



ASSISTING STUDENTS IN ANTWERP

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## **Tarmac @GATE15 leisure hall user regulations**

### **Article 1: Validity**

These user regulations are valid starting September 1<sup>st</sup> 2016. The user regulations and running costs can be reviewed annually.

### **Article 2: Definitions**

The following definitions apply to these regulations:

- Tarmac: the hall at GATE15;
- User: any person, organisation or association who or which rents Tarmac
- GATE15: the Tarmac business operator.

### **Article 3: Subject-matter of the regulations**

These regulations lay down the terms and conditions for the use of the Tarmac hall infrastructure, located at Kleine Kauwenberg 15, 2000 Antwerp. GATE15 grants the permission to use Tarmac. The user regulations form an inextricable part of the permission. The user is granted perusal through the website and must approve and fully conform to them.

### **Article 4: Nature of the activities**

The hall may **not** be used for the following activities or purposes:

- activities causing nuisance to other users or to the surroundings of GATE15;
- cantuses (songfests);
- religious worship services;
- events of a discriminatory nature or where certain convictions and messages contrary to the general interest are propagated.

Sub-letting and transfer of the user's right to others are not allowed. GATE15 reserves the right to refuse certain activities.

## **Article 5: Users**

Students in Antwerp and student organisations make up Tarmac's priority target user group. In July, they are given one month's time to schedule activities before other users.

Users must be at least 18 years of age. Other organisations eligible to rent Tarmac are:

- recognised youth work;
- higher education institutions;
- public services;
- sociocultural associations;
- neighbourhood initiatives;
- private individuals;
- organisations having a commercial nature.

## **Article 6: Period of use**

The hall is open for activities from Monday to Sunday, inclusive, during the academic year. The hall is not available on public holidays. The hall is also available during holidays, except during the following periods: between Christmas and New Year, between July 15th and August 15th.

The hall can be booked for the morning, afternoon, evening or for an entire day.

<b>Daily time slot</b>	<b>Weekdays and weekend</b>
Morning	8.30 a.m. - 12.30 p.m.
Afternoon	1 p.m. - 7 p.m.
Evening	7.30 p.m. - 3 a.m.
Entire day	8.30 a.m. - 3 a.m.

The user must leave the hall by 3.30 a.m. at the latest.

## **Article 7: Application procedure**

An application to book the hall is submitted on the GATE15 website at least 2 weeks in advance.

1. The user fills in the online registration system.
2. GATE15 confirms or rejects the application. The user is informed of this by email.
3. A digital invoice is sent to the user when the activity is finished.

### **Article 7.1: Cancellation procedure to be followed by user**

Activities can be cancelled without charge, until 2 weeks before the scheduled activity date. The user must pay the entire rental if an activity is cancelled after this period.

### **Article 7.2: Cancellation procedure to be followed by GATE15**

- GATE15 reserves the right to withdraw permission already granted in the case of force majeure, within the scope of the general interest, in the interests of the city council or if there is any

danger to safety and/or the public order, and the user shall not be entitled to any compensation for damages.

- GATE15 undertakes to provide its cooperation, albeit without guarantee, in setting another date or making an alternative hall available. GATE15 cannot be held liable for damage suffered pursuant to refusal or withdrawal of the user permission.

## **Article 8: Rates**

### **Article 8.1: Rental**

- GATE15 charges various rentals. Tarmac is only rented out for events in the **party** category **twice a week**.

	Student association/ student/recognised youth association	Commercial / private individual	Public services and education	Sociocultural associations / neighbourhood initiative
Concert	EUR 75	EUR 225	EUR 150	EUR 150
film show	EUR 75	EUR 225	EUR 150	EUR 150
Reception	EUR 75	EUR 225	EUR 150	EUR 150
Lecture	EUR 75	EUR 225	EUR 150	EUR 150
Workshop	EUR 75	EUR 225	EUR 150	EUR 150
events where food is served	EUR 75	EUR 225	EUR 150	EUR 150
party	EUR 175	EUR 400	EUR 350	EUR 350
rehearsal	EUR 75	EUR 225	EUR 150	EUR 150

- These rates apply to 1 daily time slot. If the organiser wants to use a 2<sup>nd</sup> and 3<sup>rd</sup> daily time slot, he will receive a 50% discount on the additional time slots.
- If the user is present in advance for the set-up of the event, this additional time will not be charged. A daily time slot represents only the activity itself.

