lying around must be picked up and disposed in an appropriate manner. If there is a visible collection of cigarette buds

on the ground, those must be cleaned too. If these conditions are not met, a Clean-up Fee of 5000 NOK ex. vat or the actual cost of cleaning + 20% administration fee whichever is higher, will be charged to you. You holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement.

- 12.7 You understand that nothing shall be attached to the walls, ceiling, or any of the fixtures in a manner that results in rehabilitation/repair of the facility. In such case a fine of the actual cost for repair+ a 10% admin fee will be applicable.
- 12.8 It is understood that SE is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. You agree to release indemnity and hold the SE harmless of any such damages.
- 12.9 Any activity outside shall cease before 10:30 pm, and music will be terminated at 10.15 pm at the latest, due to general city regulations.
- 12.10 TIH is a drug, and smoke free facility.
- 12.11 You are made aware of that if any of the above-mentioned clauses are not followed, any and all expenses, material losses, fines will be forwarded to you with an invoice including an additional 10% administration fee.

### 13. ADDITIONAL FEES

Overstay Fee of 1000 NOK ex vat per hour applies to those rentals that are booked to end when your contract specifies.

PLACE/DATE  
Oslo, xx.xx.xxxx

For Startup Elevation AS

For XXX

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Prashant Sharma

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