

de maalbeek

2024 - 2025

*User's guide*

**GC De Maalbeek**

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## PRELIMINARY GENERAL INFORMATION

De Maalbeek is Etterbeek's community centre ('Gemeenschapscentrum'). It is an open house where everyone is very welcome. De Maalbeek welcomes everyone from the local community and works for the good of its neighbourhood. The centre thus offers a socio-cultural and artistic programme, educational activities and a thoroughly developed cultural school programme. De Maalbeek also keeps up with what is going on in the city and it is active on a metropolitan level. It is engaged in the network of 22 community centres, which together form the N22.

You can find more information on <http://www.demaalbeek.be> or in the free magazine 'De Maalbeek'. You can also subscribe to our digital newsletter and follow us on <http://www.facebook.com/gc.demaalbeek>.

## **OPENING HOURS**

### **Reception GC De Maalbeek:**

**De superette – corner Oudergemlaan / Generaal Lemanstraat – 1040 Etterbeek**

Reception desk – from Monday to Friday, from 10AM to 12.30PM and 1PM to 5PM, on Wednesday from 10AM till 6PM

Activities until 10PM.

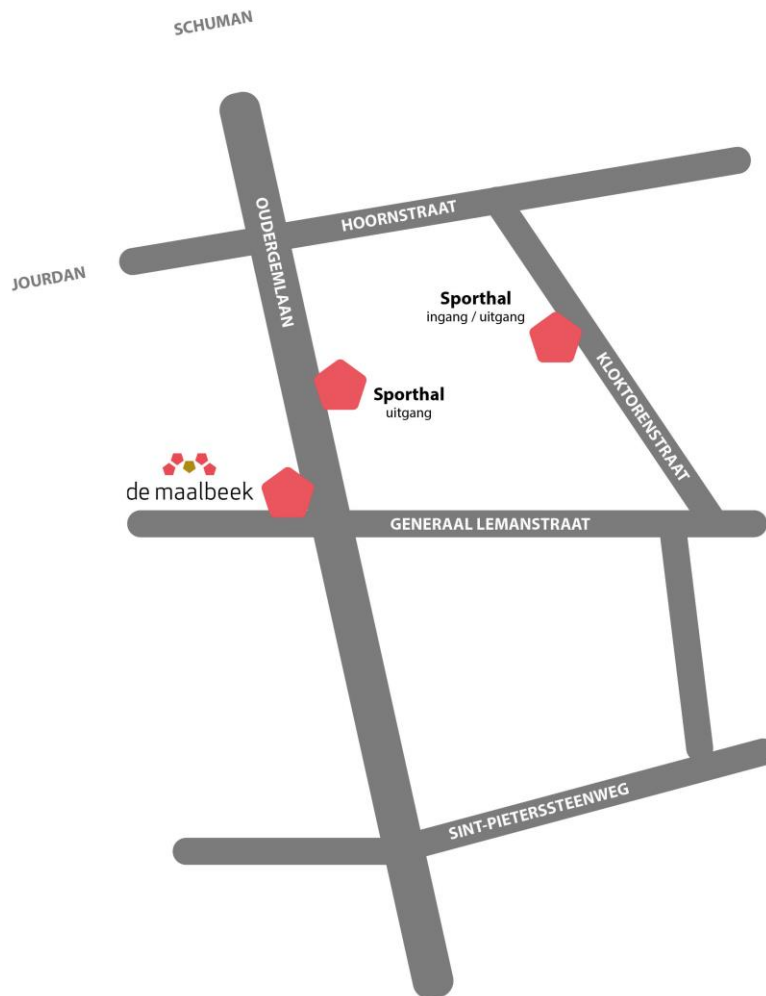
### **Sport hall – Kloktorenstraat 22 – 1040 Etterbeek**

Activities until 10PM.

demaalbeek@vgc.be

02 734 84 43

## HOW TO REACH 'DE MAALBEEK'?



### BY PUBLIC TRANSPORT

Gemeenschapscentrum De Maalbeek is easily accessible by public transport.

**Bus:** Bus 27 > bus stop 'Nerviërs', Bus 36 > bus stop 'Generaal Leman', Bus 80 > bus stop 'Generaal Leman'

**Metro:** Metro lines 1 and 5 > 'Schuman' station

**Train:** Brussels Schuman station

We disadvice coming by car since there is very few parking space available in the neighbourhood.

