

## Terms of Order and Agreement for Videography Services

### **1. Subject matter of the general agreement**

To fulfil its educational mission and the associated requirements of communications materials for online use and at conferences or other educational events, the [Brussels Office of the Rosa-Luxemburg-Stiftung](#) (referred to as “client”) intends to conclude a general agreement for videography services.

The contractual partner (referred to as “contractor”) shall execute videography services assigned by the client. Important requirement is the timely execution of the respective orders, as well as the excellent quality of the services.

### **2. Terms and execution periods**

The agreement has a term of eighteen and a half (18.5) months, thus until 31 December 2027 and can be tacitly extended by another twelve (12) months, thus until 31 December 2028, unless it is cancelled upon written notice at least one (1) month to the agreed term of the agreement. The maximum length of this contract is thirty and a half (30.5) months.

Either party may terminate the agreement at any time in case of dissatisfaction, subject to a one-month notice period, during which any ongoing projects shall be completed.

The execution of the agreement starts on 15 June 2026.

### **3. Estimated volume of production**

The client estimates that for the term of this agreement, he will place orders for videography arrangements for around 25.000€ per year.

This number is a mere estimation. Needs may be lower or higher. However, a cumulative volume of 90.000€ net over the entire term will not be exceeded. If this maximum amount is reached, this contract will automatically expire. Orders will not be placed at once but each prior to the respective event respecting the agreed deadlines.

The client reserves the option to fall back on relevant suppliers.

### **4. Detailed description of tasks**

For the organisation of our events in Brussels, Belgium, we require videography services to document events and produce high-quality video recordings for dissemination and archival purposes. Depending on the type and format of the event, this may include lectures, panel discussions, conferences, or public debates. The primary focus of the service is therefore the recording and post-production of event-related video material.

In addition, from 2027 onwards, the Brussels Office of the Rosa-Luxemburg-Stiftung plans to carry out a number of broader video projects presenting and documenting the work of the office beyond individual events. The contractor may furthermore be asked to provide occasional smaller-scale video editing services for the office's social media channels.

As stated in the following description, a written offer must be issued and subsequently confirmed or not confirmed (in case of non-compliance with the needs of RLS) by RLS in written form.

In accordance with the terms of the call for offers, the following conditions must be fulfilled by the contractor:

**In general:**

- We need to obtain a written offer before confirming any order;
- Invoices must clearly break down all items (e.g. filming, equipment, travel costs, post-production, etc.);
- All relevant information regarding the service must be provided in advance (e.g. technical setup, number of cameras, lighting requirements, timing, deliverables);
- All invoices must be in English;
- RLS will pay by bank transfer upon receipt of detailed invoice (see clause 7 Assignments and invoicing);
- The contractor must ensure a professional standard of audiovisual quality (image and sound);
- The contractor should be flexible and able to adapt to different event formats and venue conditions.

**Videography services:**

Event videography services:

- We require video coverage of events, typically including lectures, panel discussions, conferences, public debates, or similar formats;
- The contractor should provide an appropriate filming setup (e.g. one or multiple cameras, depending on the event);
- The contractor may be required to provide lighting and basic sound equipment, if necessary;
- The contractor must ensure stable, high-quality recordings (preferably in 4K where feasible);
- The contractor should be able to capture both wide shots and close-ups where relevant;
- The contractor may be required to conduct a short site visit and/or test recording in advance;
- Deliverables typically include a full recording (clean feed) and, where requested, selected still images or short clips for communication purposes;
- Post-production requirements are generally minimal but may include basic editing (e.g. trimming, combining camera angles, sound adjustment).

Non-event-related video projects:

- From 2027 onwards, the contractor may additionally support the production of broader video projects documenting and presenting the work, activities and focus themes of the Brussels Office of the Rosa-Luxemburg-Stiftung beyond individual events;
- Such projects may include interviews, office-related video portraits, documentation of political interventions, or thematic video productions connected to the office's work.

Social media and digital communication content :

- Depending on communication needs, the contractor may be asked to prepare shorter edited clips or teaser videos for use on social media channels and digital communication platforms;
- The contractor may occasionally be asked to adapt video material into different formats and aspect ratios suitable for social media dissemination (e.g. vertical or square formats, subtitles, short-form clips).

#### **Periods for delivery:**

The contractor undertakes to respond to each request as soon as possible and no later than 72 hours by submitting the requested financial offer(s).

The final deliverables must be provided within an agreed timeframe, to be specified in each individual request.

The prices stated in each individual offer, once agreed upon with the client, shall be binding for the respective order.

### **5. Obligations of the contractor**

The contractor agrees to treat as confidential all documents, files and data received from the client or its cooperation partners concerning the respective order, and to maintain secrecy towards third parties. If the contractor is not able to carry out the assigned order, he/she/they shall immediately inform the client.

### **6. Individual assignments and accounting**

For each order, the conditions set forth in the preceding paragraphs shall apply. Each assignment shall always be made in writing (by e-mail). Questions may be discussed orally beforehand. By submitting a binding offer, the contractor accepts the above conditions of agreement.

Invoices shall be addressed to the client (by mail to: [invoices.brussels@rosalux.org](mailto:invoices.brussels@rosalux.org), [silke.kuiper@rosalux.org](mailto:silke.kuiper@rosalux.org) and [rim.aissa@rosalux.org](mailto:rim.aissa@rosalux.org)) and have to contain all legal information, the delivery date as well as the sales tax identification number of the client, BE 0823.228.211. The client pays through bank transfers.

Client invoice data are:

Rosa-Luxemburg-Stiftung Brussels Office  
Rue Saint Ghislain 62  
1000 Brussels, Belgium  
BE 0823.228.211

### **7. Liability**

The contractor's liability for breach of contractual obligations towards the client is limited to intention and gross negligence.

## **8. Status and miscellaneous**

The contractor is responsible for the tax treatment of the agreed remuneration. As a precaution, the client advises that they is obliged by Belgian law to report both the identity and the amount concerning every charge to the Belgian tax authorities not later than 31 March of the following year.

The placing of an order by the client to the contractor constitutes a binding agreement.

Modifications and amendments to this agreement shall be made in writing. Should individual provisions of the agreement become invalid, this will not affect the validity of the remaining provisions.

The contractor shall ensure that all persons entrusted by them with the fulfilment of contractual obligations carefully observe statutory regulations on data protection, and refrain from forwarding information, unless it is evident, received from the client to third parties or use it otherwise.

The language of communication with our office is English and German.

## **9. Enforceability**

The lack of enforceability of any clause of the present contract by any Contracting Party at any time shall not affect, in any respect, the right of this Contracting Party to assert this right at a later date, nor affect the right to assert any of the rest clauses of the present Contract. The waiver of the breach of any clause of the present Contract by any Party will not be understood nor interpreted as a renunciation of the ability to denounce any later breach of the aforementioned clause. It will not be understood nor interpreted as a renunciation of the clause itself.

## **10. Jurisdiction**

The municipal or district court Brussels shall have jurisdiction over legal disputes arising from this service agreement, its termination and liquidation.

Date / signature of the contractor

Date / signature of the client

Boris Kanzleiter

Head of Office

Rosa-Luxemburg-Stiftung, Brussels Office