



1 December 2022

Information Circular n° 8⁽¹⁾**Subject: Organization of functions with catering services in the Palais des Nations**

1. The purpose of this Information Circular is to communicate 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) Accredited Member States and observers, permanent missions;
 - b) United Nations Secretariat Departments;
 - c) Staff of the United Nations Secretariat and the United Nations system who hold a valid identification card;
 - d) Agencies, Funds, Programmes and other organizations of the United Nations system;
 - e) Non-governmental organizations with consultative status in the Economic and Social Council;
 - f) Media accredited with the United Nations Office at Geneva (UNOG);
 - g) 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. In using United Nations premises, the dignity of the Organization must be maintained at all times. Only meetings, conferences, events and exhibits that are fully consistent with the purposes and principles of the United Nations and justified by their relevance to the work of the Organization may be held on United Nations premises. Rallies and demonstrations are not permitted on UNOG grounds unless exceptionally authorized by the Director-General, UNOG.

(1) This circular cancels and supersedes Information Circular ST/IC/Geneva/2007/10/Rev.3 of 16 June 2016

5. The functions must not be of a commercial nature. The organizers may not collect any entrance fee.
6. In accordance with the provisions of Information Circular [ST/IC/Geneva/2020/2](#) of 7 January 2020 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. The Director-General, UNOG therefore retains the prerogative to rescind his/her agreement at any time, declining all responsibility in this regard.

Authorized venues

7. 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	200
Delegates' Restaurant – Salon Genève (Geneva Room)	70	100
Delegates' Restaurant – Salon Lausanne (Lausanne Room)	50	80
Bar Concordia		200
Hall 14		100
Bar Escargot		150
Bar Serpent (after 6 p.m.)		600
Cafeteria reception area (after 6 p.m.)		200
Mezzanine		400
Auditorium (Building H)		100
Grab and Go Lounge (Building H)		100
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.

8. At all events is strictly prohibited to use flammable products or electrical appliances. In exceptional circumstances, electrical appliances may be used provided this has been authorized by UNOG as part of the requests submitted to the caterer (see paragraph 14). Emergency exits must be kept clear at all times. The organizers will be responsible for leaving the assigned areas clean and removing waste. They will be held responsible in case of damage resulting from the use of UNOG premises or breaches of food safety rules.
9. It is strictly forbidden to smoke inside the premises. Only designated smoking shelters may be used for smoking outside within the entire Palais des Nations campus.
10. 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 or, for emergencies, +41 22 917 21 12, controlcenter.security-unog@un.org) 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.

Official UNOG caterer

11. 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.
12. 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. 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 any incident resulting from the non-compliance with these rules.
13. In no case may a private catering company be engaged.

Procedure for submission of requests to hold functions

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

Costs

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

Security

17. 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. on weekdays 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.
18. 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.
19. 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

20. 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

21. 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*.
22. Requests for (a) flag(s) must be sent to ineed-unog-css-flags@un.org.
23. The organizers will assume full responsibility for the equipment used and will cover the cost of any damage caused accidentally or through negligence.
24. 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

25. Guests must register through the on-line accreditation system <https://indico.un.org>.
26. Attention is drawn to the fact that Information Circular [ST/IC/Geneva/2017/2](#) of 3 July 2017 on the policy on vehicle access to UNOG grounds remains in force. Consequently, only authorized vehicles may enter the Palais des Nations compound.

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