

## 1. Renting spaces

Basecamp offers the possibility to rent one or more spaces per day. Outside office hours and/or per hour in consultation. The rental price includes beamers, projection screens, LCD screens, whiteboards, flipcharts, workshop materials, smartboard, sound equipment and wireless internet. Catering is not included in the rental price.

The agreement between Basecamp and the lessee comes into effect by the signing of the quotation by the lessee.

## 2. Options and reservations

An option can be placed by phone or email based on availability. An option is valid for 2 weeks, unless otherwise stated in the quotation. If the option is not confirmed in time, Basecamp has no obligation to reserve the date for the client.

If the client does not want to make use of the option, he or she should announce this by phone or email. The option can be converted into a definite reservation by e-mail, by signing the quotation or agreeing to the e-mail. After signing the offer, the following cancellation conditions apply.

## 3. Quotation and payment

Unless otherwise expressly agreed, all Basecamp quotations are without obligation. Quotations are valid for 14 days when a reservation is made more than one month after the quotation date. If the reservation is made in the short term, the quotation will explicitly state the validity date.

Basecamp is only bound to a quotation(s) if acceptance is confirmed in writing by the hirer. If several alternatives are offered in a quotation, the desired choice must also be confirmed in writing. Prices are exclusive of VAT, unless otherwise indicated.

Invoices are sent electronically as standard and can be sent by post on request. The term of payment is 14 days after the invoice date. Any objections to the amount of the invoice do not suspend the payment obligation. In the event of non-compliance with these terms and conditions, the legal interest and extrajudicial and judicial costs shall be borne by the renter.

## 4. Use of spaces and materials

The hirer shall vacate the hired space and inventory at the agreed upon time and leave it in an orderly condition. Nothing may be attached or pasted in any way to walls, partitions, or the like without the prior consent of Basecamp. Damage caused or incurred by the renter to the building, inventory, etc. shall be repaired by Basecamp at the expense of the renter. The rented space should only be used for the purpose for which the agreement with Basecamp was concluded. Basecamp has the right, without being required to pay compensation, to refuse and/or remove goods and services not mentioned during the conclusion of the agreement and/or which are contrary to public order and decency. The activities for which the space is rented shall not be contrary to the Constitution and shall not propagate explicit political and/or religious beliefs.

In the event of misbehavior (as assessed by Basecamp) on the part of the hirer or persons who are in or near the spaces rented by Basecamp on the invitation of the hirer or otherwise due to any relationship with the hirer, Basecamp is at all times authorized to

deny these persons access to, or further stay in, the Basecamp premises and if necessary, remove them.

The client is not allowed to rent out or otherwise make available the spaces to third parties.

## 5. Catering

Basecamp offers various (custom) catering options. It is not allowed to bring along food or beverages without express written permission from Basecamp.

Mentioned catering amounts are exclusive of 9% or 21% VAT.

## 6. Changes in catering and/or number of persons

Changes in numbers up to a maximum of 15% of the reservation can be made to Basecamp free of charge up to seven days prior to the start of the meeting.

In the event of cancellation for more than 15% of the original number of guests, Basecamp will charge the full cost for the number of guests exceeding this percentage. If the number of people is cancelled less than three working days prior to the start of the meeting, Basecamp will charge the original number of people reserved. Changes to the number of persons must be communicated by phone or email.

## 7. Cancellation of the entire booking

The cancellation conditions come into effect when the offer is signed and sent to Basecamp by email or post.

In case of a cancellation, the following conditions apply:

### CANCELLATION - TINY OFFICES AND TINY HOUSES

- If cancelled 7 days or more before arrival, 0% will be charged.
- If cancelled 3 to 6 days prior to arrival, 50% of the total amount will be charged.
- If cancelled 3 days or less before arrival, the full amount (100%) will be charged.

### CANCELLATION - REFTER AND GROUP BOOKINGS

- If cancelled +3 months before arrival, 25% of the total amount will be charged.
- If cancelled 3 to 1 months before arrival, 50% of the total amount will be charged.
- If cancelled 1 month or more before arrival, 100% of the total amount will be charged.

Changing the period is considered as a cancellation to which the above conditions apply.

Changing the period can be done once, (in consultation with Basecamp without cancellation costs), to another date, under the following conditions:

- the space and date are available.
- that 80% of the reservation value is paid in advance.
- any catering costs that can no longer be cancelled will, however, be invoiced in full or in part at the time of change.
- new catering arrangements are made for the new date.

Cancellations can be made by telephone or email.

## 8. Cancellations by Basecamp

Basecamp has the right to cancel the agreement due to special circumstances at its own discretion. If possible, Basecamp will offer the lessee (a) replacement(s) for the agreed

upon period or the agreed upon space(s) for another period under the same conditions. The hirer is entitled to refuse the alternative offered by Basecamp; this must be communicated to Basecamp in writing no later than one week after the offer is made (but in any event prior to the commencement of the agreed upon period offered as an alternative).

In the event of a refusal notified to Basecamp in a timely manner, all payments already made shall be refunded by Basecamp. In the event of misconduct as described in the article "Use of rooms and materials", Basecamp is entitled to unilaterally terminate the agreement. This termination does not entitle Basecamp to a refund of any amounts already paid. The lessee remains liable for the unpaid portion of the agreed upon price. Cancellation or dissolution by Basecamp does not give the hirer any right to compensation for damages.

#### 9. Price modifications

All prices specified are subject to change and annual price increases.

#### 10. Liability

Basecamp is not liable for theft, embezzlement, damage, loss or misappropriation of materials, equipment and other property placed in the building by the hirer or placed there by the hirer. Basecamp accepts no liability for personal accidents suffered by hirer and/or third parties using the rented space(s).

Basecamp is in no way liable for indirect damages, including consequential loss, loss of profit, lost savings, and damage due to business stagnation.

#### 11. Other

Illustrations, drawings, descriptions, specifications, colors and other information in offers and the like only serve as an overall indication of the space(s) to be rented out by Basecamp, the services and work to be performed and/or goods to be delivered and are not binding for details.

Possible extras, such as catering, audiovisual equipment, printing costs, technical support and other items not included in the agreement may be made available during the meeting, at the discretion of Basecamp and based on availability. Additional costs will be charged based on actual costs.

Smoking is not allowed in the building, outside smoking is allowed at the designated smoking posts.

Dutch law applies to all agreements between the hirer and Basecamp, all Basecamp offers and all disputes between all parties as a result thereof. All disputes shall be subject to the judgment of the competent court in IJmuiden.