## BOOKING A SPACE: FROM A TO Z

### IMPORTANT AGREEMENTS

**The internal regulations (see separate document) apply to every use of a space. Please read them carefully in advance! By signing this contract, you agree to these terms and conditions. Fines will be imposed in case of non-compliance.**

During **school holidays**, no fixed weekly activities are organised.

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. Hard liquors are not allowed IN ANY CASE. if you serve your own drinks without paying the supplement, you will be charged with the supplement of 100€ + an additional fine of € 50.

We ask all users to take out **insurance** for the risks related to their event. De Maalbeek is not insured against accidents or theft that take place during your event.

It is necessary to **sign a contract and to pay before the start of** the activity. If not, you will not be granted access to the space. If you are not able to hold the activity, you must inform De Maalbeek as soon as possible. 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.

You will only **gain access** to the rented space in **the timeslot mentioned in your contract**. If you leave early or arrive late, you have to inform the caretaker, Boussouriou Diallo (tel: 0485/84.11.50)

It is mandatory to sort your **waste** into the appropriate rubbish bags (€ 1 / piece).

**Smoking is prohibited** on all premises of the centre.

**Preparing and serving food is prohibited** in the rented spaces.

We like our neighbours. In order to prevent nuisance, you must **keep all doors closed** (front door, lock door, emergency exit).

As a user, it is your responsibility to make sure **smokers** step outside to smoke **quietly** on the pavement, without causing a disturbance.

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.

## HOW TO BOOK?

*IT IS ADVISABLE TO HAVE THE FOLLOWING INFORMATION AVAILABLE IN ADVANCE:*

- The **date** or dates on which you want to organise the activity
- **Time** (beginning and end) of the **activity**
- The time you will need to **prepare** and to **finish** your activity  
*You will only be granted access to the rented space in the timeslot mentioned on your contract. Bear in mind the preparation and clean-up time!*
- The expected number of **participants**
- The **description** of the event: a lecture, party, rehearsal,...
  
- **Name, address, e-mail and phone number** of the association, **byelaws** of the association and the name of the **person in charge** that will be present during the event.
- If possible: the expected beverage consumption and the required technical equipment (p. 15)

### **SUPPORT**

De Maalbeek takes interest in your event. The more the event corresponds to the centre's objectives, the more De Maalbeek can help and support you to realize and promote your event. Cooperation is possible. Ask for it in time!

*PLEASE CONTACT US OR DROP BY THE CENTRE!*

If you know all of the above, it is best to drop by, but you can also call us (02/734 84 43 during opening hours) or send us an e-mail (demaalbeek@vgc.be).  
Erna Caluwaerts and Najoua Yasbah coordinate the use of our spaces.

When you drop by (preferably with an appointment), you can visit the spaces on the spot. A user agreement will be drafted and signed. If you like to, you can pay right away. The agreement indicates the fee charged for the space in question and the deposit to be paid, as well as the technical equipment you requested.

If the space was not left behind as it was found or if you did not comply with the Internal Regulations, your deposit may be fully or partially withheld. This withholding also applies if you do not show up without prior notice. All of this is mentioned in the Internal Regulations.

### **ANNUAL CONTRACTS**

Do you wish to submit a request for a series of events that take place from September to December? If so, this will be considered an annual contract. The request will be approved after 1 June.

Are you making a request for the period of January to August? If so, this request will be approved after 1 November.

Attention: members of the GA may conclude a contract for the entire year (Sports Hall + Ballroom). However, they undertake to take account of holidays and the events the centre organises. A 20% reduction will be given for annual contracts and no refund will be given for cancellations. In case of force majeure, the Board of Directors will decide on the payment conditions.

### *WHAT DO YOU HAVE TO DO ON THE DAY OF YOUR EVENT?*

- The person in charge of the event needs to report to the reception desk during opening hours, or to the caretaker ('conciërge'), Boussouriou Diallo (tel: 0485/84.11.50) after opening hours, at the **starting time** that is mentioned on the **contract**.
- If the person in charge has requested equipment, he/she and the reception employee/technician/caretaker verify whether all equipment is present and whether it works properly.
- Record the beverage consumption on the sheet provided for the purpose. The beverage consumption will be verified afterwards by the caretaker and a beverage invoice will be sent to you.
- You are not allowed to take the tables or chairs outside the designated space, e.g. to the entrance hall or the hallway, and to use these for events. The door to the space must be closed during your event.
- You must **leave** the space at the **ending time** mentioned on the **contract**, in the same state as you found it. By that time, you must have done the dishes, put the tables back where you found them, etc.

