



Secrétariat

IC/Geneva/2007/10/Rev.2
3 July 2015

Information Circular No. 10/Rev.2¹

Subject: Organization of functions with catering services in the Palais des Nations

1. The purpose of this information circular is to draw attention to the rules and procedures that apply to the organization of functions in the Palais des Nations requiring catering services, such as luncheons, dinners, cocktail receptions and coffee breaks.

Authorized entities and persons

2. The following entities and persons are authorized to hold functions in the Palais des Nations:
 - a) Members of the staff of the United Nations Secretariat and the United Nations system who hold a valid identification card;
 - b) Agencies and bodies of the United Nations Secretariat and organizations of the United Nations system;
 - c) Accredited Member States and observers, permanent missions;
 - d) Non-governmental organizations with consultative status in the Economic and Social Council;
 - e) Media accredited with the United Nations Office at Geneva (UNOG);
 - f) Any other entity when deemed in the best interest of UNOG and as approved by the Office of the Director-General.
3. Political parties, religious movements and sects are not permitted to organize functions in the Palais des Nations.
4. The functions must not be of a commercial nature. The organizers may not collect any entrance fee.
5. In accordance with the provisions of information circular ST/IC/Geneva/2005/14 of 1 March 2005 on the use of UNOG premises, absolute priority is given to official activities of the United Nations, and the availability of premises cannot be guaranteed. UNOG therefore has the prerogative to rescind its agreement at any time, declining all responsibility in this regard.

¹⁾ This circular cancels and replaces circular IC/Geneva/2007/10/Rev.1 of 10 March 2010.

Authorized venues

6. The venues authorized by type of function are as follows:

- a) Luncheons and dinners: Delegates' Restaurant
- b) Cocktail receptions and coffee breaks: all venues below up to indicated maximum authorized capacity (in the case of coffee breaks, service in principle must not exceed one half hour):

<i>Venues</i>	<i>Luncheons/Dinners</i>	<i>Cocktail receptions/Coffee breaks</i>
Delegates' Restaurant	120	400
Delegates' Restaurant – Salon Genève (Geneva Room)	70	100
Delegates' Restaurant – Salon Lausanne (Lausanne Room)	50	80
Bar 13–15		200
Hall 14		400
Bar Escargot		150
Bar Serpent (after 6 p.m.)		600
Mezzanine		600
Areas in the vicinity of conference rooms*	Depends on the area in question	

* Areas in the vicinity of conference rooms may be used, on an exceptional basis, when no major conferences are being held and subject to the approval of the Security and Safety Service; staff are further reminded that consumption of food or drinks inside of the conference rooms is strictly forbidden.

- 7. The use of office spaces by staff members for end-of-year holiday parties or similar gatherings will be tolerated. The Security and Safety Service (PN A.220, tel.: 022 917 29 00, controlcentersecurity@unog.ch) must be notified in writing, at least 72 hours before the date of any party, of the venue, the type of party, the expected number of guests and the time.
- 8. For such events, staff are reminded that it is strictly prohibited to use flammable products or electrical appliances or to smoke inside the premises. Emergency exits must be kept clear at all times. The organizers will be responsible for leaving the offices clean and removing waste and will be held responsible in case of damage resulting from the use of UNOG premises or breaches of food safety rules.

Official UNOG caterer

- 9. For reasons of food safety and access to the premises among others, the official UNOG caterer is the sole entity authorized to provide catering services for functions, including coffee breaks, in the Palais des Nations. UNOG declines any responsibility for accidents or incidents occurring as a result of failure to comply with this provision.
- 10. In the case of functions organized in connection with events of a cultural nature (exhibition openings, concerts, etc.), permanent missions or authorized entities wishing to serve culinary specialities not available from the UNOG caterer may be authorized to make use of their own catering staff subject to approval by Administration. In no case may they engage a private catering company.
- 11. Such exceptions will be granted on the basis of compliance by the permanent missions or entities with food hygiene and food safety rules concerning the transport, storage, serving and disposal of foodstuffs. UNOG will not be held responsible for breaches of these rules.

Procedure for submission of requests to hold functions

12. Requests to reserve venues for functions with catering services must be submitted with a duly completed form at suppliercatering@unog.ch.
13. Special service requirements that fall outside of the framework of this circular will be indicated in the form for consideration by Administration.

