

Contract ref.:
Date of rental:
Room:

General rental rules

(Last update on 16/09/2024)

1. General rules

1.1. All room bookings are subject to a rental agreement drawn up by the Congress Centre in duplicate, with the general rental rules attached.

No later than 30 days before the date on which the room is to be occupied, **the hirer must make an appointment with the Centre's technical director (Maxime Munson - mmunson@whall.be - 02/435.59.88) to ensure that all the technical aspects of the event have been discussed and that the general and technical information questionnaire for the planned event has been completed and signed.** A copy of the completed questionnaire will be given to the hirer prior to occupancy.

1.2. **The rental agreement entitles you:**

- To occupy and use the premises specified in the agreement in a prudent and reasonable manner, and within the framework of the timetable specified therein;
- To use the equipment provided;
- To the lighting and heating of the premises covered by the agreement;
- To Event signposting;
- To the cleaning of the premises concerned;
- The presence of **a reception manager and one or two technicians**, depending on the requirements indicated in the general and technical information questionnaire for the event.

If the hirer wishes to take advantage of additional staff (hostesses/stewards), they can make a request to the Cultural and Congress Centre. This service is invoiced at €25/hour per student.

1.3. **Prior to occupancy, the Congress Centre must be in possession of:**

- the contract signed by the hirer;
- these general rental rules signed by the hirer;
- payment of the full cost of the hire, in accordance with the hire contract.
- The duly completed general and technical information questionnaire, which must be sent no later than 30 days before the date of the event.

The Congress Centre reserves the right to cancel a rental request if any of these conditions are not met.

2. Promoting the event

The hirer shall only mention the Cultural and Congress Centre or W:Halll as the venue for the event. In this context, it shall refrain in its communication from misleading the public by implying that its event is organised by the Cultural and Congress Centre or W:Halll.

3. Cancellation

- 3.1. The Congress Centre management must be informed in writing as soon as possible of any cancellation of a reservation. The cancellation fees are as follows:
- 50% of the rental price if the cancellation is made more than one month before the rental date (sent by registered post - the postmark will be taken as proof).
 - the full rental price if the cancellation is made less than one month before the rental date.
- 3.2. Furthermore, the Congress Centre reserves the right to refuse to hold all or part of an event if it considers, with supporting evidence, that all or part of the said event could exceed the limits of freedom of expression (e.g. incitement to hatred or discrimination) or in any way undermine public order.

In this case, the hirer will be reimbursed the rental price without further compensation. The same applies if the hirer prefers to cancel an event following the refusal of part of it by the Congress Centre.

4. Terms and conditions of use

- 4.1. All hirers are required to comply with these general rental rules and with any other regulations applicable to their activities, in particular copyright regulations (for example: the collective management societies are SABAM for musical works and SACD for theatrical works).
- 4.2. In the event that the Hirer is responsible for the sale of alcoholic beverages, the Hirer must be in possession of all permits and certificates required by law and must be able to produce them on first request. This request must be made to the Local Administration, Local Economic Life Department (Tel. 02/773.07.84 -[economie@woluwe1150.be](mailto:conomie@woluwe1150.be)).

4.3. Insurance:

The hirer shall be held responsible for ensuring that his staff, the service providers hired and all objects belonging to him or his staff are properly insured against all risks. The Congress Centre may under no circumstances be held responsible for the theft or disappearance of all or part of these items.

In the event of a work-related accident involving the producer's employees, the producer is required to carry out the legal formalities.

The hirer declares that he has taken out the necessary insurance to cover the risks associated with his performance(s).

The hirer will be held responsible for any material damage caused by his event. In the event of damage noted at the end of the hire period, the hirer undertakes to pay the full cost of repairs and/or replacement estimated by an external company.

A deposit of €1,000 may be required if the Cultural and Congress Centre deems it appropriate.

- 4.4. The hirer is obliged to respect the terms of the rental contract and in particular the occupancy times indicated therein, both with regard to the arrival of his staff and equipment and to the complete evacuation of the premises.

In accordance with the contract, the end time (0:00) therefore corresponds to the complete evacuation of the premises, including equipment and people.

If the times are not respected, compensation of **€250 (excl. VAT) will be charged for each additional hour of occupancy.**

- 4.5. Smoking is prohibited throughout the building (including dressing rooms and technical rooms). There are a few 'smoking areas' outside on the esplanade and in the outdoor area of the Auditorium foyer (check with the reception manager beforehand).

It is strictly forbidden to use the balconies or open the windows of the Fabry Hall before, during and after the event. The organiser will ensure strict compliance with these two points.

4.6. Cleaning:

The premises will be cleaned prior to hire. Similarly, the sanitary facilities will be provided with all the necessary items (paper, towels, soap, etc.). **Any cleaning that does not result from the normal use of the premises, as well as any damage noted at the end of the rental period, are the responsibility of the hirer.** For example, if confetti, feathers, balloons, etc. are used, the hirer will be asked to sweep the floor of the hall. **A supplement of €250 excl. VAT will be charged if this point is not complied with.** Cleaning resulting from the normal use of the premises is of course the responsibility of the Congress Centre's cleaning service.

4.7. Waste and bins:

The hirer is urged **to dispose of all waste, packaging and rubbish** and not to leave it on the Congress Centre premises, in the car park or on the public road, in accordance with the new Brudalex regulations on waste management.

A supplement of €250 excl. VAT will be charged if bin bags, cardboard boxes or other rubbish are left on the premises.

