



ORDER FORM

Company :
Contact person :
Address : Postal code :
Town : Country :
Tel. : Fax : E-mail :

Date of visit :

Meeting point :

- Brussels International Office - Town Hall - Grand'Place (the Grand'Place is **not** accessible by coach)
- Hotel or Restaurant
- Atomium - entrance
- Boulevard Pachéco: in front of Brussels Congrès rail station
- BIP : Rue Royale 2-4
- BELvue Museum/ Coudenberg Reception desk

Departure time : End time of visit : End location :

Language: Number of guides:

Group pattern: cultural seniors students tourists others :

Number of participants: Name of Tour Leader + mobile n° :

Bus company + Driver's mobile n°:

Theme(s) of Tour or Other City:.....

Payment: Cash to the guide By Invoice against voucher (only for travel agencies)

Please note:

1) No visits on New Year's Day (1 January) and Christmas Day (25 December)

3) One language per guide.

2) Morning Tours to finish no later than 12h30 - Afternoon Tours to start no earlier than 13h00

4) Meeting point must be in Brussels - Return to Brussels after the Tour

GUIDING FEES FOR 2010-2011

Visit max. 3 h : 110€

Visit max. 9 h (= 8h visit, trips included + 1h lunch): 205€ + lunch guide (20€ or on invitation by the group)

Additional hour : 30€

BELvue Museum or Archeological Site of Coudenberg (1h30): 77€ (Nocturne/late-evening opening 110€)

BELvue Museum + Archeological Site of Coudenberg (3h) : 145€ (Nocturnes/late-evening openings 220€)

Brussels for kids (1h30): 75€

Brussels on stage (1h30): 80€

! Last departure : 20h00 for max. 2 hours.
! Entrance fees to museums are not included.

GENERAL CONDITIONS

*Bookings must be made 2 weeks in advance by post, fax or by using this order form. A written confirmation from the Guide's Service will follow. No options possible.

* The visits are made with the customer's vehicle, equipped with a seat and microphone for the guide. Walking Tours : max. 20 pers. per guide.

* Brussels Tourism declines any responsibility in case of accidents or other damages during the visit. We are not in any way responsible should the guides be absent due to last-minute changes.

* Payment : immediate cash payment in Euro. A receipt shall be delivered. An invoice is made **only for travel agencies** (+21%VAT) in exchange of a voucher.

No cheques or bank cards will be accepted.

* Delay : the guides will wait at the meeting point for no more than 1 hour after which we can no longer guarantee the visit.

* Cancellations : must be notified in writing, by post or fax during the office hours (Monday-Friday: from 9h00 to 16h00).

* Cancellation fees : a fee will be applied to any cancellation as follows: up to 30 days before the visit : no charge - up to 8 days before the visit : 25% of the total amount - up to 3 days before the visit : 50% of the total amount - less than 3 days before the visit : the total amount will be charged.

* Amendment fees : any amendment to the booking concerning time, meeting point, theme, language, date of visit will be charged 15€ . Amendments must be notified 3 weekdays prior to the visit. Less than 3 weekdays prior to the visit, we cannot guarantee the amendment.

Date of order :

Signature (stamp of travel agency/company) :