



General conditions TAKEOFF

Article 1: Reservation and use of the TAKEOFF space

Article 1.1: Validity

- These general terms and conditions are valid for the academic year 2023-2024 and 2024-2025.
- The general terms and conditions and consumption costs can be revised at any time.

Article 1.2: Definitions

In these general terms and conditions the following terms have the following meaning:

- The user: a person, organization or association that uses the TAKEOFF space.
- STAN: the operator of TAKEOFF

Article 1.3: Object of the general terms and conditions

- This document defines the conditions for using the infrastructure of the space TAKEOFF, Kleine Kauwenberg 17, 2000 Antwerp.
- These general terms and conditions bundle the agreements stated in the practical agreement framework of STAN as well as other regulations with regard to the provision of spaces.
- STAN grants permission to use the TAKEOFF space.
- The general terms and conditions are an integral part of the admission.
- When using the space, the user approves the agreements and the general conditions.
- Subletting and transfer of the right of use to others are not permitted.
- STAN reserves the right to refuse activities.

Article 1.4: Nature of the activities

The space cannot be used for the following activities or purposes:

- Activities that cause nuisance to the other users or to the environment of STAN
- Cantus
- Religious services
- Activities of political parties, candidates or third parties who want to propagandize for political parties or candidates in the last 40 days before the local, provincial and parliamentary elections
- Events of a discriminatory nature or where certain beliefs and messages are proclaimed that are contrary to the public interest
- Any activity that goes against public order, safety and morality

Article 1.5: Use of the TAKEOFF space

- The maximum number of persons allowed: 150 (80 seats)
- If the maximum permitted persons are exceeded, STAN has the right to stop the activity. The user is not entitled to compensation.
- The noise limit of 75db must not be exceeded.
- The use of the material is free. The list of available material is available at our website <https://www.stanstan.be/zaal-huren/>

Article 1.6: Users

- Doctoral students do not fall under the category 'student' for rental purposes.
- The user must be at least 18 years old.

Article 1.7: Rental price

- There is a minimum use of 3 hours.
- The space is available every day, including weekends, between 9am and 2am.
- The rates apply for 1 hour of use. Take into account preparation time before and after the event (make sure you reserve this time).
- The reserved hours are billed, even in the event of early termination of the event.
- The rates below are valid:

TAKEOFF	Office hours	Evenings + weekends
Students / partners	free	24,79 euros per hour
Other	N/A	41,32 euros per hour

The amounts stated are exclusive of VAT. VAT is indebted on the rent.

Article 1.8: Beverages and catering

- A caterer of the user's choice may be used to cater for the event hosted by the user. The user shall notify STAN of the name of the caterer prior to their activity. STAN cannot be held responsible for the services provided by the caterer.
- The delivery and pick-up of goods is done only during the duration of the use of the space. No loading and unloading area is provided. Parking is prohibited on the square of the site GATE15.

- The user is obliged to purchase all drinks (beers, wines, soft drinks, water, juices, coffee and tea) at the price determined by Antwerpen Studentenstad. In case of non-compliance, a fixed cost of 150 euros will be charged (Retribution Regulations 17/12/2019, article 5).
- The price list is available at <https://www.stanstan.be/zaal-huren/>

Article 2: General

Article 2.1: Application procedure

- To guarantee correct processing, the space must be reserved at least two weeks in advance. In case of a shorter application period, the user must contact STAN first.
- In the event of approval or refusal, the user will be notified by email.
- After the event, a digital invoice will be delivered to the user.
- Activities can be canceled free of charge up to two weeks before the scheduled date of the event. If the cancellation is made after this period, the user must pay the rent in full.
- STAN reserves the right, in case of force majeure, in the general interest of the city council or in the event of a risk to safety and/or the public order to withdraw the granted authorization without the user being entitled to compensation.
- STAN is not responsible and cannot be held liable for damage suffered as a result of a refusal or withdrawal of admission to use.

Article 2.2: Security

- In the event of physical or verbal aggression from the user or visitors to an employee or to visitors themselves, the employee has the right to stop the activity. The user's right to compensation expires.
- The user is at all times responsible for all forms of damage, loss and/or theft of materials. Any form of damage/theft of materials of STAN or the building will have to be compensated for by the user in accordance with the new price or an estimate, requested by STAN.
- Own material may not be brought unless with written approval of STAN. This also includes decoration and such. This must be requested at least a week in advance.
- When hanging posters, flags, ... the user ensures that no damage to the building or interior is caused. Approval must also always be given by STAN. Costs due to damage will always be reimbursed by the user.
- There must always be an adult present who is responsible during the event

Article 2.3: Prohibition



- There is a total smoking ban in the buildings on the GATE15 property. Smoking is allowed in the square in front of TAKEOFF.
- The organizer may not sell, serve or offer alcoholic drinks (beer, wine, ...) to people under 16 years of age.
- Spirits with an alcohol content of at least 15% are not allowed.
- Challenges that lead to drunkenness or excessive alcohol consumption are not allowed.
- Any form of drugs is absolutely prohibited. The user must ensure that no visitor uses drugs during the event.
- Open flames and the use of flammable substances are prohibited at all times.

Violation of the above rules will always lead to termination of the event.

Article 2.4: Nuisance

- The user always ensures that the neighbors are not bothered by the event, not even during the build-up and breakdown of the activity.
- In the event of noise disturbance, the music and sound installation will be turned down or turned off completely.
- The user's activity may not hinder the normal course of other activities in the building. Access for users of other spaces on the GATE15 property must always be safeguarded.

Article 2.5: Access

- The user uses the space only for the purpose for which the request is submitted. Other rooms may not be entered. This is a responsibility of the user.
- STAN and his/her representatives (attendants) always have the right and the possibility to monitor the use of the space.
- STAN and his/her representatives (attendants) have the right to stop the activity in case of violation of the terms and conditions.
- Animals are not allowed with the exception of assistance dogs.

Article 2.6: Use

- At the start of the activity, the operator makes a short inventory of the premises together with the user. The same happens after the activity has ended.
- After use, the space is cleaned and left in accordance with the installation plan. In the event of non-compliance, a fixed cost of 50 euros may be charged.
- In case of damage to a space, material or furniture or if it is not left behind as provided in the terms and conditions, the cost of repair or cleaning will be charged in full to the user of the space.
- In the event of damage or theft, the user immediately notifies STAN.

- An employee is always present. This employee takes no part in build-up or breakdown of the activity or assistance in the space.
- Emergency and fire signaling and extinguishing methods must be visible and at all times and remain accessible.
- All (emergency) exits are always kept free
- STAN is not responsible for any accidents, nor for theft, loss or damage to the property of users and visitors of the space.
- The insurance of STAN is not applicable for users of the space. The user must provide insurance himself.
- The user is responsible for copyrights, artist fees, taxes and other legal obligations.
www.sabam.be
www.ikgebruikmuziek.be

Article 2.7: Termination and disputes

- Violations of the terms and conditions by the user can lead to termination of the event. This can be done by employees of STAN or the police. All costs involved are always for the user.
- In case of termination of the event by STAN or the police, the space and the consumed drinks will always be charged to the user.
- Any fines are always paid by the user and cannot be recovered from Antwerp Student City
- Items not provided for in the general terms and conditions will be settled by STAN. In case of dispute, the courts of Antwerp are authorized.