

de maalbeek

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 and to build community. 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 'Cultuurcentrum Brussel' (Cultural Centre Brussels).

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:

De Maalbeek – Hoornstraat 97 – 1040 Etterbeek

From Monday to Friday, from 9AM to 12.30PM and 1PM to 5PM.

'De Maalbeek' Ballroom – Hoornstraat 97 – 1040 Etterbeek

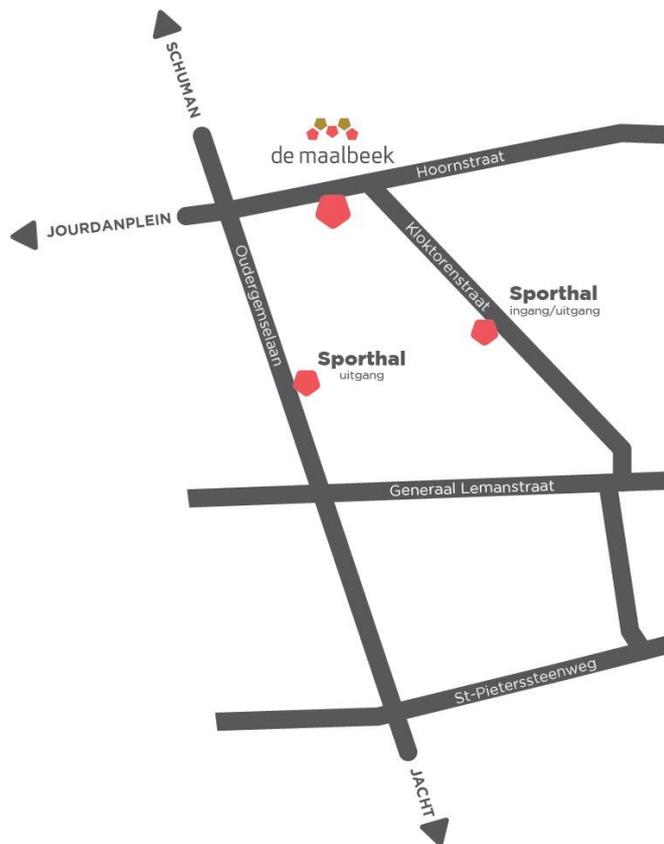
Events until 12AM.

On Fridays and Saturdays until 2AM.

Sports Hall – Kloktorenstraat 22 – 1040 Etterbeek

Activities until 10PM.

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'

Tram

Tram 81 > tram stop 'Jacht/Chasse'

Metro

Metro lines 1 and 5 > 'Schuman' station

Train

Brussels Central station (+ metro to Schuman)

Brussels Schuman station

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, unless you require beverages that the centre cannot provide. In that case, you will need a prior written consent from the centre's responsible (annelies.heyvaert@vgc.be) which mentions the type of beverage you will bring yourself (supplement = € 50). Hard liquors are not allowed.

Moreover, if you serve other drinks than those mentioned in the written consent, you will have to pay a fine of € 50.

If you serve your own drinks without submitting any request, there will be a fine of € 100.

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.

You can find more information concerning the **cancellation fees** in the Internal Regulations (Art. 2).

If you leave early or arrive late, you have to inform the caretaker.

You will only **gain access** to the rented space in **the timeslot mentioned in your contract** (Art. 15).

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.

We would appreciate it if you would **mention us on your promotional material**.

Please do this as follows:

GC De Maalbeek, Hoornstraat 97, 1040 Etterbeek

<http://www.demaalbeek.be>

demaalbeek@vgc.be

You can request the right logo at demaalbeek@vgc.be

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! (Before June for events in the autumn, preferably before November for events that take place the next year.)

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 Ana Gonashvili 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') 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.

OVERVIEW OF THE SPACES

De Maalbeek



The “De Maalbeek” premises are located at Hoornstraat 97 in 1040 Etterbeek. There, you can use the Ballroom, the Foyer and the Upper Hall.

Ballroom



In the Ballroom of De Maalbeek, you will have a stage and a grand piano (on request) at your disposal. No food may be prepared or consumed in this space.

Surface area: 18.40m x 11.60m

Capacity: Reception: 240 people.

In theater arrangement (chairs): 180 people.

In classroom arrangement (tables and chairs): 140 people.

Foyer



Nice area where you can gather before, after and during events. It is rented out in combination with the Ballroom.

Surface area: 12m x 6m

Capacity: 23 people (included in the 240 people capacity of the Ballroom)

Upper hall



Surface area: 12m x 10m

Capacity: 28 people (included in the 240 people capacity of the Ballroom)

There is **no elevator** to the upper hall of De Maalbeek. The Ballroom and Foyer are accessible for wheelchair users.

Sports hall



Surface area: 15m x 30m
Sports hall entrance: Kloktorenstraat 22

Bar



Surface area: 7m x 4m
Capacity: 20 people
Bar entrance: Oudergemselaan 126

This space is only rented out on request in combination with the sports hall.

