



INTERNAL REGULATIONS OF GC DE MAALBEEK

These internal regulations are subject to change. Non-compliance with these regulations will lead to the payment of a fine or the withholding of an amount from your deposit.

REQUEST AND APPROVAL

- Art. 1** The request to use the premises managed by vzw Gemeenschapscentrum De Maalbeek (non-profit organisation Community Centre De Maalbeek), hereinafter known as “the NPO”, should be directed to **vzw Gemeenschapscentrum De Maalbeek, Generaal Lemanstraat 118, 1040 Brussel. 02/734 84 43 or demaalbeek@vgc.be**. The request should be made at least 7 days in advance, in writing, by telephone or in person. Agreements reached over the phone will need to be confirmed in writing. The rental agreement forms to make a booking are made available. Unless otherwise agreed, an option should be confirmed or cancelled within 7 days; after this period, it will be cancelled automatically. The contract will be concluded between the user on the one hand and on the other hand vzw Gemeenschapscentrum De Maalbeek to which the Vlaamse Gemeenschapscommissie (VGC) has entrusted the management of the buildings, premises and Sports Hall De Maalbeek and its corresponding infrastructure. The contract is only valid after it has been fully completed, after both parties have signed the basic contract and after the full amount as well as the deposit have been paid in cash or on the bank account of the Community Centre, at least 7 days prior to the beginning of the event.
- Art. 2** The **cancellation fee** amounts to 20% of the rental price in case the event was cancelled 30 days prior to the event, and to 50% of the rental price in case of a cancellation 14 days prior to the event. The full amount of the user fee will be due if the event was cancelled less than 14 days prior to the event. In case of **force majeure**, the Board of Directors will decide on the possible review of the payment.
- Art. 3** **Publicity** for public events, i.e. events that are open to everyone, must respect the Dutch-language character of the centre. Publicity without the use of the Dutch language is out of the question. The user must provide the secretariat with two copies of all promotional materials (posters, leaflets ...) before the event takes place.

Art. 4 Additional provisions for events of a **political or religious nature**

A. Politics

Political organisations can submit a written request to use the centre for the purpose of organising an event of a political nature for their members.

Political organisations cannot use the centre to organise public political events, e.g. info sessions, political speeches or meetings.

In order to safeguard the socio-cultural and pluralist nature of the centre, the centre does not want to be associated with any political organisation. Besides, the centre wants to avoid safety problems and public disturbance.

As for the organisation of political events within a period of six months prior to the elections, only closed board meetings are allowed to take place in the centre. As for other political events, prior concluded agreements will be cancelled automatically if such period starts.

No images, texts or objects of a political nature may be introduced in the centre, unless in the rented space and only if these are solely visible within the space.

The logo of Community Centre De Maalbeek may not be used on invitations, posters, etc.

The speakers nor the topic of the meeting may provoke a violation of public order.

B. Religion

In order to safeguard the socio-cultural and pluralist nature of the centre, the centre does not want to be associated with any religious organisation. No images, texts or objects of a religious nature may be introduced in the centre, unless in the rented space and only if these are solely visible within the space.

The logo of Community Centre De Maalbeek may not be used on invitations, posters, etc.

The speakers nor the topic of the meeting may provoke a violation of public order.

LIABILITY

Art. 5 Users who are allowed to use the premises or equipment, are **liable for damage** that is caused during the period of use. The user will need to indemnify fully for damages. He needs to inform the NPO immediately about damages that were incurred during the period of use.

Art. 6 The community centre is covered by general liability insurance for the buildings as well as by comprehensive fire insurance. The renter himself is civilly and legally liable for his events. He therefore needs to take out the necessary **insurances** and monitor his own equipment. On request, proof of insurance will need to be presented.

Art. 7 The renter undertakes to comply with the regulations concerning **taxes** on exhibitions and entertainment, concerning Sabam, Fair Compensation and the police regulations.

- Art. 8** For every event, a **person in charge** (at least 18 years old) must be appointed. This person has to be present during the entire event and among others, he takes care of: the surveillance, prevention of damages, entrance checks. The premises of De Maalbeek are located in a residential area. Therefore, it is key that people leave the space quietly and that gatherings on the pavement are avoided. The person in charge also sees to it that the closing time is strictly respected. In the event of police complaints, the person in charge will be held liable. The caretaker may call the police if the space has not been vacated after two warnings.
- Art. 9** The user will especially see to the compliance with the Law of 18 July 1973 on ‘**Noise Pollution** Abatement’ and the Royal Decree of 24 February 1977 on the establishment of noise standards for music in public and private buildings. In accordance with this Royal Decree, a maximum noise level of 90 decibels is allowed. Only the user can be held responsible in case of any violation. In the event of police intervention or complaints from the neighbours, we will not be able to rent you a space in De Maalbeek ever again.
- Art. 10** On all buildings managed by the NPO, **smoking is prohibited**. The user makes sure that this smoking ban is observed and he will be held liable for the fines the NPO incurs as a result of non-compliance with the smoking ban.
- Art. 11** The NPO cannot be held liable for any **loss or theft** of personal property or property of associations. The supplied equipment of the users needs to be removed within 48 hours and by no means it may hinder other events in the Community Centre. If not, the NPO may call upon a third party to remove the equipment or do it itself at the user’s expense.
- Art. 12** The NPO is not liable for **accidents**.
- Art. 13** Users need to take the necessary action to avoid the risk of **accidents or fire**.
- In case of fire, all premises need to be evacuated and the emergency services need to be warned as well as Mrs. Linda Hebberecht (0477 46 86 53).
 - In case of accidents that require medical care, the emergency services need to be warned as well as Mrs. Linda Hebberecht (0477 46 86 53).

