

Contract ref.:

Rental date:

Room:

General rental rules

(Last updated on 17/09/2025)

1. General rules

1.1. All room bookings are subject to a rental agreement drawn up by the Cultural and Congress Centre (hereinafter referred to as 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@whalll.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 approved.** 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;
- To 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 Congress Centre at least one month before the event. This service is invoiced at €25 per hour (excluding VAT) per student.

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

- 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 general and technical information questionnaire, including its appendices, which must be completed and 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.

The Congress Centre also reserves the right to refuse the use of any technical equipment (e.g. pyrotechnic devices, smoke generators, drones, etc.) that has not been explicitly indicated in the general and technical information questionnaire.

2. Promoting the event

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

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 - as evidenced by the postmark).
- the full rental price if the cancellation is made less than one month before the rental date.

3.2. In addition, 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 is likely to seriously undermine public order.

In the event that the Congress Centre had initially agreed to the event and that this has remained unchanged, 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 by the Congress Centre of part of it.

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 accordance with legislation on "amplified sound", the hirer must ensure that the sound level does not exceed 85 dB and must inform the public if it does. Above 100 dB, the hirer must provide earplugs for the public. The hirer must also ensure that the peace and quiet of the neighbourhood is respected before, during and after the performances.

4.3. 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 -conomie@woluwe1150.be).

4.4. 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 hirer's employees, the hirer is required to carry out the legal formalities and inform the Congress Centre.

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. If any damage is found at the end of the rental period, the hirer undertakes to pay the full cost of repairs and/or replacement, as estimated by an outside company.

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

4.5. 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, a surcharge of **250 € excluding VAT per commenced hour of additional occupancy** will be charged.

4.6. Smoking (including electronic cigarettes) is prohibited throughout the building (including dressing rooms and technical rooms). There are still 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 or after the event. The organiser will ensure strict compliance with these two points.

4.7. **Cleaning:**

The premises will be cleaned prior to hire. Similarly, the toilets will be equipped with everything you need to use them (paper, towels, soap, etc.). **Any cleaning not resulting from the normal use of the premises, as well as any damage noted at the end of occupation, 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 surcharge of €250 excluding VAT will be invoiced if this point is not complied with.** Cleaning resulting from normal use of the premises is of course the responsibility of the Congress Centre's maintenance department.

4.8. **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 highway and this in accordance with the new Brudalex regulations on waste management.

A surcharge of €400 excluding VAT will be charged if bin bags, cardboard boxes or other rubbish are left on the premises.

4.9. The hirer occupies the premises (including dressing rooms) as a prudent and reasonable person in accordance with the occupancy limits provided. It is strictly forbidden to occupy any premises other than those indicated in the rental contract, even if they are accessible.

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

4.11. As indicated in point 1.3, any equipment brought in by the hirer must be mentioned in the general and technical information questionnaire.

The sets are installed by the hirer's team.

The Congress Centre reserves the right to prohibit the placement or use of equipment that does not meet normal safety conditions. **Any equipment brought in by the customer must be collected within the scheduled hire time.** Temporary storage is available in certain cases.

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 forgotten or left behind after hire.

4.12. 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 Congress Centre) are provided to supervise their use.

4.13. **Because of the carpets on the floor, it is strictly forbidden to take drinks and food into the Auditorium, Capart room and Fabry mezzanine.** To avoid this situation, the organiser is strongly advised to provide a security service to ensure that this prohibition is respected.

4.14. **The occupation 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 by the hirer if there is no other activity in the building.

Two other car parks are available: **Car Park A and Car Park B** (except for spaces reserved for members of the 'Collège des Bourgmestre et Echevins') are free to access from Monday to Friday (after 6pm), and during the weekend (day and evening).

There is no fee for occupying 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 Municipality's parking department (information on 02/773 07 80 stationnement@woluwe1150.be).

5. Balls - Parties – Dancing dinners

5.1. The organisation of this type of evening only concerns **the Fabry hall**. An inventory is posted in the kitchen and storage areas detailing the equipment provided. Prior to the event, hirers are advised to inform the reception manager of any missing items mentioned in the inventory.

5.2. **End of the 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...).

After that, and until 02:00 maximum, occupation is limited to tidying up the premises. If the time limit is exceeded, a surcharge of **€250 excluding VAT will be charged to the hirer for each started hour of additional occupancy.**

5.3. The Congress Centre reserves the right to stop any event if any abuse of any kind is observed by the Congress Centre management.

The Congress Centre reserves the right to deny 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 the circumstances so require, recourse to the police could be considered.

6. Caterers

6.1. The infrastructure of the Auditorium bar:

The hirer can benefit from bar management by the Congress Centre teams. If the hirer wishes to take advantage of this service, he/she must inform the Congress Centre at least one month before the event. Income from the bar is retained by the Congress Centre.

Another infrastructure can be used by the hirer to organise a bar in the foyer of the Auditorium (mobile aluminium bars). The use of any cooking appliance (frying, grilling, etc.) is prohibited.

6.2. The infrastructure of the bar and kitchen in the Fabry hall:

This infrastructure is at the hirer's disposal on the understanding that, **for the kitchen**, the hirer must use the **service of a professional caterer of its 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 **prohibited from use in all other rooms as well as 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 indicated in point 4.7, the caterer must "remove all waste, packaging and rubbish and leave nothing on the Congress Centre premises, in the car parks or on the public highway. A surcharge of €400 excluding VAT will be charged if bin bags, cardboard boxes or other rubbish are 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, provided that it is proved to be beyond the control of the Congress Centre and that no member of its staff is directly responsible.

7.2. Technical premises and equipment:

Access to the technical rooms, podium, stage, backstage and dressing rooms is permitted only to persons designated by the hirer to the Congress Centre's technical manager.

The use of technical equipment present on the premises is ensured by the technical staff of the Congress Centre. The use of the control desks (sound and light) in the technical rooms can be managed by the hirer's technicians, under the supervision of the Congress Centre's technicians.

The sets, as well as the podiums linked to the sets, must be unloaded, installed and reloaded by the hirer's teams.

The Congress Centre offers the possibility of connecting to its video projector. It is not responsible for creating and/or modifying the hirer's video media.

7.3. **The hirer may not give access to or sell a number of seats greater than that indicated by the Congress Centre management.** The Congress Centre reserves the right to cancel any event, without refund and/or compensation, if it is found that the hall's capacity 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's reception manager and the hirer will work together to ensure that the show runs smoothly.

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")