

**PRICES FOR COURTROOM RENTAL AND ORGANIZATION OF HEARINGS  
AND SECRETARIAL SUPPORT SERVICES OF THE COURT OF ARBITRATION OF MADRID**

**ROOM RENTALS**

- ✓ **Concepción Arenal Courtroom Package:** Concepción Arenal Courtroom, Claimant's Courtroom, Respondent's Room and Arbitral Tribunal Room during normal office hours - from 09:00 to 19:00 CET-: 1.550,00 € (VAT not included), half day - up to four hours-; and 2.550,00 € (VAT not included), full day -between four and eight hours-.
  
- ✓ **Pedro Saiz de Andino Courtroom Package:** Balaguer Courtroom, Claimant's Courtroom, Respondent's Room and Arbitral Tribunal Room during normal office hours - from 09:00 to 19:00 CET-: 1.350,00 € (VAT not included), half day -up to four hours-; and €2,200.00 (VAT not included), full day -between four and eight hours-.
  
- ✓ In the event that the room rental service is required outside normal office hours -from 09:00 to 19:00 CET- or for more than eight hours a day, the invoicing prices for each hour outside office hours or in addition to eight hours per day will be as follows:
  - Legal or technical staff (English or Portuguese language): € 400/hour (+VAT)
  - Legal or technical staff (Spanish language): € 320/hour (+VAT)
  - Administrative staff (English language): € 200/hour (+VAT)
  - Administrative staff (Spanish language): € 120/hour (+VAT)

**ORGANIZATION AND SUPPORT SERVICE FOR VIRTUAL OR HYBRID HEARINGS<sup>1</sup>**

The service, which includes the use of the Court's Zoom account, is billed on an hourly basis (hearing and trial sessions), according to the following breakdown, depending on the degree of support required by the user:

- ✓ Legal or technical staff (English or Portuguese language): € 200/hour (+VAT).
- ✓ Legal or technical staff (Spanish language): € 160/hour (+VAT)
- ✓ Administrative staff (English language): € 100/hour (+VAT)
- ✓ Administrative staff (Spanish language): € 60/hour (+VAT)

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<sup>1</sup> 1 In the case of hybrid hearings, in which the rental of a room and the organization of a virtual hearing are required, we will charge for both services.



The above prices refer to the holding of hearings during normal office hours (09:00 to 19:00 CET) and limited to eight hours per day within this time frame. In the event that our services are required outside these hours or for more than eight hours a day or for more than eight hours a day, the prices will be doubled for the excess hours or outside the normal office hours.

### **RESERVATION AND CONTACT FORM**

You can find the booking form on the website. Prior to submitting the completed booking form, please check the availability of the rooms and contact the Court (Marta Ferre, T. +34915383585, [marta.ferre@camaramadrid.es](mailto:marta.ferre@camaramadrid.es)).

### **CANCELLATION POLICY**

- ✓ The reservation will be confirmed when the Court receives proof of payment.
- ✓ If cancellation is made within 1 month before the date of the event, the full amount will be refunded.
- ✓ Except in case of force majeure, if cancelled up to one week before the date of the event, 50% of the amount invoiced will be charged.
- ✓ Except in case of force majeure, if cancelled within the week of the reservation, no refund will be made.