### **Article 8.2: Security**

GATE15 works with a digital security (EUR 150), which is only invoiced after the event if GATE15 has suffered damage.

### **Article 8.3: Payment method**

GATE15 will provide the user with a digital invoice. The user pays the amount due within 30 days.

## **Article 9: Use of the hall**

### **Article 9:1 General**

- The maximum number of people admitted to Tarmac is:
  - In a furnished hall: 85 people;
  - In a non-furnished hall: 150 people.

- GATE15 reserves the right to visit Tarmac during activities and to end the activity unilaterally when the maximum number of people admitted has been exceeded. In this case, the user will shall not be entitled to any compensation for damages.
- The user is liable for all accidents, directly or indirectly caused by exceeding the maximum number of people.
- The user will ensure that the neighbours are not hindered by the activity, the set-up or dismantling of the event.
- The outside door of Tarmac must remain closed at all times. The door may only be open to arriving guests for 15 minutes at the start of the event.
- A total smoking ban applies inside the building and Tarmac pursuant to the Royal Decree of 13 December 2005 banning smoking in public buildings. The user is responsible for the observance of this legislation.
- Smoking/talking/drinking in front of the outside door of the Tarmac is strictly forbidden during the entire event. You can smoke on the little square in front of the TAKEOFF\_. GATE15 will provide ashtrays there. If a GATE15 employee establishes that this agreement is not observed, he/she is entitled to stop the event.
- The user ensures that smokers can go inside again without causing them any nuisance to the neighbourhood.
- The user may only use the hall assigned for the purpose which he, she or it states explicitly and in advance in the application. Other rooms and floors, except for the entrance hall and the sanitary facilities located closest to the hall made available, may not be accessed. The user bears responsibility in this matter.
- The user's activities may not hinder the normal course of other activities in the building in any way whatsoever. The user must leave clear and guarantee access to other parallel users of other spaces in the building, also if he, she or it uses its own security service.
- The user shall respect the agreed-upon opening and closing times of his activity.
- The user is responsible for the hall as from the moment that it is opened until it is closed. There must always be a supervisor on site and at the entrance of Tarmac during the activity.
- The user is responsible for any damage caused to the building during the activity.
- GATE15 and its delegates always have the right and the possibility to supervise the way in which the halls are used at any moment.
- The user shall ensure that the infrastructure is always handled very carefully when setting up, taking down and during the activities.
- Any of the user's devices which he, she or it brought along may not overload the grid or cause damage to the hall or technical equipment. The user places any equipment at his, her or its own risk.
- The noise limit of 95 dB (A)  $L_{Aeq, 15min}$  may not be exceeded in the hall. In any event, the level of the music and sound installations must be reduced or switched off if there are any complaints.
- The user or his, her or its caterer may not bring along any uncalibrated or uninspected devices. The devices may not overload the electricity grid of the halls. The user is responsible for any consequential costs if there is any overload.
- Animals are not allowed, with the exception of assistance dogs.

- It is not allowed to hang posters, flags or pennants on the façade or near the entrance. Within the building, this is only allowed in Tarmac in a way that doesn't cause damage to the interior. A discreet signage to guide visitors is allowed, subject to approval by GATE
- For all additional equipment, the user can turn to an outside vendor of his, her or its choice. Arrangements considering delivery and collection of these materials will be passed to GATE15 by e-mail, at least one week in advance.

