



Process to pre-book a desk or a meeting room at Antenne Portuaire in St Malo 2025

Address of Premises: Rue du Pourquoi-Pas, 35400 Saint-Malo

GENERAL PRESENTATION

As part of a partnership between the Brittany Region and the Channel Islands, the BENEFICIARY (=Bureau des Îles Anglo-Normandes or BIAN), in order to carry out its missions of establishing relations between the islands and the French communities and the development of exchanges between economic, cultural and educational stakeholders, needs to organize meetings in Saint-Malo.

The Brittany Region then offers BIAN the possibility of occupying its offices or meeting rooms at the Saint-Malo Port Branch.

BIAN shall also offer the possibility to book these premises to businesses/organisations (named here as the BOOKER) based in the Channel Islands to develop economic, cultural and educational links with the Brittany region, subject to the conditions below.

There is no limit on the frequency/duration of use, provided that these premises are available when booking them.

Facilities available:

- 1 meeting room "Sidonie-Gabrielle COLETTE" of 29.5 m2 (capacity 12 people seated), equipped with a videoconferencing system;





- 1 meeting room "Jean-Baptiste CHARCOT" of 54.4 m2 (capacity 30 people seated), equipped with a videoconferencing system.



Occupation

These meeting rooms are intended for use in meetings, professional seminars, or training/courses with the opening hours of the premises as per 9.00 to 18.00. Businesses/organisations booking these premises will have to do so exclusively via BIAN and cannot charge a person to attend an event at the venue.

The BOOKER is also authorised to use the toilets, the outdoor parking lot for parking vehicles within the limit of available spaces as well as the break rooms, the co-working space, subject to availability and having requested it in advance.

The BOOKER will take over the premises, and where applicable, the equipment made available to it, in the condition in which they are found on the date of entry into the rooms. It undertakes to return the rooms to the condition in which it found them. If the BOOKER notices any damage or defects in the equipment or premises, it is due to inform BIAN at the earliest convenience.

The meeting rooms are being booked under the BOOKER's name and cannot be forwarded to any another user or cannot be sublet to someone else. Users are required to personally occupy the premises made available and may not, without the express authorisation of the Region, use them for any purpose other than that specified in its original booking sheet (attached), nor make them available to any other person.

The user undertakes to:

1. Control the entry and exit of participants attending the booked meeting room;
2. Observe the provisions of the internal regulations that will be displayed in the room;
3. Observe the Region's fire safety and other safety instructions;
4. Observe the reasonable recommendations made by the surrounding permanent staff;



5. Comply with the times of use assigned to them;
6. Comply with the layout of the rooms; not disturb the peace and quiet of the surrounding permanent staff being located in the premises.

The premises loaned will be used impeccably and returned to their original condition. At the end of the occupation, the user is responsible for cleaning the premises and removing any waste.

If, after noting a poor state of cleanliness, the Region deems it necessary that the occupied premises must be cleaned at the end of the occupation, the cleaning will be carried out by the Region's service provider, holder of the "Cleaning services" contract, and the subsequent costs of restoration will be borne by the user based on the prices charged in the market.

In the event that damage has been caused during the occupation of the room, the user is required to inform the Region. After noting, the Region reserves the right to proceed with or have the equipment or buildings repurchased or repaired. The invoice will be sent to the user, who will be responsible for settling it.

Only the tables and chairs installed in the space provided may be used. No additional furniture or equipment is permitted.

Occupation fee

This temporary occupation permit is granted free of charge.

Liability

The BOOKER will be entitled to review all possible breaks or failures when coming in the meeting room and advise the Region of any. After that, he will be liable for all damage caused by the installation, operation or removal of the goods and takes responsibility for their definitive repair vis-à-vis the Region and third parties. The supervision of personal effects remains the responsibility of each user.

Insurance

As soon as the land and the goods located therein are occupied, the BOOKER shall have the necessary insurance policies with a solvent insurance company to cover the risks resulting from this permit. This should fall part of the public liability insurance of the booker. A copy of the BOOKER's insurance certificate could be requested by the Region.

How to book?

The BOOKER will inform BIAN by email, with a booking sheet attached, **at least 7 days in advance** of the desired rental date and times (subject to availability), the room that will be requested, the purpose of the meeting and the number of people who will be welcomed by the BOOKER.

BIAN will then undertake the booking process with the Region of Brittany, which will specify the availability and access conditions. As parking spaces are limited, they cannot be guaranteed.

If the meeting room is not available on the preferred date, the REGION may make other proposals to satisfy the BOOKER's request.

Please email BIAN for further information at the following email address: contact@bianfrance.org