



GENERAL BOOKING TERMS AND CONDITIONS - STAYS FOR GROUPS 2017

The general terms and conditions for booking and sale govern the relationship between the Mediterranean Centre for French Studies (CMEF), located at the Chemin des oliviers - 06320 Cap d'Ail and those benefiting from its programmes (language stay holidays for school or university groups, cultural or artistic stays, other group stays).

NB: Summer programmes are also governed by specific booking conditions.

The CMEF is a non-profit making organisation (governed by the law of 1901), certified by the Ministry of Youth and Sport Local agreement No. R-06-050, label of recognition "Youth and Popular Education" and by the Ministry of National Education (No. 57/1 in the Official Bulletin/Report Academic Inspection No. 0698.21).

All groups must pay the 15 Euros annual fee to benefit from the services of CMEF.

Booking a stay by payment of a deposit implies acceptance of the present terms of booking and sale as they are set out below, including the CMEF's bylaws (Article 12).

ARTICLE 1: TERMS OF ENROLMENT

- CMEF does not accept unaccompanied minors. The applicant institution / organizer must send CMEF the list of students and teachers / chaperones with: first name and last name, nationality and date and place of birth, as required under French law,
- The minimum length of stay is one week,
- The fee must be paid at the time of booking with deposit.

ARTICLE 2: BOOKING TERMS AND CONDITIONS

All booking requests must be made and confirmed in writing (post, fax or email) by the applicant / trip organizer. Once this request has been received by CMEF, a **booking dossier** shall be addressed and shall include a quotation to be signed as confirmation (fees, date of stay, sample programme and payment request). It shall include these general booking conditions and the internal rules and regulations of CMEF. If the deposit is not paid within the payment deadline specified on the estimate, the booking is cancelled.

ARTICLE 3: SERVICES

- French language courses (see the description of the objectives and content on our website on page "French language courses for Middle and High school classes"),
- Full or half-board accommodation,
- Types of room: 3, 4 and 5 beds,
- Made bed on arrival; basin, shower and toilet in all rooms (except for a few: to be specified). Bathroom linen is not provided.
- Meals in the self-service cafeteria.

The content of services (language courses, welcome, etc.) is defined in an estimate prepared with the applicant / trip organizer. Refer to the detailed description that appears in our brochure or on our website: www.cmf-monaco.fr

NB: the CMEF meets health and safety standards drawn up by the French State for establishments open to the school public.

ARTICLE 4: FEES

The fees for CMEF programmes are set annually and customers are informed thereof in our quotation. They vary depending on the service. Prices quoted are in Euros. Examples of prices listed on our brochure and on our website.

ARTICLE 5: DEPOSIT AND BALANCE

25% deposit payable on booking and the balance upon receipt invoice no later than two weeks before arrival. Payments available by bank transfer or online in Euros. Bank charges are to be borne by the applicant / organizer.

ARTICLE 6: CHANGES TO THE SERVICE

Any request for modification of the service by the applicant / trip organizer will have to be requested in writing and made with the agreement of CMEF. A new quotation will then be transmitted by CMEF.

ARTICLE 7: PARTIAL CANCELLATION

If a group arrives at CMEF with fewer students than established at the time of booking: no financial penalty for lodging (if the enrollment is less by 10% maximum), but depending on the particular case, fees for the lessons of the absent students may be charged.

ARTICLE 8: CANCELLATION

All cancellations made in writing by the applicant / organizer will result in the collection of fees at the following rates:

- More than 90 days before the planned date of arrival : 50% of the deposit.
- Between 89 days and 15 days before arrival: full deposit.
- Less than 15 days before arrival: the balance is due.

ARTICLE 9 : ROOMS ALLOCATION

The CMEF cannot guarantee that all rooms will be situated on the same floor or even in the same building for all members of a particular group. Accompanying teachers will be housed near the students.

Members of different groups will not be asked to share the same room.

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ARTICLE 10: DEPOSIT

When a group arrives and the keys are handed over, a **deposit of € 150** is asked to the group leader. Part or all of the deposit will be used to pay for any missing keys or any damage or breakages noticed by our staff.

