

Centre culturel et de Congrès de Woluwe-Saint-Pierre ASBL

Date of rental:

Room:

General rental rules:

(Last updated on 28/06/2023)

1. Rental agreement

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.

A copy of the rental agreement, the general information and technical questionnaire and these rules must be returned to the Congress Centre on receipt of this agreement, duly signed by the person responsible for the rental, with the words **"Read and approved for agreement"**.

As an organiser, you must also make an appointment with the Centre's Technical Director (Maxime Munson - mmunson@whall.be - 02/435.59.88) as soon as possible, i.e. no later than 30 working days before the room is due to be occupied, to ensure that all the technical aspects of your event have been discussed and that the general and technical information questionnaire for the planned event has been completed and signed.

A copy of this duly completed questionnaire, which will ensure that your event runs smoothly, will be given to you prior to any occupation.

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 prior to the event.
- The presence of a **reception manager** in all cases, as well as one or two technicians, depending on the requirements indicated in the general and technical information questionnaire for the event.

1.3. **The agreement only comes into effect once the Congress Centre is in possession of:**

- The **agreement** duly signed by the person responsible for the rental, with the words "Read and approved for agreement";
- The **general rental rules** duly signed by the person responsible for the rental, with the words **"Read and approved for agreement"**.
- The payment in full of the cost of the rental (to be paid within 30 days of receipt of the invoice and before the date of the event) as stipulated in the rental agreement. In the event of damage noted following the inventory of fixtures drawn up at the end of the rental period, the hirer undertakes to pay the full cost of repairs and/or replacement estimated by an outside company.
- 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. Renunciations

The Congress Centre management must be notified of any cancellation in writing or by e-mail as soon as possible. The cancellation fees are as follows:

- **50% of the rental price if the cancellation is made more than one month before the rental date** (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. General rules

3.1. All hirers are required to comply with these general rental rules and with any other rules applicable to their activities, including but not limited to regulations concerning municipal and provincial taxes for shows and festivities, copyright regulations (the authors' societies for music are SABAM in Belgium and SACEM in France. For theatre in Belgium, it is the SACD), etc.

3.2. In the event that the hirer assumes responsibility for the **sale of alcoholic beverages**, he must be in possession of **all permits and certificates** required by law in this connection and **must be able to produce them on first request**. This request should be made to the Local Administration, Local Economic Life Department (Tel. 02/773.07.84 - conomie@woluwe1150.be).

3.3. **Insurance:**

Hirers are advised to take out civil liability insurance to cover them against minor risks.

The hirer is also required to insure against all risks (including theft) **the material**, equipment and, in general, **all objects belonging to him/her or in his/her custody** during his/her stay on the Congress Centre's premises. The Congress Centre may, under no circumstances, be held responsible for the theft or disappearance of all or part of these items.

The hirer will be held responsible for any damage or deterioration caused to the building and/or furniture/technical equipment, both by himself and his associates and by the participants in the event he is organising. In the event of damage noted following the inventory of fixtures drawn up at the end of the rental period, the hirer undertakes to pay the full cost of repairs and/or replacement estimated by an outside company.

A **deposit** of €1,000 may be required if the Congress Centre management considers that the activity involves risks.

3.4. **The hirer is obliged to comply with** the terms of his rental agreement and in particular with the "**occupation**" **times** indicated therein, both with regard to the arrival of personnel and equipment useful for the event and to their departure and the removal of said equipment.

In any event, the time limit for public occupation of the premises is set at

- **11.30pm for all rooms** (organising staff must leave by 12.30am)

- **00.30am for galas and dinner parties in the Fabry Hall** (organising staff must leave before 2am) (see point 4.2)

If you fail to keep to the timetable, you will be charged **€150 for each hour of extra occupancy**.

- 3.5. **SMOKING is prohibited throughout the building** (including dressing rooms and technical rooms). There are a few "smoking points" outside on the esplanade and in the outdoor area of the Auditorium foyer (please ask 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.
- 3.6. **Cleaning:**
The premises shall be cleaned before the start of the rental period. Similarly, the sanitary facilities will be provided with everything required for their use (paper, towels, soap, etc.). **Any cleaning that does not result from the normal use of the premises, as well as any damage notified as part of the inventory of fixtures at the end of the rental period, will be charged to the person responsible for the rental.** 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 per date will be charged if this point is not complied with.** Cleaning resulting from normal use of the premises will of course be carried out by the Congress Centre's cleaning service.
- 3.7. **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 will be charged if bin bags, cardboard boxes or other rubbish are left on the premises.
- 3.8. It is strictly forbidden to occupy any premises other than those indicated in the rental agreement, even if these are accessible due to another event taking place in another room of the Congress Centre.
- 3.9. **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.
- 3.10. 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 immediately after hire.** 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.
- 3.11. **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.
- 3.12. **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, especially at the end of an interval, when the audience returns to the hall.
- 3.13. **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 at weekends.

During periods of free access, no charges are payable for these 3 car parks. The car parks must be vacated once the activity is over (see the occupancy schedule in your rental agreement).

On-street parking spaces can be reserved through the Municipality's parking department (information on 02/773 07 80 stationnement@woluwe1150.be). A document explaining how to reserve these parking spaces is available.

4. Balls - Parties - Dancing dinners

4.1.1. 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 receptionist of any missing items mentioned in the inventory.

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

The time limit for public use of the hall is set at 00.30am (music, bar service, kitchen, etc. stop).

You are allowed a period of 1.5 hours (until 2am) (please refer to the times specified in your agreement) to clean and tidy up and leave the premises, after which **you will be charged €150 per hour of additional use.**

4.3. 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.

5. Caterers

5.1. **The infrastructure of the Auditorium bar:**

This infrastructure is not available and the Congress Centre reserves exclusive use of it. Another infrastructure intended for the organisation of a bar in the foyer of the Auditorium, is available to the hirer at his request and as contractually agreed.

The use of deep-frying equipment is prohibited.

5.2. **The infrastructure of the bar and the kitchen of de 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.**

- 5.3. **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.**
- 5.4. **Storage:**
In the event that equipment has to be left on site before or after the planned event, a room will be made available to the hirer to house it while awaiting its use or removal.
The period of storage may not exceed 48 hours.
- 5.5. **Bins and waste**
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.

6. Shows

- 6.1. **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.
- 6.2. **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.
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.
- 6.3. **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.
- 6.4. **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 organiser 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 (in capital letters) and Signature of hirer or hirer's representative
(With the words "Read and Approved for agreement")