INFO, RATES AND CHARGES FOR THE USE OF THE SPACES

SLOTS

- Upper hall: 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.
- Ballroom: rented out per event
- Sports hall: rented out per hour

REDUCTIONS

The following will be free of charge:

- Events in cooperation with De Maalbeek
- Board meetings of the General Assembly members

ADDITIONAL CHARGES

- Charge for beverage consumption / € 50 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

Category B: Brussels non-profit organisation or organisers of a social/cultural non-profit activity. Brussels solidarity initiatives are included in this category as well

Category C: other

UPPER HALL (per 4 hour slot)

USE OF THE SPACE			
CATEGORY	A	B	C
Up to 18.00	8	20	70
After 18.00	10	25	90
DEPOSIT			
CATEGORY	A	B	C
Meetings	0	25	50
Other	50	100	150

BALLROOM (per event)

	USE OF THE SPACE				
CATEGORY	A	B	A+B WE	C	C WE
Rehearsals or weekly events	15	40	50	150	200
Debates and seminars	70	150	200	700	900
Concerts and performances	115	300	350	700	900
Parties, concerts with afterparties, encounters	145	400	600	700	900
DEPOSIT	50	250	250	500	500

SPORTS HALL (per hour)

USE OF THE SPACE			
CATEGORY	A	B	C
	10	15	20
DEPOSIT			
CATEGORY	A	B	C
Single activity	50	150	150
Annual contract	250	250	250

Clubs (Cat. A) with max. 20 members = users only pay € 5/hour

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

Equipment	Deposit	Price A	Price B	Price C
Piano – rehearsal	Deposit space rental	€ 5/hour	€ 10/hour	€ 20/hour
Piano concert	Deposit space rental	€ 50	€ 100	€ 150
Tuning of piano (based on need, mandatory when used)	N/A	€ 85	€ 85	€ 85
Hanging elements for exhibitions	Deposit space rental	Free	Free	Free
Video projector Epson EB 915W (3200 Lumen)	Deposit space rental	€ 5	€ 10	€ 15
Projection screen small (1,80x1,80m)	Deposit space rental	Free	Free	Free
Projection screen large (4,00x6,00m) (fixed)	Deposit space rental	€ 5	€ 5	€ 5
Light panel Stairville DDC-12DMX (Only on request! Technician mandatory!)	Deposit space rental	Free	Free	Not possible (Rent your own, provide own technician)
Light panel Chamsys PC Wing (Only on request! Technician mandatory!)	Deposit space rental	€ 25	€ 40	Not possible (Rent your own, provide own technician)
Sound panel Spirit E8 Soundcraft (Only on request! Technician mandatory!)	Deposit space rental	Free	Free	Not possible (Rent your own, provide own technician)
Speakers Yamaha DSR-115	Deposit space rental	Free	Free	Free
Microphones 3x Beyer Opus 69	Deposit space rental	Free	Free	Not possible
Microphones 2x Sennheiser EW 100-835 G3 (handheld)	Deposit space rental	€ 5 (2 p.)	€ 5 (2 p.)	Not possible
Booster Warrior L400P	Deposit space rental	Free	Free	Not Possible
CD player Teac CD-P 1440	Deposit space rental	Free	Free	Free

Equipment	Number
Chairs	Ask at reception for correct number
Tables 6 people	21
Tables 5 people	3
Tables 4 people	13

LIST OF BEVERAGES

DESCRIPTION	A	B/C
BEER:	EUR	EUR
Jupiler	1.05	1.50
Duvel	1.95	3.00
Palm	1.30	2.00
Carlsberg	1.45	2.00
Westmalle Dark	1.65	3.00
Westmalle Trippel	2.00	3.00
Kriek Jacobins	1.45	2.00
Hoegaarden	1.30	2.00
Leffe blond/brown	1.95	3.00
Chimay Bleu	2.50	3.00
Chimay Rouge	2.50	3.00
WINE:		
Bottle of RED wine	9.75	12.00
Bottle of WHITE wine	9.10	12.00
SOFT DRINKS:		
Tonic	1.00	1.50
Fruit juice small	1.00	1.50
Fruit juice large	3.45	6.00
Coca Cola (light) small	0.85	1.50
Coca Cola (light) large	2.35	4.50
Lemonade small	0.75	1.50
Lemonade large	1.95	4.50
Mineral water small	0.55	1.50
Mineral water large	0.95	4.50
Ice Tea Lipton	1.00	1.50
COFFEE:		
Tea (cup)	0.75	1.50
Thermos	11.05	15.00
Percolator/cup	0.40	0.75
OTHER:		
Rubbish bags	1.00	1.00
Phone / 5 min	0.50	0.50
Towels	0,85	1,10
Broken glasses	1,20/3,60	1,20/3,60