ARTICLE 11: IN THE EVENT OF FORCE MAJEURE

Changing accommodation: in the event of force majeure, CMEF reserves the right to accommodate a group or certain members of it in an accommodation facility (hotel, tourist residence) offering at least the same services and without any change in the price.

In case of force majeure (fire, water damage), CMEF will notify the applicant / trip organizer, by all means, of the cancellation of the stay and refund the deposit paid (no refund of travel expenses).

CMEF cannot be held responsible for the delay, cancellation, unforeseen dysfunction of services that it recommends and is instructed (free of charges) to book by the group leaders.

ARTICLE 12: SCHOOL RULES (ACCORDING TO THE FRENCH LEGISLATION)

The teachers/chaperones appointed by the organizer are responsible for their students throughout their stay. Introduction and consumption of alcoholic drinks or illegal substances into CMEF area is forbidden. According to the regulations and for security reasons (a wooded park of 3 hectares), smoking and using fire are forbidden.

The entry code for the gate is strictly reserved for the group's teachers.

Formal banning of: energy drinks, outing without coaches/teachers, graffiti and damage, trees climbing, keeping of dangerous objects: knife, etc..

Music devices are allowed provided that they are used in low volume in the rooms, and off after 10:00 PM.

After consultation with the applicant / trip organizer, CMEF management reserves the right to expel a student or a group of students in case of flagrant or continued misconduct and/or disruptive behaviour and not respect of school regulation. In these cases no refund of fees. CMEF is a private educational establishment, it is forbidden for those participating in its stay to receive non-participants or to allow them entry to CMEF property.

Pets are not allowed in the CMEF area.

ARTICLE 13: HEALTH ISSUES

CMEF does not provide specific food to people with food allergies or intolerances. However, concerned participants may use the variety of self service food offered to put together a meal. **The chaperones / teachers of the group, since they are responsible for their students must in conjunction with their school - applicant / trip organizer - promptly provide the health profile of each student (personal health record) to the French or Monegasque medical authorities in the event of a health problem, as well as proof of sickness and accident insurance.**

ARTICLE 14: INSURANCE

The school establishment applicant / trip organizer must necessarily take out an insurance policy against risks: liability insurance for all participants, illness, accident, repatriation. Possibly: loss or theft of personal belongings, cancellation of trip.

CMEF has taken out a civil liability insurance, contract No. 5886246204 with AXA insurance company, covering the consequences of professional liability that it may incur as an approved educational association.

CMEF cannot be held responsible for the theft of or damage to the luggage or belongings of the participants. Personal valuables can be left in a safe in the Centre.

ARTICLE 15: USE OF IMAGES

CMEF uses carefully selected photos taken during stays here to illustrate our marketing documents and website, unless the participant (or their parents or legal representative) specifically requests not to be included. Any such request must be submitted to the CMEF by registered letter within one month of the end of the participant's stay with us.

ARTICLE 16: DATA PROTECTION ACT

Personal data collected by CMEF is confidential and for the exclusive use of the school. No data is transmitted, for free or for a fee, to third parties. This information is processed in accordance with the simplified standard N48 (decision N ° 2005-112 of 07/06/2005). CMEF website - www.cmf-monaco.fr - has filed a declaration regarding the automated processing of personal data with the CNIL.

ARTICLE 17: COMPLAINTS

The numerous preparatory exchanges by e-mail, fax and per post between the applicant school and the CMEF should be exploited to prevent any ambiguity as to the exact nature of the proposed and expected benefits. Should nonetheless a contractual delivery problem show up during the stay, CMEF would do its best to resolve it immediately. If, despite this, the dispute continues, the applicant school will have the option to send its claim to the direction of CMEF no later than one week after the end of the stay. E-mail: contact@cmef-monaco.fr Fax: 0493418396 or per post to the address of CMEF.

ARTICLE 18: LITIGATION

Any litigation concerning the execution of the present clauses are within the jurisdiction of the law courts where CMEF is situated.