

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

ORGANIZATION OF HEARINGS

These prices apply to a working day of up to 8 hours, within office hours from 09:00h to 19:00h. from Monday to Thursday, and from 9:00h to 14:00h on Fridays; and they include the assistance of administrative staff from the Court.

Concepción Arenal Courtroom Package: Concepción Arenal Courtroom, Claimant's Courtroom, Respondent's Room:

- 1.700 € (VAT not included), half day -up to four hours-; and
- 2.700 € (VAT not included), full day -between four and eight hours-.

Pedro Sainz de Andino Courtroom Package: Balaguer Courtroom, Claimant's Courtroom, Respondent's Room:

- 1.500 € (VAT not included), half day -up to four hours-; and
- 2.400 € ((VAT not included), full day -between four and eight hours-.

ORGANIZATION OF VIRTUAL HEARINGS

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:

- ✓ Administrative staff (Spanish language): € 65/hour (+VAT)
- ✓ Administrative staff (English language): € 110/hour (+VAT)
- ✓ Legal or technical staff (Spanish language): € 175/hour (+VAT)
- ✓ Legal or technical staff (English or Portuguese language): € 220/hour (+VAT).

ORGANIZATION OF HYBRID HEARINGS.

The support service for hybrid hearings will be charged on an hourly basis and will be the result of applying the rate for the organization of in-person hearings, increased by 50% of the rates applicable to virtual hearing organization services.

EXTRA HOURS

In the event that the room rental is required for more than 8 hours or outside the established schedule from 09:00h to 19:00h. from Monday to Thursday, and from 9:00h to 14:00h. on Fridays, the prices (for each hour outside the established schedule or additional hours after 8

hours) will be invoiced according to the category of the personnel attending the service, in accordance with the following rates:

- ✓ Administrative staff (Spanish language): € 130/hour (+VAT)
- ✓ Administrative staff (English language): € 220/hour (+VAT)
- ✓ Legal or technical staff (Spanish language): €350/hour (+VAT)
- ✓ Legal or technical staff (English or Portuguese language): €440/hour (+VAT)

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 (Julia Navarro, T. +34915383906, julia.navarro@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.