- 4.8. It is strictly forbidden to occupy any premises other than those indicated in the rental contract, even if these are accessible.

4.9. **It is strictly forbidden to nail, glue or fix anything to walls, windows, doors, furniture, panels or floors** without the approval of the reception manager or technical manager. A minimum charge of €250 will be made for any damage caused by failure to comply with this article.

4.10. Any equipment brought in by the hirer must be mentioned in the general and technical information questionnaire.

The Congress Centre reserves the right to prohibit the placement or use of equipment that does not meet normal safety conditions. **Equipment brought in by the customer must be removed within the agreed hire period.** Temporary storage is available in certain cases (see point 5.4).

The Congress Centre cannot be held responsible for the deterioration, theft or loss of this equipment. It does not guarantee the return to the customer of any equipment left behind or forgotten after the rental period.

4.11. The use of the cloakrooms in the Auditorium and Fabry Hall will only be authorised insofar as staff (from the hirer or made available by the Non-profit association) are provided to supervise their use.

4.12. **It is strictly forbidden to take food or drink into the Auditorium.** To avoid this situation, the organiser is strongly advised to provide a security service to ensure that this prohibition is respected.

4.13. **Occupancy of underground car parks:**

Car Park E (60 spaces) is available from the start to the end of activities taking place in the Centre, after which it is closed and inaccessible until 7am the following day.

Car Park E may be reserved under certain conditions, in particular if, and only if, your activity is the only one taking place.

Two other car parks are available: **Car Park A and Car Park B** (with the exception of spaces reserved for members of the “Collège des Bourgmestre et Echevins”) are free to use (after 6pm) from Monday to Friday, and all day and evening during the weekends.

No fee is payable for use of the car parks. They must be vacated once the activity is over (see occupancy schedule in the rental contract).

On-street parking spaces can be reserved through the Commune's parking department (information on 02/773 07 80 stationnement@woluwe1150.be).

5. Balls - Parties – Dancing dinners

5.1. Only the **Fabry Hall** is used for this type of event. An inventory is posted in the kitchen and in the storage rooms detailing the equipment made available. Hirers are advised to inform the reception manager of any missing items mentioned in the inventory.

5.2. **End of activity in the Fabry Hall:**

Contrary to the occupancy limit for other halls (complete evacuation of the premises before 0:00), and unless otherwise stipulated in the rental contract, the time limit for occupancy of the Fabry Hall by the public is set at 00:30 (cessation of music, bar service, kitchen, etc.).

After this time, and up to a maximum of 02:00, the hall may only be used for tidying up. If the time limit is exceeded, **a supplement of €250 excluding VAT will be charged to the hirer for each started hour of additional occupation.**

5.3 The Congress Centre reserves the right to stop any event if any abuse of any kind is observed by the Congress Centre managers. The Congress Centre reserves the right to forbid access to the rented premises to any person not involved in the organisation of the event or to any person whose presence could interfere with the smooth running of the event. If circumstances so require, recourse to the police may be considered.

6. Caterers

6.1. The infrastructure of the Auditorium bar:

The hirer may have the bar managed by the Cultural and Congress Centre's staff. If they wish to take advantage of this service, hirers must inform the Cultural and Congress Centre at least one month in advance. Income from the bar is retained by the Cultural and Congress Centre.

In addition, another infrastructure may be used by the hirer to organise a bar in the foyer of the Auditorium (mobile aluminium bars). The use of deep-frying equipment is prohibited.

6.2. The infrastructure of the bar and the kitchen of the Fabry Hall:

This infrastructure is available to the hirer, on the understanding that the hirer must use the **services of a professional caterer of his choice.**

6.3. Fuel gas cylinders:

Appliances requiring the use of fuel gas cylinders are tolerated in the Fabry Hall of the Congress Centre, **but may not be used in all other rooms or in the car parks.**

6.4. Storage:

If the hirer needs to store equipment, a room may be made available for a period not exceeding 48 hours.

6.5. Bins and waste

As mentioned under point 4.7, the caterer is urged to remove all waste, packaging and rubbish and not to leave anything on the Congress Centre premises, in the car parks or on the public road. An additional fee of €250 will be charged for any rubbish bags, cardboard boxes or other rubbish left on the premises.

7. Shows

7.1. The organisers undertake not to claim any compensation in the event of any failure or defect in the equipment or facilities made available to them; if it is proven that such failure or defect is beyond the control of the Congress Centre and that, no member of its staff is directly responsible for it.

7.2. Technical rooms and equipment:

Access to the technical rooms, podium, stage, backstage and dressing rooms is forbidden to anyone not authorised by the technical manager of the Congress Centre.

The use of technical equipment on the premises is, of course, the responsibility of the Congress Centre's technical staff. However, the hirer's technicians, under the supervision of the Congress Centre's technicians, may manage the use of the control desks (sound and light) on the premises.

7.3. The hirer may not give access to or sell a number of seats greater than that indicated by the management of the Congress Centre. The Congress Centre reserves the right to cancel or stop any event if it appears that the capacity of the hall has been exceeded.

7.4. During show rehearsals in the Auditorium:

Access to the hall is forbidden to anyone not involved in the organisation of the show. The Congress Centre reception manager and the hirer will ensure that this is done to ensure the smooth running of the show.

Any exemption from one of the points in these rules must be expressly stated on the rental agreement.

Date:

Name of the hirer:

Signature (with the words “Read and Approved for agreement”)