



**BTC**

**BELGIAN  
DEVELOPMENT AGENCY**

**Guidelines for the use of the BTC CONFERENCE CENTER – Espace Jacqmotte -  
Rue Haute 139**

These general guidelines, for the use of tenants and users of the BTC Conference Center, are an integral part of the contract annexed, which is signed by both parties.

**1. Object**

The BTC Conference Center is located at Rue Haute 139 at 1000 Brussels. BTC, the Belgian Technical Cooperation, Rue Haute 147, manages the conference centre. The Logistics Unit of BTC is responsible for the premises.

The infrastructure may be made available to organisations external to BTC, depending on availability and after preliminary consultation with BTC.

The infrastructure is available for the organisation of socio-cultural activities such as seminars, conferences, training sessions, exhibitions.

**2. Reservation**

All reservations should be made **only and exclusively** through the person in charge of the BTC Conference Center, Helga Gijssels, and no later than 7 days before the start of the event by sending the required reservation form (available on the website <http://www.btccctb.org/>). Users may use the rooms requested on the date set, after having obtained written agreement.

There are two rates: **rate A** (for not-for-profit organisations and NGO's) and **rate B** (for commercial businesses/private enterprises).



**In case of cancellation** within 7 days before the start of the event, the sum of 250 euros will be claimed from you.



### **3. Modalities**

Subletting, lease-back or actually making the infrastructure available to users that are not mentioned is forbidden. When a breach of this rule is observed, access to the BTC Conference Center will be immediately denied and damages will be invoiced.

### **4. Maximum number of visitors allowed in the rooms**

For security reasons, the users will make sure that the maximum capacity of the premises is not exceeded.

The BTC Conference Center consists of:

- a multipurpose room (Malawi Hall) with a capacity of 150 persons (standing)
- a 200-seat conference room (Tanganyika room) (Mind, food and drinks are not allowed here; the Malawi Hall is to be used for that purpose)
- A meeting room for a maximum of 35 people (Thac Ba room) – 20 persons with tables – 35 persons without tables

You can have a look at pictures of these rooms on our website <http://www.btcctb.org/>



**Please note that only a maximum of 20 people can connect to the Internet WIFI network at the BTC Conference Center at any given time!**

### **5. Accessibility**

The rooms are accessible from 8am to 10 pm. The BTC Conference Center is also available during the weekend.

### **6. Guarantee**

Upon leasing, a guarantee of **EUR 250** will be claimed. This guarantee will be paid in cash, on the morning of the event itself, to the contact person of the BTC Logistics Unit. The guarantee will be paid back on the condition that the room is returned in the same state as it was entrusted to the tenant.

### **7. General instructions**

Users undertake to respect the applicable police regulations: Police or a security firm must be contacted for activities that attract crowds or that may involve any kind of disturbance.



## **8. Insurances**

Any external user shall take out **civil liability** insurance that covers any damages caused by the user or its collaborators. BTC cannot be held liable for any accidents.

## **9. Specific provisions for using the premises**

Music can be played inside BTC Conference Center as long as the noise does not exceed a reasonable limit with respect to the neighbourhood. The premises may not be used for parties and no other sound system than the one present in the BTC Conference Center may be used.

Any user shall enquire in advance after the functioning of the equipment and follow the instructions for use. Any material, equipment, dish washer, etc. used must be cleaned immediately after use. Not knowing how they work may not be a reason not to use them. Any damage caused by incorrect use or not cleaning equipment will be invoiced to the user.

It is forbidden to:

- Use electricity of the BTC Conference Center for the use of third parties
- Enter the garden (*the user will ensure that external doors that provide access to the garden remain closed except in case of danger*)
- Install additional lighting or spotlights (*except after consultation with the Logistics Unit and in as far the works be performed by a private company appointed by BTC*)
- Rely on vendors or stands (*for instance, fries, sausages, sweets, etc.*) of any kind in the rooms or the surroundings

The tenant commits to closing the main door at 139, rue Haute, for the whole period of its event. For the good performance of this task, it is to the tenant of the premises to determine whether he relies on an external security company, or within his own organisation (company...) on a person who is to control/ensure the good performance of the task.

## **10. Fire and accident prevention**

### ***Fire safety***

The user will ensure permanently that the safety of participants to the activity is ensured. All fire prevention measures must be respected by the user (fire extinguishers, emergency exits, etc.).