#### **Article 9.2: Lunch, reception or dinner**

- For a lunch, reception or dinner, the user can turn to a caterer of his, her or its choice. The user will pass on the name of the caterer to GATE15, prior to the activity.
- GATE15 is in no way liable for the services provided by the caterer. Extra equipment will be reported in advance and have to be certified to the applicable standard and must be used professionally. They may not exceed the technical capacity of the building.
- The user will inform his, her or its suppliers that delivery and retrieval of materials can only take place during the duration of the use of the hall and that there is no loading area present.
- The user can use the provided cookware.
- The user is obliged to order all drinks (beer, soft drinks, water and fruit juices, etc.) and coffee and accessories through GATE15 at the prices set by GATE15 (Annex 2).

#### **Article 9.3: State of the premises**

- At the start of the activity, GATE15 will draw up an inventory together with the user. The same review happens at the end of the use of the hall.
- The room is cleaned after use and left in pristine condition. All waste, glass, paper, rest garbage, PMD and organic waste is deposited by the user in the garbage containers. Waste left behind, will be removed at the expense of the user.
- The user clears his own material, equipment and other articles immediately after the use of the hall. After use, the site must be free of litter.
- Immediately after use, the user will clean the counter, fridge and bar. Any glasses used must be washed and dried, after which they are stored per type in the racks provided. If this condition is not met, an amount of EUR 50 shall be charged.
- All elements are put back in place according to the plan. If this condition is not met, an amount of EUR 50 shall be charged.
- The user undertakes to inform GATE15 immediately of any damage to the building and the equipment, even if the user is not responsible for this or if the damage was not established at the start of the use. The same applies if any of the components or parts of the equipment are lost or stolen or if the building as such is damaged.
- The user may not proceed to self-repair/replacement of damaged or missing elements, or have them repaired or replaced by a third party.
- The lost or damaged materials or parts thereof shall be charged in replacement value. When damage or missing materials is established, the user will be informed in writing. The user will be heard and will be offered a detailed proposal to reach an amicable settlement of claims. In case of non-presence, GATE15 will unilaterally determine the amount of the damages.

- The guarantee can be initially addressed for the repair or replacement of materials.
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### **Article 10: Employees**

The user must provide sufficient employees of his, her or its own for all tasks related to the activity organised. GATE15 does not provide any of its own employees in the hall, unless otherwise agreed.

### **Article 11: Fire safety**

The user will respect the fire safety regulations. All exits and emergency exits must be kept clear at all times; fire-fighting equipment must remain accessible. Signs indicating “uitgang” (“exit”) and “nooduitgang” (“emergency exit”) must remain visible. The user shall take the necessary measures to handle evacuation personally in the case of emergencies.

- The following regulations apply to decorating and presenting events:
  - Readily combustible materials such as reed mats, straw, cardboard, bark and paper, readily combustible textile and plastic may not be used as dividing walls, decoration or furnishing for the activity.
  - Loose ceiling cloths are not allowed. Any décor cloths used must be fireproof.
  - “Decoration” may not be understood to mean normal, functional soft furnishings, such as table-linen and the like.
  - Atmospheric lighting with naked flames, such as candles and paraffin lamps, may not be installed (imitative alternatives are allowed).

### **Article 12: Liability and insurance policies**

- GATE15 is not liable for any damages of physical or material damage caused by activities by the user during the use of the hall or its equipment.
- GATE15 is not liable for loss of, damage to or theft of personal belongings of users and their guests.
- The user expressly waives redress for damage to or theft of their material and/or work towards GATE15 or the City of Antwerp.
- GATE15’s insurance policy doesn’t cover the liability of users towards visitors, residents, infrastructure or equipment. The user will take out the necessary insurance.

### **Article 13: Copyright, fair payment and taxes**

The user is responsible for handling copyright, fair payment, any taxes and any other legal obligations. The user handles any fees for this directly with the institutions involved.

### **Article 14: Contraventions of the regulations**

- The user can be sanctioned if he, she or it contravenes these regulations. Sanctions are gradual and can be cumulated. GATE15 can impose the following sanctions after use:
  - written warning;
  - temporary suspension;

- permanent suspension from using Tarmac.

