



General Operation

- Mezzo meetings is available from 2 up to 150 people. The exact number of participants is communicated at Mezzo reception at the latest 72 hours before the meeting. Based on the number of participants we provide catering and this number will be charged. If there is a larger number of participants present, this number will be charged.
- At the latest one week in advance the desired room setup and supplies are communicated to Mezzo reception.
- Meetings in our boardrooms are offered by Day Parts (Part 1: 8:00 am to 12:30 pm, part 2: 13h to 17h30 Part 3: 18h to 22h30).
- Rates of our Fora meeting rooms are charged by day parts and number of participants.
- Equipment of meeting rooms: WIFI, projector / TV (wireless mode), projection screen, sound system, flip charts, showcase refrigerators with chilled soft drinks.
- On request: rostrum, hp-laptop, sound system with micro
- For the meetings there is always one coffee break free of charge included. Coffee Breaks include coffee, tea, water and refreshments. This coffee break takes place in the atrium. In the meeting rooms themselves we can only provide conference coffee (not high pressure coffee).
- Free use of our spacious outside parking.

Terms of payment and invoicing

- Meetings are only paid by the customer at the end of the seminar and after billing. The payment delay is 30 days.
- We provide billing by email only. The customer usually receives his invoice within the week following the meeting.
- For each meeting we can only provide one invoice.
- The customer is co-responsible that the order contains only correct billing data. After preparation of the bill, these data can no longer be changed. If this still needs to be done, by the negligence of the customer, we have to charge € 150 administration fee.

Cancellation policy (COVID-19)

- You can cancel free of charge until 72 hours before the meeting through email only.
- If the reservation is cancelled less than 72 hours before the effective starting time of the meeting, then 100% of the package price (total reservation) will be charged.
- In case of cancellation forced by laws or restrictions imposed by the Belgian or other government, no costs will be charged regardless of the date of cancellation.