

A PROJECT OF THE MIGROS CULTURE PERCENTAGE  
IN PARTNERSHIP WITH THE CITY OF GENEVA

# CULTURAL OFFICE

## GENEVA

«Bureau culturel»  
Bern Street 63  
1201 Geneva  
SWITZERLAND  
+41 22 732 72 01

Opening hours:  
Mo-Sa 12:30-6:30 PM

bureauculturel.ch  
geneve@bureauculturel.ch

The «Bureau culturel» of Geneva is a non-profit organization that has been providing affordable audiovisual and computer equipment since June 2006, along with offering informative sessions and training workshops.

# REGULATIONS

The «Bureau culturel» operates thanks to your collaboration. In order to benefit from regular and high-quality services, you need to be aware of and adhere to a few rules. Its use is reserved for cultural, sports, or socio-educational purposes.

## 1. INFORMATION CENTER

On-site, on the website, on Facebook & Instagram pages, and on the Discord server, you will find information about local cultural life, support for creative projects, professional contacts, audiovisual training, books, and magazines. We will be delighted to provide you with advice.

## 2. ON-SITE

Workstations are equipped with various softwares (list available on the website) and accessories. Reservations can be made from Monday to Friday. File storage is temporary on the computers and they are cleared four times a year (on solstices and equinoxes). The «Bureau culturel» is not responsible for any data left on-site. External hard drives can be rented, and USB keys are available for purchase.

The «Bureau culturel» reserves the right to exclude any uncooperative customers.

### 3. COPYING, TRANSFERS & ARTIFICIAL INTELLIGENCE (AI)

Copying copyrighted material is prohibited. When working with AI, it is recommended not to include the influence of other artists in your prompts and to focus on your own artistic inputs.

For duplicating CDs & DVDs, please ensure that your originals are in good condition. Using your own paper may cause printer malfunctions and result in repair costs that you will be responsible for. Please consult with us or use the various papers available for sale at the «Bureau culturel».

Any errors or test prints, copies, or transfers will be charged to you.

### 4. RENTING

Reservations can only be made in person or by phone during opening hours. A valid identification document must be presented each time you borrow equipment.

#### 4.1. REGISTRATION

Registration is FREE and mandatory for equipment rentals. It is not required for working on-site or attending our training sessions and informative workshops.

You must be a resident of Switzerland.

You need to complete the registration form and submit it with the original documents listed below the arrow. The complete registration package must be presented at the «Bureau culturel» counter during its opening hours, at least 7 days before the first reservation.

The original documents will be returned after verification and scanning. Regarding the proof of residency, a digital document (.pdf) received from one of your providers can be transmitted to us via email.

#### 4.2. REGULAR HOURS

Equipment Pickup:  
Mo-Sa 2:00-6:00 PM

Equipment Return:  
Mo-Sa 12:30-1:30 PM

## 4.3. CANCELLATION FEES

There are no cancellation fees if the cancellation is requested at least 15 days before the pickup date, if the reservation is made on the same day, or upon presentation of a medical certificate.

Cancellation fees prior to the pickup date (% of rental price):

0 to 4 days: 100% /// 5 to 7 days: 50% /// 8 to 14 days: 25%

Failure to pick up the equipment will result in 100% cancellation fees and the cancellation of all your future reservations with potential more fees. After the third failure to pick up, collaboration will be terminated in all «Kulturbüros».

## 4.4. FEES

A return with a delay of more than 30 minutes (starting at 2:01 PM) will result in an additional day's rental charge. For each day of delay (without notification), triple the daily rate will be charged, and the weekend and weekly packages will no longer apply. The «Bureau culturel» reserves the right to take legal action in case of prolonged delay.

Fees may be charged for a battery returned with insufficient charge, a tool returned dirty, a cable returned improperly coiled, etc.

## 5. PAYMENTS

On-site usage must be paid in cash before departure. The rental amount must be paid on the day of pick-up or beforehand. All payments are accepted only in Swiss Francs.

Paying in cash is always an option on-site to receive a relatively detailed receipt. Without a receipt, only the rental agreement contains billing details.

These payment methods are now accepted with no minimum amount: Maestro, MasterCard, PostFinance & Visa cards, or the Twint application.

You can also pay for a reservation by bank transfer at least 3 business days before the pick-up date. We will need a screenshot or a .pdf of the transaction via email as soon as possible.

CCP: 17-673176-2

Bureau culturel Association, Bern Street 63, CH-1201 Geneva

IBAN: CH57 0900 0000 1767 3176 2

BIC: POFICHBEXXX

## 6. RESPONSIBILITY & INSURANCE

The equipment must be picked up by the registered person who made the reservation, and a strictly valid identification document must be presented. A proof of address change, dated within the last 3 months, is required.

You are responsible for the equipment you use on-site or rent. You will be liable to pay for any repair costs or the replacement value of damaged or unreturned equipment (amounts specified in the rental contract + possibly 20 CHF administrative fee).

We strongly recommend obtaining adequate insurance coverage for the rented equipment, considering the duration and destination of its use, or inquire about the coverage under your liability insurance.

## 7. DEPOSIT

The «Bureau culturel» reserves the right to request a deposit upon equipment pickup.

## 8. REMARKS

We disclaim any liability for loss, theft, or damage to personal belongings within the premises of the «Bureau culturel».

The «Bureau culturel» is a smoke-free and alcohol-free space. Please respect the studios environment and make your phone calls outside the premises.

## 9. SUGGESTIONS

Your suggestions are always welcome for the continuous improvement of the services provided by the «Bureau culturel».

