



**Cultural and Congress center of Woluwe-Saint-Pierre
93, avenue Charles Thielemans - 1150 Brussels**

Rental Date :

Hall :

General Rental Regulations :

(Last updated on 05/2020)

1. Rental agreement

- 1.1 All room reservations are subject to a contract drawn up by the Convention Centre in duplicate. **The copy of this contract must be returned within 30 days to the Congress Centre**, duly signed by the responsible for the rental, with the mention "**Read and approved for agreement**".

As the organiser, you must, as soon as possible, i.e. at least 30 working days before the date of the event, inform us of the date of the event. of room occupancy, **you must check with our technical manager (Make an appointment with him/her) that all the technical aspects of your event have been addressed and that the questionnaire of general and technical information of the planned event has been well completed. A copy of this completed questionnaire will be given to you as a guarantee of the smooth running of the organization of your event.**

- 1.2. **The rental contract entitles you:**

- To the use of the premises mentioned in the contract and within the framework of the schedule indicated on this one;
- To the use of the equipment at your disposal;
- The lighting and heating of the premises.
- To the signposting of its activity.
- The cleaning of the mentioned premises before the arrival of the organizer;
- The presence of **a reception manager** in all cases and one or more technicians, depending on the general information questionnaire.

- 1.3. **The contract is only effective from the moment the Congress Centre is in possession:**

- The **contract signed** by the client;
- The **payment of the deposit** as stipulated in the contract.
- Payment of the balance within 30 days from the date of the event.
- The **general information questionnaire** duly completed (usually done with the technical director).
- The **general regulations duly signed by the person in charge of the rental**, with the mention "**Read and approved for agreement**".

The Congress Centre reserves the right to take no further action or to cancel any contract when one of these conditions are not met.

2. Waivers

- 2.1. The Management of the Convention Centre must be notified as soon as possible and in writing of any cancellation of reservation. Cancellation fees are as follows:
- **50% of the rental price** (the deposit paid) if the cancellation is made more than one month before the date of arrival rental (postmark as proof).
 - **the full rental price if the cancellation occurs less than 1 month before the rental date.**

3. General regulations

- 3.1 Every Tenant is obliged to comply with the internal rules and regulations that this document constitutes, as well as the regulations concerning municipal and provincial taxes for shows and festivities, SABAM. The limit of public activity is set at 12:30 a.m. for the room Fabry (with the obligation to leave the premises before 2:00 a.m.) and at 11:30 pm for the other rooms (with the obligation to leave the premises before midnight).
- 3.2 In the event that the client takes over **the sale of drinks**, he is supposed to be in possession of the **permits and certificates** provided for by law **and in a position to present them when the time comes**. It is also required to put **in order with the bodies responsible for the protection of authors' rights**. For example, the societies of authors are SABAM in Belgium and SACEM in France for music and SACD in Belgium for the theater.
- 3.3. **Insurance** :
The tenant is advised to take out a "civil liability" insurance policy covering him/her against the following risks minors.
He is also required to insure against all risks (including theft) the material, equipment and, of in general, **all objects belonging to him or which he has custody of during his stay** on the premises of the Congress Center. The Congress Centre cannot be held responsible for the theft or disappearance of all or part of these objects.
A safe is kept at the disposal of the tenants allowing them to put away objects of value (money, jewellery, computer equipment, etc.).
The tenant will be held responsible for any damage or deterioration caused to the building and furniture, both by himself and his associates, than by the participants in the activity he organizes. A deposit of 1.000 € for of rental guarantee could be required in the event that the Centre's management considers that its activity involves risks.
- 3.4. The tenant is obliged to comply with the terms of his contract and in particular with the **timetables known as the "occupancy"** indicated on it, both in terms of the arrival of personnel and equipment useful to the demonstration only upon his departure and the evacuation of the said equipment.
- 3.5. **It is forbidden to SMOKE in the whole building** (including the dressing rooms and technical rooms). However, there are still a few "smoking points" outside (on the esplanade) and in the underground car park (check with the reception manager). Regarding the occupation of the Fabry Room, it is strictly forbidden to use the balconies as smoking rooms and to open the windows during the activity, the organiser must ensure that these 2 points are respected.
- 3.6. **Cleaning** :
The premises are cleaned before your arrival, the sanitary facilities are provided with the necessary equipment for their use (paper, towels, soap, ...) Any cleaning not resulting from the normal use of the premises and any damage notified in the inventory of fixtures are at the customer's expense. If, for example, confetti, feathers, balloons, etc. are used, the tenant is requested to sweep the floor of the room. The cleaning resulting from normal use of the premises will be covered by the maintenance service of the Cultural and Convention Centre.
- 3.7. **Waste and rubbish bins** :
For organisers who do not use a catering service (conferences, seminars), containers for glass and for cardboard and paper are at their disposal, the cardboard boxes simply having to be flattened before being placed in the containers. (Ask the room manager to dispose of them).
A few garbage bags can also be left in a designated area for as long as they are in the container. number remains acceptable.
For organisers who use a caterer (which is always the case for the organisation of meals at the Fabry Room), all waste must be taken back by the caterer. **A supplement of 250 euros will be charged if garbage bags, garbage cans or other refuse are left on the premises.**
- 3.8 It is strictly forbidden to occupy any premises other than the one(s) indicated in the rental agreement, even if they are accessible due to the fact that another event is taking place in another room of the Congress Center.

