



Reservation form for meeting rooms

Part 1 : Applicant's contact details	
<input type="checkbox"/> Organisation/independent (with company nr) <input type="checkbox"/> Individual/private (no company nr)	<input type="checkbox"/> Mundo Member Please specify your center :
Official name	
Acronym (if applicable)	
Contact person (responsible of the reservation)	
Phone number of the contact person	
E-mail adress of the contact person	
Billing email address	

For extern clients only :

Legal form / Legal status	
Company number (or National number)	
Subject to VAT <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full billing address	
Website	

For new clients only :

Main sources of funding	
Branch of activity	
Brief description of your structure	
Brief description of the type of activity you want to organize in our centres	
Do you have a person / organization working in Mundo who can give you a reference? <input type="checkbox"/> No <input type="checkbox"/> Yes Who? :	

If necessary, we may ask your bylaws and detailed financial information



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Part 2 : Room reservation request

If you need several bookings in the same month, also fill out part 3 of this document.
Total number of reservations during the month:

Name of the organisation:

Desired date:

Desired Mundo-time slot : 8h30-12h30 13h30-17h30 8h30-17h30 18h-22h30
Actual arrival/departure time (if different from the Mundo time slot):

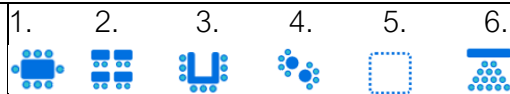
Desired meeting room:

Number of participants:

Meeting title for signage and billing:

Name, email address and mobile number of the person present during the entire time of the meeting:

Desired layout for indicated nr of participants:
(For conferenceroom only)



Equipment (free) needed: Beamer Microphone & speakers Flipchart
Other (specify) :

Location video-conferencing system (extra charge)
Check in the document « Room Renting Form - Price & Capacity » if the room is equipped

Need receptionnist (outside the centre's opening hours) :
Compulsory opening from 21 people or for the first time in the centre.
The student will help you set up the equipment, arrange the room, check the sanitary facilities, welcome your participants, be at your disposal for any questions, ...

Opening – 2h (25€) Closing – 2h (25€) Half day (60€) Full day (110€)
Details :

Would you like to publish your event on the “News” page of the Mundo website? YES NO

If yes, please include all information related to the event such as an invitation or event page, including information for registration if the event is open to the public. If possible, add a picture or logo (in jpeg).

The representative acknowledges having read and accepted the terms and conditions available on the Mundo website and having informed the person present during the meeting.

Date : Signature representative (person empowered to bind the tenant entity):

A formal agreement by e-mail eliminates the need to print this page 😊



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Part 3: To be completed for several bookings in the same month

Name of the organisation:

Desired date:

Desired Mundo-time slot : 8h30-12h30 13h30-17h30 8h30-17h30 18h-22h30
 Actual arrival/departure time (if different from the Mundo time slot):

Desired meeting room:

Number of participants:

Meeting title for signage and billing:

Name, email address and mobile number of the person present during the entire time of the meeting:

Desired layout for indicated nr of participants:
 (For conferenceroom only) :



Equipment (free) needed: : Beamer Microphone & speakers Flipchart
 Other (specify) :

Location video-conferencing system (extra charge)
 Check in the document « Room Renting Form - Price & Capacity » if the room is equipped

Need receptionnist (outside the centre's opening hours) :
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 Details :