

# Book a meeting room at EPFL Innovation Park

**These rooms are available for all the tenants of  
the EPFL Innovation Park :**

**EPFL Innovation Park Foundation / SQIE / Garage**

## EPFL Innovation Park Foundation – Building F – ground floor

Rooms of EPFL Innovation Park Foundation	sqm	Capacity (persons)	Display	Cost / day	Cost / ½ day
Jupiter	49	20	LCD screen (75")	CHF 400,-	CHF 200,-
Luna	45	20	beamer	CHF 400,-	CHF 200,-
Jupiter + Luna	94	60	both	CHF 800,-	CHF 400,-

### Renting conditions

*Special rate for the start-ups of the EPFL Innovation Park Foundation.*

Place your booking through our booking tool 'Book a room' on our website: <https://epfl-innovationpark.ch/resources/>

Your booking will be confirmed by returned e-mail.

For any question: [reception@epfl-innovationpark.ch](mailto:reception@epfl-innovationpark.ch) – Jo Riva, tel. +41 21 353 8000

**The option 'Jupiter + Luna' hereabove means that there is a removable wall in between the two rooms, providing the possibility to host a larger group of people than twice the separated rooms. Wi-Fi included.**

**If you need to book the whole space, please book the two rooms separately.**

Additional cost if needed: room preparation before the meeting or room cleaning after the meeting:  
ISS cost of CHF 39,90 HT per hour per agent. Usually two agents are needed.

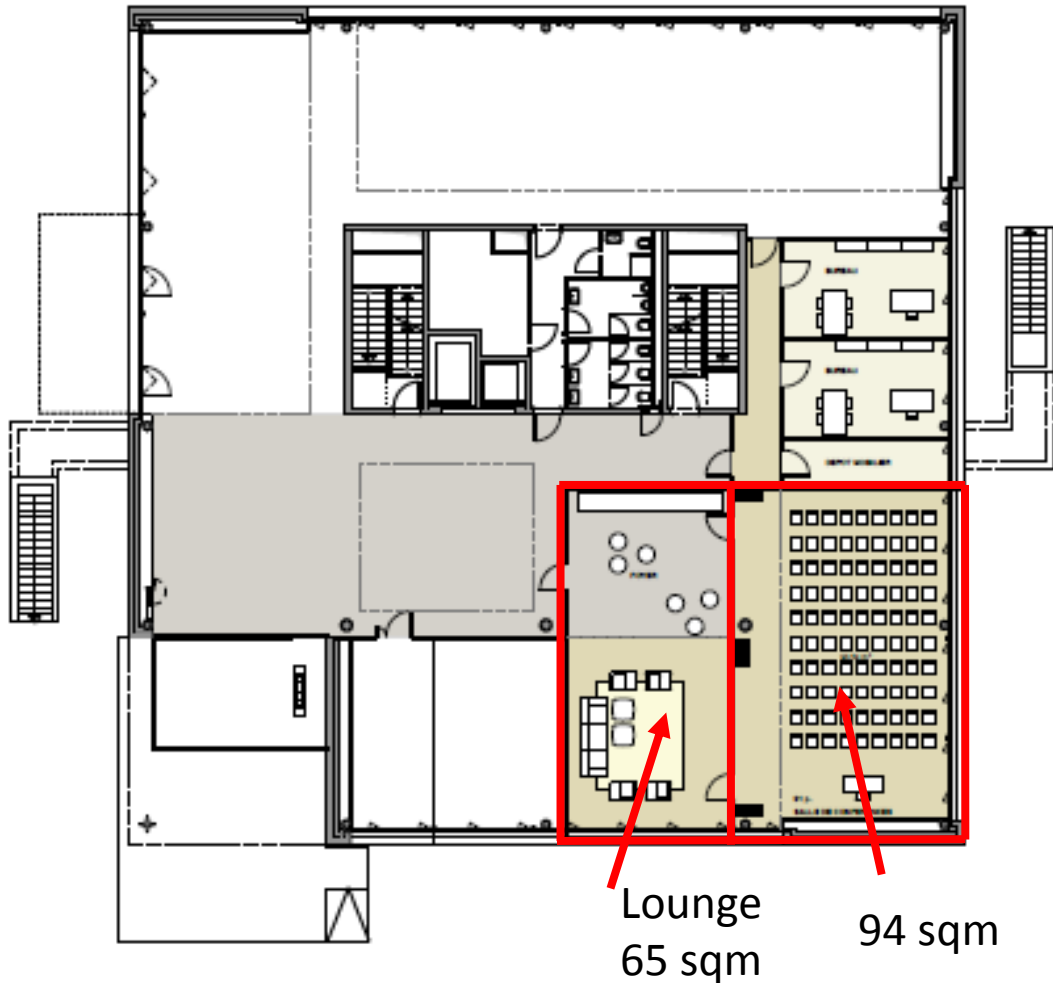
## EPFL – Building E – ground floor

EPFL Rooms	sqm	Cost / day	Cost / ½ day 8am to 12pm/ 13pm to 17pm	Cost / 2 hours	Lounge 65 sqm
Surface	94	CHF 400,-	CHF 225,-	CHF 125,-	included

