



VIP TERMINAL
CONFERENCE ROOM AT KRAKÓW AIRPORT
RENTAL TERMS AND CONDITIONS



1. The service will be provided only if the booking is made at least 24 hours in advance and after receiving a confirmation that the request can be accepted by the John Paul II International Airport Krakow-Balice Ltd. (on a first-come, first-served basis).
2. To request the conference room rental service, please send the booking form including all the necessary information (booking form) by e-mail: business@krakowairport.pl, by fax: +48 12 639 34 15, or by mail at the following address: John Paul II International Airport Krakow-Balice Ltd., ul. Kpt. M. Medweckiego 1, 32-083 Balice.
3. The conference room rental booking form is available at www.krakowairport.pl.
4. The conference room rental service is provided against a fee, as per the valid price list available at www.krakowairport.pl. The payment shall be made not later than one day before the scheduled service, by bank transfer or charge card.
5. The booking may be cancelled by email not later than 24 hours before the scheduled service. If cancelled later, the fees as per the price list will be charged.
6. John Paul II International Airport Krakow-Balice Ltd. reserves the right to refuse to provide the service if it is found that the provided information is incorrect or if the guests misbehave and it is justified by safety reasons.
7. The conference room shall be made available to the tenant 30 minutes before the planned service starting time.
8. The tenant agrees to use the conference room equipment as intended. The tenant shall be financially responsible for any damage or destruction.
9. John Paul II International Airport Krakow-Balice Ltd. shall not be responsible for any items left at the conference room.
10. The catering service will be provided only if requested (booking form). Fees are charged as per the bill issued by the supplier - MPL Services sp. z o. o. The amount specified in the bill shall be increased by the handling fee of 20% of the catering service value.
11. If safety is at risk or in the event of force majeure circumstances, the conference room rental service may be cancelled or changed. John Paul II International Airport Krakow-Balice Ltd. shall not be held liable in this respect.
12. John Paul II International Airport Krakow-Balice Ltd. reserves the right to change the terms and conditions for rental of the conference room and shall immediately notify the parties concerned about any such change. If the terms and conditions for booking of this service are changed, the passengers who made the booking may either accept the new terms and conditions for booking or cancel the booking at no extra charge.

Update: 7th of September 2017

Reservations ▶ t: +48 12 639 33 04 ▶ f: +48 12 639 34 15 ▶ e: business@krakowairport.pl

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