

Article 1: Specific regulations applicable to the TAKEOFF room

Article 1.1: Validity

- These user regulations apply to the 2019-2020 academic year.
- The regulations and costs for use may be revised at any time.

Article 1.2: Definitions

In these regulations the following definitions apply:

- TAKEOFF: a complete co-working room on the ground floor, including bar TAKEOFF and the TAKEOFF business class (open meeting space)
- The user: a person, organisation or association that rents the TAKEOFF room.
- GATE15: the operator of TAKEOFF.

Article 1.3: Subject of the regulations

- These regulations set out the conditions for use of the infrastructure of the TAKEOFF room, Kleine Kauwenberg 17, 2000 Antwerp.
- GATE15 authorises the use of the TAKEOFF room.
- The regulations form an inextricable part of the authorisation.
- By renting the room the user accepts the agreements and the regulations.
- Subletting and transferring the rights of use to others is not permitted.
- GATE15 reserves the right to refuse activities.

Article 1.4: Nature of the activities

The room **cannot** be used for the following activities or purposes:

- Activities that cause nuisance to other users or the area surrounding GATE15
- Cantus activities
- Religious worship
- Events with a discriminatory character or at which certain convictions and messages are proclaimed that are contrary to the public interest
- Any activity that is contrary to public order, safety and morality

Article 1.5: Use of the TAKEOFF room

- The maximum number of persons permitted in the room is: 150 (80 seated)
- If the maximum number of persons is exceeded, GATE15 has the right to terminate the activity. The user has no right to compensation.
- The noise limit of 75 dB must not be exceeded.

Article 1.6: Users

- Students with an entrepreneurial spirit in Antwerp represent the priority target group for the use of TAKEOFF.
- PhD students do not fall under the 'student' category for rental.
- The user must be at least 18 years old.

Article 1.7: Rental price

GATE15 applies different rental prices.

- **The minimum rental period is three hours.**
- The room can also be rented every day, also at weekends, between 9 a.m. and 2 a.m.
- The rates apply for one hour of use, and are always charged for the first three hours. Take into account assembly and disassembly (make sure you book time for these activities).
- The hours booked are charged, even if the event is prematurely terminated.
- Use of the equipment is free. The list of available equipment can be consulted on the reservation form.
- TAKEOFF can be divided into three different zones:
 1. **Business class small:** separate co-working table
 2. **Business class large:** entire right section of TAKEOFF (+/- double the surface area of business class small)
 3. **The whole of TAKEOFF:** only for rent during evenings and at weekends. Always for a fee (see prices below).
- The following rates apply:

<u>Business class small</u>	<u>For business purposes</u>	<u>Not for business purposes</u>
Students	Free	Free
Partners	Free	Free
Third parties	Not for rent	Not for rent

<u>Business class large</u>	<u>For business purposes</u>	<u>Not for business purposes</u>
Students	Free	Free
Partners	Free	Free
Third parties	Not for rent	Not for rent

<u>Entire TAKEOFF</u>	<u>For business purposes</u>	<u>Not for business purposes</u>
Students	€30 per hour	€30 per hour
Partners	€30 per hour	€30 per hour
Third parties	€50 per hour	€75 per hour

Article 1.8: Drinks and catering

- The TAKEOFF catering operator has the exclusivity for providing a lunch, reception or dinner, and catering services must be ordered from him.
- The user is obliged to purchase all drinks and accessories via TAKEOFF's catering operator at the price established by GATE15. **Non-compliance will result in a flat fee being charged amounting to €150.**
- The current price list can be consulted on the reservation form.