- 3.9. **It is strictly forbidden to nail, staple, glue or fix anything to walls, windows, doors, furniture, panels or floors**, without the approval of the room manager or the technical manager.
- 3.10. Any equipment brought by the hirer must be mentioned in the general information questionnaire. The Congress center reserves the right to prohibit the placement or use of material that does not meet the normal safety conditions. **The material brought by the customer must be removed immediately after the rental**. Temporary storage is offered in certain cases (see point 5.4).
- The Congress Centre cannot be held responsible for damage, theft or loss of this equipment. It does not guarantee the handing over to the client of equipment forgotten or left on site after the rental.
- 3.11. **The use of the cloakrooms** in the auditorium and Fabry rooms will only be authorised if the staff is provided to oversee its use.
- 3.12. **It is strictly forbidden to bring food and drink into the auditorium**. To avoid this situation, You are strongly advised to provide a security service to ensure that this prohibition is respected, mainly for intermission purposes, when the audience returns to the hall.
- 3.13. **Occupation of underground car parks:**
 The parking E (60 spaces) is available from the beginning to the end of the activities taking place in the Centre, it is then closed and inaccessible until 7:00 a.m. the next day.
 The parking E can be reserved under certain conditions and in particular if, and only if your activity is the alone to happen.
 The 2 other **parking A** (except the places reserved for members of the Collège du bourgmestre and aldermen) **and parking B** are free of charge after 6:00 pm from Monday to Friday and all day during the weekend. During the periods of free access, no fee is due for these 3 parking. The parkings must be evacuated once the activity is over (see occupancy schedule in your contract).
 Possibilities to reserve parking on the public highway are possible via the mobility service. (information on 02/773 07 80). A document explaining how to book these car parks is at your disposal.

4. Gala - Party - Dinner dance

- 4.1. These events only concern the Fabry Room. An inventory is posted in the kitchen and on the storage rooms concerning the equipment provided and tenants are advised to inform the room manager of any missing items listed in the inventory.
- 4.2. **End of activity hours in the Fabry room:**
All public activities must end at 12:30 a.m. (stop the music, bar service, kitchen service, ...).
 A period of 1 hour and a half until 2:00 am (refer to the schedules in your contract) you will be allowed to leave the Fabry Room at 12:30 am.
 is left to carry out this evacuation and leave the premises, after which time compensation is payable of **€125.00 for each additional hour of occupancy** will be charged.
- 4.3. The Congress Centre reserves the right to stop any demonstration if abuses of any kind are observed by the Congress Centre management.
 The Congress Centre reserves the right to prohibit access to the rented premises to any person not involved in the organisation of the event or to any person whose presence could hinder the smooth running of the event. If circumstances so require, recourse to the police may be decided.

5. Caterers

- 5.1. **The infrastructure of the auditorium bar: It is not available** and the Cultural Centre reserves the right to use it. Another infrastructure, intended for the organization of a bar in the foyer of the auditorium, is at the disposal of the tenant. It is forbidden to use deep-frying appliances there.

5.2. **The infrastructure of the bar and the kitchen of the Fabry Room:**
It is available to tenants as long as they use the service of a caterer of their choice known for its professionalism.

Fuel gas cylinders :

Appliances requiring the use of fuel gas cylinders are tolerated on the premises of the Congress Centre **but prohibited in the car parks.**

5.3. **Storage:**

In the event that equipment should be left on site before or after the planned event, a room will be made available to the hirer to house it pending its use or removal.

The deposit period may not exceed 48 hours.

5.4. **Waste bins, rubbish :**

You are urged to **dispose of all your waste, packaging and garbage** and not to leave them either on the premises of the Congress Centre, either in the car park or on the public highway. This

The recommendation is mainly addressed to caterers (see also point 3.7 for organisers).

6. Show

6.1. **The organisers undertake not to claim any compensation** in the event of failure or defect of the equipment or facilities placed at their disposal, as long as this is beyond our control and as long as it is recognised that no member of our staff is directly responsible for it.

6.2. **Premises and technical equipment :**

Access to the technical rooms, the podium, the stage, backstage and dressing rooms is forbidden to any person not authorised by the technical manager.

The use of the technical equipment is, of course, ensured by the technical staff of the Congress Centre. However, the use of the control desks (sound and light) can be managed by the tenant's technicians while being supervised by those of the Centre.

We are not liable for any compensation in the event of failure or defect of the equipment or facilities made available.

6.3. **The tenant may not sell a number of places greater than that indicated by the management of the Congress Centre.**

The Congress Centre reserves the right to cancel or stop any event in the event that it would turn out to be beyond the capacity of the room.

6.4. **During rehearsals in the auditorium:**

Access to the auditorium is forbidden to any person not involved in the organisation of the show.

The room manager of the Congress Centre and the organizer will jointly ensure the smooth running of the show.

6.5. **Distribution, sale of drinks and/or food in the Auditorium :**

It is imperative to ensure that at no time drinks and/or food are consumed in the room. The Tenant must set up surveillance to prevent the public from going to their seats with their drinks.

Any dispensation from any of the points of this regulation must be notified on the contract.

Signature of the tenant or his representaing (with the mention "Read and Approved")