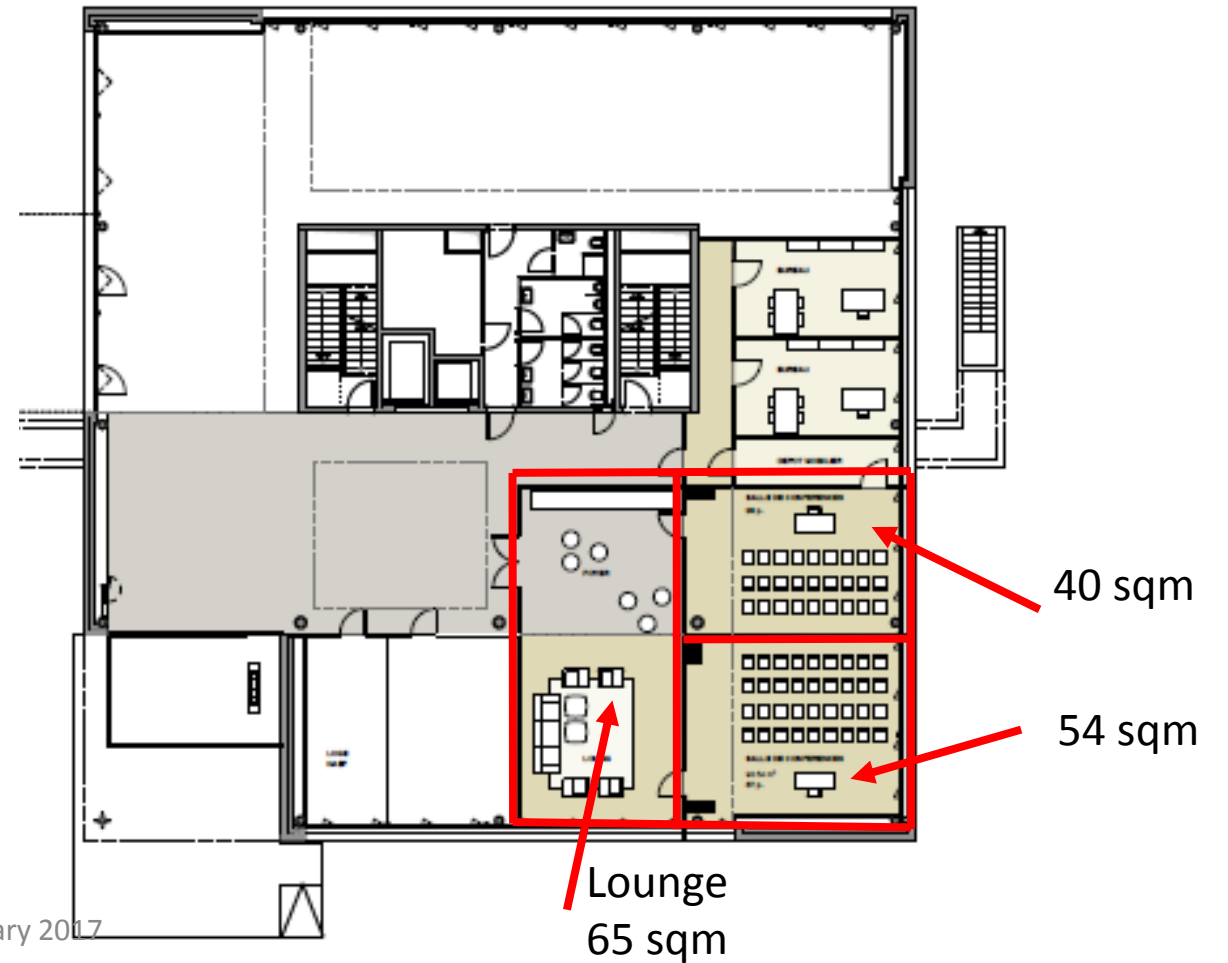
### Renting conditions

Please get in touch with EPFL Mediacom at [events@epfl.ch](mailto:events@epfl.ch) +41 21 693 51 27

Building E, ground floor  
Full area with the lounge



Building E, ground floor  
Full area with the lounge:  
Main room split in two  
separated rooms.  
Full area rented



## Formation Continue UNIL/EPFL – Building E – 1st floor

Rooms of the Formation continue UNIL-EPFL	Capacity configuration U-shaped	Capacity configuration classroom*	Capacity configuration in rectangle/ closed square	sqm	Cost / day	Cost / ½ day
Big room 1st (left)	28	32	-	65	CHF 500,-	CHF 350,-
Big room 1st (right)	28	32	-	65	CHF 500,-	CHF 350,-
Double group's room	14	14	14	18	CHF 300,-	CHF 210,-
Group's room	-	-	10	18	CHF 150,-	CHF 105,-
Reception area/ lounge for special events	-	-	-	-	CHF 150,-	CHF 105,-

### Renting conditions (2017 rate)

Contact : [antoine.dao@unil.ch](mailto:antoine.dao@unil.ch) - Antoine Dao, tel.: +41 21 693 71 35

- The cost for half a day (until 12pm or from 13pm) is 70% of the daily cost.
- The cost per hour is 30% of the daily cost.
- The cost includes also a beamer and a flipchart (only for the big rooms).
- A reception area/lounge is available as well as an espresso coffee machine (CHF 1,-/coffee).
- The use of the reception area/lounge for an aperitif/buffet is invoiced CHF 150,-.
- The renters can use a catering service authorized by the Formation Continue UNIL-EPFL. This is only available for an event of minimum half a day.
- Additional costs :
  - specific cleaning, if necessary
  - on-site technician
  - signage
  - different configuration of the original room.
- Cancellation policy :  
In case of cancellation or delay of the booking, the client can cancel without charges with a prior notice of minimum 15 open days before the event. After this date, the client will be charged 30% of the costs.