- During evening activities, GATE15 uses attendants who monitor compliance with these regulations. The attendants can confront the user with violations of these regulations.
- Attendants can decide to suspend the activity if they find that the user does not observe the regulations during the activity after having been confronted about this repeatedly. The user must then tidy and subsequently leave the hall. The user is not entitled to any compensation for damages. GATE15 shall still invoice the user for the use of the hall and any drinks consumed, however.
- The user shall be liable for any applicable fine if the police or any authorised official establishes noise disturbance.

### **Article 15: Disputes**

GATE15 settles any matters for which these user regulations do not provide. The Courts of Antwerp have jurisdiction if there is a dispute.

## **Annex 1: available equipment**

- Projector
- Sound system
- Projection screen
- Fully equipped bar with full installation for draught dispense
- Fridges
- Cutlery
- Glasses
- Plates
- Mugs
- Electricity sockets
- 32A junction (3 phases)
- DJ matic
- 12 banks
- 6 Tables (8p)
- Sofa/sitting area/pillows
- PA set
- DJ set
- Lighting set
- Wired microphones (6)
- Lectern
- DVD-Blu-ray player
- Flip chart
- Furnished kitchenette



## Annex 2: drinks prices

Students receive a 20% discount on purchased beverages, upon presentation of their student card.

PRODUCT NAME	PRICE INCLUDING VAT	WITH DISCOUNT INCL. VAT
MAES PILS 25 CL	EUR 1.80	EUR 1.45
DE KONINCK 25 CL	EUR 2.20	EUR 1.76
VEDETT PILS 33 CL	EUR 3	EUR 2.5
DUVEL 33 CL	EUR 3.5	EUR 2.8
MORT SUBITE KRIEK 25 CL	EUR 3	EUR 2.5
COCA COLA LIGHT 20 CL	EUR 1.80	EUR 1.45
COCA COLA ZERO 20 CL	EUR 1.80	EUR 1.45
COCA COLA REGULAR 20 CL	EUR 1.80	EUR 1.45
FANTA ORANGE 20 CL	EUR 1.80	EUR 1.45
SPRITE 20 CL	EUR 1.80	EUR 1.45
CHAUDFONTAINE STILL 25 CL	EUR 1.10	EUR 0.85
CHAUDFONTAINE SPARK 25 CL	EUR 1.10	EUR 0.85
MINUTE MAID ORANGE 20 CL	EUR 1.80	EUR 1.45
AMAYA CAVA 75 CL	EUR 14	EUR 11
CABOCHON DU SUD CHARD WHITE 75 CL	EUR 9	EUR 7.5
CABOCHON DU SUD CAB SAUV RED 75 CL	EUR 9	EUR 7.5

# GATE15

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**GATE15**  
ASSISTING STUDENTS IN ANTWERP

# LEASE AGREEMENT

Between GATE15 and the lessee

REGARDING TARMAC GATE15 + POSSIBLE ADDITIONAL FACILITIES

## I. INFORMATION REGARDING THE LESSEE

Name of the organisation: .....

VAT number: .....

Name of the supervisor: .....

Street + no.: .....

Postcode + place: .....

Email: .....

Telephone: ..... Mobile phone: ..... Fax: .....

## II. INFORMATION REGARDING THE ACTIVITY

Date of the activity: .....

Description of the activity: .....

Number of participants expected: .....

## III. POSSIBLE ADDITIONAL FACILITIES

Colour in the relevant dot.

- Plates, number: .....
- Cutlery, number: .....

- Glasses, number: .....
- Furnished kitchenette
- Projector
- Sound system
- Fully equipped bar with full installation for draught dispense
- Fridges
- DJ matic
- Chairs
- Tables
- Sofa/sitting area/pillows
- PA set
- DJ set
- Lighting set
- Wired microphones (7)
- Lectern
- DVD-Blu-ray player
- Flip chart

**By signing, the applicant declares that he, she or it agrees to the content of the Tarmac user regulations.**

(Name, date and signature preceded

by the words “gelezen en goedgekeurd” (“duly read and approved”))

LESSEE’S SIGNATURE

TARMAC GATE15 AUTHORISED EMPLOYEE’S  
SIGNATURE

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