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## ORDER FORM GUIDED TOUR 2024

Company : ..... VAT number : .....  
Contact person : .....  
Address : ..... Zip code : .....  
City : ..... Country : .....  
Tel. : ..... E-mail : .....  
Required date for the visit : ..... E-mail invoicing: .....  
City required:  Brussels  Antwerp  Bruges  Ghent  Mons  Waterloo  Namur  Liège Others: .....  
Meeting place :  
 Tourism office: VisitBrussels – City Hall – Grand-Place, Brussels (*Grand-Place not reachable by coach – pedestrian area*)  
 Hotel / Restaurant (only when in city center) .....  
 Coach car park –Boulevard de Berlaimont  
 Atomium – entrance of the ticket office  
 Desk of the Musée BELvue / Coudenberg (‘Place des Palais’)  
 Other: .....  
Departure time : ..... End of visit (time) : ..... and (location) : .....  
Language : ..... Number of guide(s) : .....  
Type of group :  Cultural  Seniors  School group  Tourist  Others : .....  
Number of participants : ..... Name and phone number of group leader : .....  
Coach company + driver’s phone number : .....  
Chosen theme or visit to other cities in Belgium : .....  
Payment :  By invoice  Cash payment to the guide(s) against cash receipt only

**One language per guide - The tour always stops at the end of booked visit time  
Entrance fees to museums and extras are not included and must be paid by the group.**

### **PRICE LIST 2024:**

Visit maximum 1 hour: €132 (only applicable if the group is already present in Brussels)  
Half day visit, maximum 3 hours: €187  
Visit 1 city full day, maximum 9 hours: (= 8 hour guided tour + 1 hour lunch) : €363 + lunch guide €22  
Visit 2 cities maximum per day, full day, maximum 10 hrs (= 9h guided tour, transportation included + 1h lunch): €407 + lunch guide €22  
Extra hour: €44 (applicable for visits of more than 3 hours and with a maximum of 3 times one extra hour)  
BELvue museum or Site Coudenberg (1h30): €95 (Nocturnal €165)  
BELvue museum + Site Coudenberg (3h): €187 (Nocturnal €308)  
Brussels told to children (1h30): €132  
Transfer from a Belgian railway station: €132  
Meet & Greet and guided transfer from a Belgian airport, maximum 3h: €209

You will find our conditions of sale and cancellation on page 2.

## **GENERAL CONDITIONS:**

- \* Reservations for a guide must be made by e-mail via this order form at least 24 hours in advance. A written confirmation from our guide service will follow.
- \* The visits will take place with the bus/minibus of the client. The bus is equipped with a microphone and seating for the guide. For a guided tour on foot: maximum 25 persons per guide. For a visit to Bruges, the group is limited to 24 people.
- \* GBB cannot be held responsible for accidents or damage during a visit, nor for a shortage of guides caused by late changes.
- \* A booking for a full day, performance of up to 9 hours (€363 + €22 lunch allowance for the guide), is only accepted if a maximum of 1 city is visited. If 2 cities are visited per day, we only accept bookings of 10h (€407 + €22 lunch allowance for the guide).
- \* Modifications: Changes less than 3 working days before the tour cannot be guaranteed.
  
- \* Payment: Invoice date by bank transfer to GBB account number: IBAN: BE83 7350 3461 2315; BIC: KREDBEBB. In the case of CASH payment in euros, you will receive a receipt from the guide. Neither cheques nor credit cards are accepted.  
**All bank transfer fees are at the expense of the client.**
- \* Delay: The guide waits 1 hour (30 min. for a short walk or for the walks for children) at the place of appointment, after which the mission is considered to be completed. The tour always ends at the scheduled time.
- \* Cancellations: to be reported by mail during the opening hours of the office (Monday to Thursday: 8.30 a.m. to 4.30 p.m.)
- \* Cancellation fee: After receiving the final confirmation with the contact details of a guide up to and including 8 working days before the assignment, GBB charges an administration fee of EUR 50. Thereafter: from 7 to 4 working days in advance: 50% of the total amount - from 3 working days in advance: the full amount.
- \* Only Belgian law applies; in the event of a dispute, only the Brussels courts are competent.

Date of order:

Signature (stamp for travel agencies / companies):