

GENERAL TERMS AND CONDITIONS FOR THE USE OF SPACES AT GATE15

Welcome to GATE15 – your place in the city!

GATE15 is the meeting place for students in Antwerp. Whether you are organizing a party, planning a meeting, hosting a workshop, or simply getting together with friends: our rooms are open to your ideas and initiatives. We want you to have a great time here and to ensure that future students can continue to do so.

That is why we ask you to treat the spaces, the neighbourhood, and each other with respect. These terms and conditions help ensure that everything runs smoothly and safely. Together, we ensure that GATE15 remains a vibrant, accessible, and sustainable place for everyone.

Article 1

These regulations are valid from 1 January 2026 until 31 December 2031 and determine the conditions for the use of the rooms at GATE15 (Kleine Kauwenberg 15 to 19, 2000 Antwerp).

By making use of the infrastructure, the user agrees to these regulations and the applicable fees.

Article 2. Method of reservation

Reservations for a room at GATE15 must be made at least **two weeks in advance** via the online reservation system of STAN, accessible through the GATE15 website.

Reservations made less than two weeks in advance can only be requested by telephone or email.

A reservation is only final after receipt of a confirmation email. STAN always reserves the right to refuse a reservation.

Article 3. Allowed activities

The room made available may not be used for the following activities or purposes:

- activities as a result disturbance
- cantus events or other activities that encourage excessive alcohol consumption;
- religious services or gatherings;
- activities of a political, religious, or ideological nature;
- discriminatory or extremist events;
- activities that are contrary to public order, safety, or public decency.

Article 4

Under no circumstances is it permitted to sublet the room or transfer the reservation to third parties.

Article 5. Access

The user only has access to the reserved room and the common areas.

Animals are not permitted anywhere on the GATE15 site, apart from assistance animals.

STAN and its staff always have the right to enter the reserved room(s) to supervise the use of the facilities.

Article 6

The use of the equipment available in the room is free of charge. A list of the available equipment can be consulted on the STAN website.

Personal equipment may only be used with prior written permission from STAN. This request must be submitted at least one week in advance.

Article 7

The maximum capacity of the rooms and the permitted sound levels are as follows:

Room	Maximum capacity	Sound level
Tarmac	120	85 dB
Meet & Greet	50	75 dB
Lounge	150	75 dB

If these limits are exceeded, STAN may switch off the sound system or immediately terminate the activity, without the user being entitled to any compensation.

Article 8

Consumption of personal beverages in the rooms is not permitted.

If circumstances justify it, STAN may allow the consumption of personal beverages upon payment of a corkage fee as determined in the applicable price list. This exception must be requested at the time of reservation. Spirits ($\geq 15\%$ alcohol) are never permitted.

The applicable price list can be consulted on the STAN website.

Failure to comply with this obligation will result in a flat-rate charge of EUR 150,00.

Consumption of personal food or catering provided by an external caterer is permitted.

Article 9. Delivery, loading and unloading

Delivery, loading, and unloading of goods must take place within the reserved ~~time slot~~.

There is no designated loading and unloading zone. Parking on the square of the GATE15 site is prohibited.

Article 10

A room must always be reserved for a **minimum duration of three hours**.

Rooms may be reserved during the following hours:

Tarmac	Meet & Greet	Lounge
09:00 – 03:00	09:00 – 23:00	09:00 – 03:00

Set-up and dismantling must take place within the reserved period.

The STAN staff member present does not aid with set-up, dismantling, or any other support.

Activities in the Tarmac and Lounge rooms must end no later than 2:00 a.m.

The period between 2:00 a.m. and 3:00 a.m. may only be used for dismantling the event.

If the reserved period is exceeded, a fee equal to the applicable retribution will be charged per additional started hour.

Article 11. Fees and payment

Fees and payment are governed by the applicable regulations.

The fee is determined based on the number of reserved hours and is always charged in full, except in the event of a timely cancellation as referred to in Article 12.

Article 12. Cancellation

Cancellation is only possible by email.

A reservation may be cancelled free of charge:

- up to two weeks before the scheduled activity; or
- within 24 hours after confirmation of the reservation.

In the event of cancellation after this period, the full fee will be charged.

If the user fails to attend the activity without prior cancellation, the full fee and personnel costs will be charged.

Article 13. Cancellation by STAN

STAN may cancel the reservation at any time, without the user being entitled to any form of compensation.

Article 14. Immediate termination

STAN reserves the right to immediately terminate the activity in the event of:

- force majeure;
- violation of these regulations;
- risk to safety or public order;
- aggression or inappropriate behaviour.

The fee and the cost of already consumed beverages remain payable.

Any fines imposed will always be borne by the user.

Article 15. Responsibility

For each use of a room, at least one adult must always be present who is responsible for the proper conduct of the activity.

This responsible person must identify themselves at the start of the activity.

Article 16. Liability

The user undertakes to indemnify the City of Antwerp against all possible claims by third parties that are directly or indirectly the result of the activity organized by the user.