EMERGENCY NUMBERS:

1. **Poisons advice centre : 070 245 245**
2. **Medical care and fire department: 112**
3. **Police: 101 (Police Etterbeek: 02 788 91 00)**

® You will find a first aid kit in all buildings. Please write down what you use.

Location: Great Hall: left of the bar/ Sports Hall: cafeteria

Art. 14 When you use the premises, you need to make sure that the **entrance** and **exit** of the community centre are not obstructed.

SPECIAL PROVISIONS

GENERAL

Art. 15 The user is only allowed to use the premises for the event for which they were requested. **He will only gain access to the space during the timeslot that is laid down in the contract.** This means: at the ending time on the contract, the spaces needs to be vacated.

Sublet is not allowed.

Art. 16 The user undertakes to return the premises **in their original state** (putting the tables and chairs in their right position - clean the glasses and/or other kitchen equipment - sweep out the premises). Unless otherwise agreed, it is not allowed to use any equipment from other spaces. Exhibitions that take place at the moment of the event, may not be moved and the provided lighting needs to be kept intact.

Art. 17 The NPO (represented by a staff employee, the caretaker or a member of the Board of Directors) is allowed to **inspect** the premises of the Community Centre at all times. If it turns out that the Internal Regulations or the special agreements are not observed, action will be taken, ranging from an immediate over a temporary to a full access ban and may result in a fine being imposed (see Article 37 of these Internal Regulations).

Art. 18 The user is obliged to purchase all **beverages** at vzw Gemeenschapscentrum De Maalbeek. You will have to purchase **all drinks** at the centre itself. In case, you want to bring your own drinks a supplement of 100€ will be added to the price of the venue.

if you serve your own drinks without paying the supplement, you will be charged with the supplement of 100€ + an additional fine of € 50.

Art. 19 Serving **alcoholic beverages** over 22° is prohibited.

Art. 20 The NPO excludes any and all liability for the full or partial **power or equipment failure** which obstructs or hinders the use of the premises.

Art. 21 The Hall closes at 22 pm. **At that point, the premises need to be vacated.**

- Art. 22** Any **disputes** concerning these special provisions will be exclusively settled without recourse by the NPO.
- Art. 23** The **symbol of the Flemish Community**, that is present in every building, needs to be respected and cannot be moved, facing consequences ranging from an immediate over a temporary to a full access ban.
- Art. 24** In case **exceptional cleaning services** are deemed necessary or if an excessive consumption of water, electricity or heating is observed, the associated charges will be at the user's expense. The user will be charged € 100 for additional cleaning services.
- Art. 25** Users have to sort their **waste** into the official rubbish bags of the Brussels-Capital Region. These are made available by the NPO, € 1 a piece. The users have to bring their glass waste to the glass container themselves.
- Art. 26** You are **not allowed to drive nails** into the doors, walls, panels or floors or to write on these.

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- Art. 27** Preparing and serving **food** is prohibited, sandwiches are allowed
- Art. 28** The user is responsible for serving the beverages.
- Art. 29** The contract needs to mention the request to use the **technical equipment** of the Community Centre.
- Art. 30** If you use the lighting and sound equipment of the NPO, the NPO may appoint a **technician** and require him to **be present in return for a remuneration**. In any case, the rental of lighting and sound equipment needs to be agreed upon in advance.
- Art. 31** It is possible that a responsible of the NPO carries out an **inspection** before and after usage of the equipment. You will have to indemnify the NPO for registered damages and/or losses.

SPORTS HALL

- Art. 32** The user only has **access to the premises** during the timeslot laid down in the contract. Please make sure you leave the changing room before the indicated time. Activities in the sports hall need to be finished at 22.00 at the latest.
- Art. 33** The entrance of the Sports Hall is located at Kloktorenstraat 22. The exit is located at the same address (up to 21h30) or at Oudergemselaan 126. The glass door at Kloktorenstraat (street level) and the glass door at Oudergemselaan have to be closed before, during and after the activity.

Art. 34 Upon leaving the premises, you need to make sure that the sports hall, the changing rooms and the showers are in **a good state of order and cleanliness**, that the lights are out and the doors are closed. If a key is entrusted to a user, he must return this key to the caretaker, as agreed.

Art. 35 It is not allowed to wear shoes and/or gym shoes with black soles. You can only use **appropriate shoes that do not leave marks**.

Art. 36 It is possible that a responsible of the NPO carries out an **inspection** before and after usage of the sports equipment. You will have to indemnify the NPO for registered damages and/or losses.

Art. 37 **Goals** always need to be anchored to the floor, with the help of the dedicated anchors.

APPLICABILITY

Art. 38 If one of these Terms and Conditions is not observed or if one or more **violations of the Internal Regulations** are registered, the Community Centre may deny access to the centre and cancel the contract unilaterally, without any additional obligations. In no way whatsoever will the user be entitled to claim for damages.

No recourse is possible in case of a unilateral termination of the agreement by vzw Gemeenschapscentrum De Maalbeek for the above stated reason and under no circumstances the user can claim for damages.

Art. 39 Non-compliance with these Internal Regulations results in the payment of a **fine between € 125 and € 500**. If possible, this fine will be withheld from your deposit.

Art. 40 Every **deviation from these Internal Regulations** needs to be requested in writing. These requests will be processed by the centre's responsible, in agreement with the Board of Directors of Community Centre De Maalbeek.

These Internal Regulations are aimed to protect both you and us against unpleasant surprises. It is in the interest of your event as well as in the interest of future renters, that these terms and conditions of use are strictly observed. Good agreements make good friends!