Costs

14. For each function, the official caterer will prepare a detailed estimate, which must be approved and signed by the organizers.

Security

15. In the case of requests from external entities, security costs will be charged based on the number of guests, the duration of the event and whether it takes place on a weekday, official holiday or weekend. Costs cover prevention and response measures, as well as surveillance patrols, and apply for functions held after 6 p.m. and lasting up to 90 minutes. The Security and Safety Service will evaluate whether one or more security officers are required to be present continuously at the event. This evaluation will be based on the expected number of guests and the possible risks associated with the event. As a general rule, the ratio is approximately 1 security officer for every 150 persons.
16. An estimate of security costs will be prepared for any function lasting more than 90 minutes and taking place at the weekend or on an official holiday, and for functions that require special security arrangements.
17. With regard to functions organized in the context of cultural events and for which catering services are required, security costs will be included in the cost of the relevant activity. A specific cost estimate may nevertheless be prepared for events requiring special arrangements.

Others

18. In keeping with the Organization policy whereby the regular budget shall not bear any costs related to non-mandated or extra-budgetary activities, such activities serviced by UNOG will be subject to reimbursement. Costs for coordination, cleaning, disposal of waste and/or move of furniture will therefore apply as required, and in all cases for events organized without the official caterer, as per paragraph 10. Costs for the provision of equipment will also apply as required.

Requests for additional services

19. Requirements for additional services such as the provision of technical equipment or furniture, or any special requirements, must be clearly specified on the form. These requirements will be met subject to the availability of the equipment requested. UNOG reserves the right to cancel, in full or in part, any request for equipment or furniture in case of force majeure.
20. Requests for (a) flag(s) must be sent to flags@unog.ch.
21. The organizers will assume full responsibility for the equipment used and will cover the cost of any damage caused accidentally or through negligence.

22. If it is not possible for UNOG to satisfy a request for additional equipment, the organizers must hire the equipment at their own expense and coordinate with the supplier for the installation and removal of the equipment, as well as with Security and Safety Service for access arrangements.

Access to the Palais des Nations

23. The organizers must submit an alphabetical list of guests who do not hold a valid identification card to the Security and Safety Service in order to facilitate inspections at the entrance to the Palais des Nations.
24. Attention is drawn to the fact that information circular ST/IC/Geneva/2004/14 of 13 April 2004 on the policy on vehicle access to UNOG grounds remains in force. Consequently, only authorized vehicles may enter the Palais des Nations site.

(Signed) Clemens M. Adams
Director, Division of Administration



REQUEST FOR RECEPTION AT THE PALAIS DES NATIONS

To return to suppliercatering@unog.ch. All fields are to be completed.

1. **Requesting service/entity** : Please indicate the entity
2. **Contact name** : Please indicate the contact name
3. **Phone/email** : Please indicate the phone number / and email address
4. **Type of reception**

☐ Lunch/Dinner

☐ Cocktail

☐ Coffee
5. **Number of guests** : Please indicate the number of guests
6. **Date** : Please enter the date
7. **Hours** : Please indicate the time range (ex.: from 11:30 to 14:00)
8. **Requested venue** : Please select the venue in the list

Others

: Please specify

The reservation of the venue will be confirmed as soon as possible depending on availability and arrangements.

9. Costs and additional services

- **Security**
 - ☐ Cocktail : Please select the relevant package
 - ☐ Meals : Please select the relevant package
- **Furniture** (Please indicate the number and the specificities on « Comments »)
 - ☐ Tables ☐ Panels
 - ☐ Chairs ☐ Podium
 - ☐ Others: **Please specify**
- **Technical equipment**
 - ☐ Rostrum ☐ Videoprojector (CHF 160)
 - ☐ Sound equipment (CHF 70) ☐ Technical assistance during the event (CHF 70/hour, CHF 105/hour after 5 pm)
 - ☐ TV screen (CHF 160)
 - ☐ Others: **Please specify**
- **Reservation of the Bar Serpent*:** Please select the relevant package
 - * *Costs for coordination/cleaning/waste disposal/movers.*
- **Space arrangements for receptions without the official UNOG caterer:** Please select the relevant package
 - Please see paragraph 10 of Information Circular IC/Geneva/2007/10/Rev.2.*

10. Comments/Special requests