Article 2: General regulations

Article 2.1: Request procedure

- The room must be booked at least two weeks in advance to guarantee efficient processing of the booking. If it is booked less than two weeks in advance the user must first contact GATE15.
- The user is informed about whether his/her request has been accepted or rejected by mail.
- After the activity has taken place, the user receives an electronic invoice.
- Activities may be cancelled free of charge up to two weeks before the planned date of the event. If the cancellation occurs after this period, the user must pay the rental price in full.
- GATE15 reserves the right to withdraw authorisation without the user being entitled to any compensation in the case of force majeure, in the context of the general interest of the city council or if there is a risk to safety and/or public order.
- GATE15 is not responsible and cannot be held liable for any damage suffered as a result of a refusal or withdrawal of authorisation for use.

Article 2.2: Safety

- In the event of physical or verbal aggression by the user or visitors towards a GATE15 employee or other users, the GATE15 employee has the right to terminate the activity. The user's right to compensation lapses.
- The user is responsible at all times for any form of damage, loss and/or theft of the equipment. Any form of damage/theft of the equipment of GATE15 or the building must be compensated by the user in accordance with the new price or quotation requested by GATE15.
- The user may not bring along his/her own equipment unless written approval has been obtained from GATE15. This also applies to decorations etc. Requests must be submitted at least a week in advance.
- An adult (person aged over 18) must always be present and assume responsibility for the event.

Article 2.3: Prohibited

- Smoking is prohibited in all buildings connected to GATE15. Smoking is allowed on the square in front of TAKEOFF.
- The organiser may not sell, provide or offer any alcoholic drinks (beer, wine etc.) to young persons under the age of 16.
- Spirits or other strong alcoholic drinks with an alcohol percentage of at least 15% are not permitted.
- Challenges that result in intoxication or excessive alcohol consumption are not permitted.
- Any form of drugs is absolutely forbidden. The user must ensure drugs are not used by any visitors during the event.
- Naked flames or the use of flammable substances is forbidden at all times.

Any violation of the above rules will lead to the event being terminated.

Article 2.4: Nuisance

- The user shall ensure that people living in the surrounding area do not experience any nuisance as a result of the activity, including during assembly and disassembly.
- In the event of noise disturbance the music and sound installations shall be turned down or off completely.
- When hanging up posters, flags etc. you must always ensure that no damage is caused to the building or interior. Approval must always be obtained from GATE15. Costs resulting from any damage are always paid by the user.
- The user's activity must not hinder the normal course of other activities taking place in the building. The entrance must be kept free for users of the other rooms at all times.

Article 2.5: Access

- The user will only use the room for the purpose specified in the booking request. Other rooms must not be accessed. This is a responsibility of the user.
- GATE15 and its representatives have the right and possibility to inspect the room's use at any time.
- In the event of any violation of the regulations, GATE15 and its representatives have the right to terminate the activity.
- Animals are not allowed, with the exception of assistance dogs.

Article 2.6: Use

- When the activity commences GATE15 compiles a brief location description with the user. The same process is conducted at the end of the activity.
- After use the room will be left cleaned in accordance with the installation plan. If this is not the case, a flat fee of €50 may be charged.
- The user shall immediately inform GATE15 in the case of any damage or theft.
- A GATE15 employee is always present. This employee does not participate in assembly or disassembly of the event, or help in the room.
- Emergency and fire signage and extinguishing equipment must be visible and accessible at all times.
- All exits and emergency exits must remain unobstructed.
- GATE15 is not responsible for any possible accidents, or any theft, loss or damage of the users or visitors' belongings.
- GATE15's insurance policy does not cover users of the room; the user must provide his/her own insurance.
- The user is responsible for copyrights, fair compensation, taxes and other statutory obligations.

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Article 2.7: Termination and disputes

- Any violation of the regulations by the user may lead to the termination of the event. This can be implemented by GATE15 employees or the police. All the related costs shall be borne by the user.
- If GATE15 or the police terminate the event the room and the drink consumed shall be charged to the user.
- Any fines shall be paid by the user and cannot be claimed from GATE15.
- Any matters not covered by the regulations for use shall be settled by GATE15. In the event of any dispute the courts of Antwerp have jurisdiction.