## OVERZICHT VAN DE ZALEN

### Sports hall



Surface area: 15m x 30m

Sports hall entrance: Kloktorenstraat 22, exit: Oudergemlaan 126

### Bar



Surface area: 7m x 4m

Capacity: 20 people

Bar entrance: Oudergemlaan 126

This space is inclusive if you rent the sportshall, however you have to request the use in advance. The cafeteria can also be rented separately.



### **Wooden hall corner of Oudergemlaan – Lemanstraat**



Surface: 13.5m x 6.8m

Capacity: 30 people sitting, 50 people standing

Entrance hall: Lemanstraat 118

Tables and chairs available

### **Cellar studio corner Oudergemlaan – Lemanstraat**



Surface: 13.5m x 6.8m

Capacity: 20 people sitting, 40 people standing

Entrance: Lemanstraat 118

Tables and chairs available

## **INFO, RATES AND CHARGES FOR THE USE OF THE SPACES**

### **SLOTS**

- Wooden hall, cellar studio and cafeteria: the price is calculated per 4 hour slot. (Attention: from 5 hours onwards, two slots are charged). From 18.00 onwards, the evening rates apply.
- Sports hall: rented out per hour

### **REDUCTIONS**

The following will be free of charge:

- Events in cooperation with De Maalbeek

### **ADDITIONAL CHARGES**

- Charge for beverage consumption / € 100 supplement if you serve your own drinks
- € 150 to 500 deposit (to be paid in advance)
- € 100 for additional cleaning, if necessary
- Insurance you have to take out yourself for parties
- In case of damage to the premises and equipment, you will be charged for the repair or purchase.
- Towels, rubbish bags, broken glasses

## **OVERVIEW OF RATES**

### **Users**

#### **Category A:**

- Members of the General Assembly GC De Maalbeek
- All schools in Etterbeek
- Partners (after 7x/year)

#### **Category B:**

- Brussels non-profit organisation
- Organisers of a social/cultural non-profit activity
- Brussels solidarity initiatives
- Unincorporated association
- Citizens of Etterbeek

#### **Category C: other**

**WOODEN HALL OR CAFETARIA (per 4 hour slot)**

<b>RENT</b>			
<b>CATEGORIE</b>	<b>A</b>	<b>B</b>	<b>C</b>
till 6PM	10	20	70
after 6PM	15	25	90
<b>DEPOSIT</b>			
<b>CATEGORIE</b>	<b>A</b>	<b>B</b>	<b>C</b>
MEETINGS	0	25	50
OTHER	50	100	150

**CELLAR STUDIO (per 4 hour slot)**

<b>RENT</b>			
<b>CATEGORIE</b>	<b>A</b>	<b>B</b>	<b>C</b>
Till 6 pm	5	10	40
After 6 pm	8	12	60
<b>DEPOSIT</b>			
<b>CATEGORIE</b>	<b>A</b>	<b>B</b>	<b>C</b>
Meetings	0	25	50
other	50	100	150

**SPORTS HALL (per hour)**

<b>RENT</b>			
<b>CATEGORIE</b>	<b>A</b>	<b>B</b>	<b>C</b>
	10	15	20
<b>DEPOSIT</b>			
<b>CATEGORIE</b>	<b>A</b>	<b>B</b>	<b>C</b>
One time event	50	150	150
Annual contract	250	250	250

Clubs (Cat. A) with max. 20 members = the rent is only € 5/hour

**Technical equipment (needs to be booked in advance and must be mentioned in the contract!)**

<b>Material</b>	<b>deposit</b>	<b>price A</b>	<b>price B</b>	<b>price C</b>
Beamer Epson EB 915W (3200 Lumen)	deposit rent	€ 5	€ 10	€ 15
Projection screen small (1,80x1,80m)	deposit rent	free	free	free
Boom box	deposit rent	free	free	free
DVD/CD player	deposit rent	free	free	free

### LIST OF BEVERAGES

<b>Beverage prices</b>	<b>A</b>	<b>B/C</b>
<b>BEER:</b>	EUR	EUR
Jupiler / Jupiler NA	1,5	2
Duvel	2,5	3,5
Palm	1,5	2
Westmalle dark	2	3
Westmalle Tripple	2,5	3,5
Hoegaarden	1,5	2
<b>WINE:</b>		
Wine RED bottle	10	13
Wine WHITE bottle	10	13
<b>SOFT:</b>		
Lemonade	1	1,5
Tonic	1	1,5
juice oxfam	1	1,5
Coca Cola (light) small	1	1,5
Water still of sparkling big	1,5	3
Water still of sparkling small	1	1,5
Ice Tea Lipton	1	1,5