The user is personally liable for any damage caused by the use of the room, regardless of whether the damage was caused by the user or by third parties, and regardless of whether the damage was intentional.

It is the user's responsibility to inspect the room prior to the start of the activity.

Damage not reported at the time of taking possession of the room will be deemed to have been caused under the responsibility and liability of the user.

The user must inform the City of Antwerp of any damage, regardless of who caused it.

In the event of damage to the room or to the materials present therein, the City of Antwerp will carry out or arrange the necessary repairs and recover the costs from the user.

Under no circumstances may the user carry out repairs themselves or have repairs carried out. If this nevertheless occurs, the City of Antwerp may undo such repairs at the user's expense and risk and proceed with definitive repairs itself or have them carried out. If the material cannot be repaired, it will be replaced at the user's expense.

The City of Antwerp cannot be held liable for damage, including but not limited to fire damage, caused by or to the user's materials, appointed service providers, or employees.

The City of Antwerp cannot be held liable under any circumstances for accidents or theft.

Article 17. Insurance

17.1 Fire insurance

For the entire duration of the agreement, the user must take out insurance covering tenant's liability, damage to third parties, and neighbourhood disturbance, in accordance with Article 3.101 of the Belgian Civil Code.

17.2 Contents

The City of Antwerp is not liable under any circumstances for damage to contents.

If the user wishes to insure their contents, the insurance policy must include a waiver of recourse in favour of the City of Antwerp and AG VESPA.

17.3 Civil liability insurance

The user must take out, at their own expense, civil liability insurance with a minimum coverage of EUR 1,250,000.

Article 18. Location description

Before the start and after the end of the activity, a brief condition report will be drawn up together with STAN.

After use, the room must be left clean and tidy, in accordance with the layout plan displayed on site.

If the room is not left in proper condition, a flat-rate compensation of EUR 50.00 may be charged.

If the actual costs exceed this flat-rate amount, the actual damage will be recovered from the user.

Article 19. General rules

General rules of use:

- emergency exits, fire-fighting equipment, and signage must always remain clear and visible;
- access to other rooms on the GATE15 site must remain unobstructed;

- scooters and bicycles must be parked in the designated areas outside the building and may not be brought inside;
- smoking is prohibited throughout the entire GATE15 site;
- it is prohibited to serve, sell, or offer alcohol to persons under the age of 16;
- all forms of drugs are strictly prohibited;
- the use of open flames, candles, flammable substances, and smoke machines is prohibited;
- the user must ensure that local residents and other GATE15 users do not experience nuisance because of the activity;
- the user may only use the reserved room for the activity specified at the time of reservation;
- the user is responsible for arranging copyrights, equitable remuneration, taxes, and other legal obligations.
More information: sabam.be and ikgebruikmuziek.be.

Article 20

If, during the event, an additional STAN staff member must unexpectedly come to the GATE15 site for reasons attributable to the user, the staff member's hourly wage and/or volunteer allowance will be charged to the user.

Article 21. Processing of Personal Data

The personal data you provide is processed by the City of Antwerp, Grote Markt 1, 2000 Antwerp.

Your data will be used exclusively for the management of reservations of the spaces at GATE15.

The processing is necessary for the performance of a contractual obligation.

Transfer to other parties

The City of Antwerp will never transfer or disclose your personal data to third parties without cause. This will only occur with your consent or if this is required by law.

Retention period

Your personal data will be processed and stored for as long as necessary for the purpose for which they were collected.

Your data will be retained by the City of Antwerp for a period of one year.

After the retention period has expired, your personal data will be deleted by the City of Antwerp.

Your rights

Pursuant to Regulation (EU) 2016/679 of 27 April 2016, the General Data Protection Regulation (GDPR), you have the right to access, rectify, and, where applicable, erase your personal data.

To exercise these rights, please contact informatieveiligheid@antwerpen.be.

You also have the right to lodge a complaint with the supervisory authorities if you believe that your data are being processed incorrectly.

You may contact:

Flemish Supervisory Commission

Koning Albert II Avenue 15

1210 Brussels – Belgium

Tel. +32 2 553 20 85

contact@toezichtcommissie.be

Data Protection Authority

Drukpersstraat 35

1000 Brussels – Belgium

Tel. +32 2 274 48 00

Fax +32 2 274 48 35

contact@apd-gba.be

If you have any questions regarding the processing of your personal data as described in this statement, you may always contact the Data Protection Officer via informatieveiligheid@antwerpen.be.

Article 22. Disputes

Any disputes arising under or in connection with these regulations fall under the jurisdiction of the courts of Antwerp, Antwerp division.

Closing statement

Thank you for taking the time to read these regulations in full. We know it is not a novel, but it is important in helping us make GATE15 a pleasant place for everyone.

Have you read everything up to this point?

Then you deserve a small reward!

Visit the GATE15 reception desk and say the code:

“I have read the full regulations.”

You will receive a small gift as a token of appreciation for your attention and engagement.

Together, we make GATE15 a place students enjoy visiting today and tomorrow.