In view of any evacuation or intervention, the user of the multifunctional room will especially ensure that the emergency exits, the access doors to the meeting rooms (at the side of the entrance) and entrance to the small room are not obstructed by obstacles. He will also make sure that the emergency exit lighting remains visible at



all times.

***Fire permit***

Naked flames are strictly forbidden in the BTC Conference Center.

By naked flame, we mean (non-exhaustive): gas stoves, stoves, wood combustion, fire shows, fireworks, torches, use of pyrotechnical products, etc.

***Electricity***

Any fixed existing electrical installations extended for an event organised by the user must be done in conformity with RGIE/AREI standards and must imperatively be performed by a worker of a private company appointed by BTC. This requires explicit preliminary authorisation of the person in charge of the rooms and will be put down in writing in the contract. Any costs related to an installation of this type are for the user.

***Accidents and damages***

The use of any product that could be a risk for the safety of visitors or that could damage the infrastructure is strictly forbidden (for instance foam, snow, salt, flammable constructions, etc.)

***Prevention of damage***

It is forbidden to:

- Nail, glue, paint or write on the walls, windows, doors, furniture, panels and floors, except for those places specifically provided to this end. Posters, announcements, panels, etc. may only be hung up in places provided to this end.
- Change the function of the premises and/or the equipment and the objects, or to perform, without the explicit written agreement of the person in charge, activities that could cause damages to the infrastructure or that could endanger the physical or psychological integrity of the visitors.

***State of affairs***

Before use, a state of affairs is drawn up jointly and signed by the user and the BTC contact person. When the premises are transferred again, any damage found will be deducted from the guarantee. If any damage is found later, without BTC having been informed, the user will be invited to attend when the damages are estimated. Absence of the user when damage is estimated is considered acceptance of the causes, responsibility and the amount of the damage.



### **11. Opening and closing the premises**

All activities in the BTC Conference Center will be finished at 10 pm at the latest and the premises will be closed for the public at that time. At the time of departure, the rooms will be nice and tidy, and cleaned. Windows and doors will be carefully closed.

### **12. Preparation of the premises**

The premises will be prepared by BTC following the desiderata of the tenant. The later must provide his instructions one week in advance of the event. BTC will not follow up any changes. If the tenant still wants to change anything, he will have to do so himself. Such preparation may never disturb a preceding activity. Moreover, the user must follow the instructions of the BTC staff member in charge, before, during and after the activity.

### **13. Tidying up and cleaning the premises after the activity**

The user will make sure that furniture, the stage parts and the technical equipment are stored immediately after the activity in the following way:

- **Chairs and tables will be piled up and placed at the back of the room**
- The technical equipment will be put back in the cupboard provided for that purpose.

If the equipment is not put back as agreed, the total guarantee, i.e. 250 euros will be retained. The user will make sure that any object brought by him and not belonging to BTC is immediately removed, except if agreed otherwise in advance with the person in charge.

### **14. Cleaning and waste removal**

The tenant will contact a specialised cleaning company for cleaning the room(s) including the kitchen and sanitary facilities. This will be paid directly by the tenant. The premises must be cleaned the day after the event at 8 am at the latest. Please contact Mrs Gijssels by phone (0476/920.560) for more information on the topic. Please note that the user of the premises has to do the dishes (an industrial dishwasher is provided for this purpose) and store dinnerware and cutlery.



After using the premises, any waste must be deposited at the places indicated to that end. Waste will be collected in household waste bags of the city; waste sorting is applicable. The user will himself buy the official waste bags required. If waste is not removed correctly, any additional staff costs to do so will be invoiced to the user.

## **15. Drinks**

### ***Selling drinks***

Any sales of drinks are forbidden.

### ***Serving drinks***

Drinks are served by the user from the kitchen that it available to this end. Fresh drinks and water must also be stored in the places provided to this end. If the user wants to use the kitchen, he will have to require so from the Logistics Unit. If not, the kitchen will not be accessible to the public.

### ***Ordering catering***

BTC will provide a list of dinner caterers. The user will contact the dinner caterers and take orders himself. Any related payments will be made directly with the caterer.

## **16. Other modalities**

### ***Disagreement***

In case of a dispute or differences of opinion, the parties will try to find a solution. If agreement is lacking, the Brussels courts are the only courts competent to settle litigation.