

Renting municipal halls: terms and conditions

Article 1 - Objective

These regulations determine the conditions for renting the following municipal halls:

De Polder (Dudzele)

- polyvalent hall
- meeting space
- conference room
- kitchen

De Schorre (Dudzele)

- conference room

7-Torentjes (Assebroek)

- theatre

Sint-Kruis Community Centre

- meeting space with a stage, a bar and an extensible stage

De Zorge (Sint-Kruis)

- conference room

Zeebrugge Community Centre

- meeting space with a stage
- bar and kitchen
- wedding chamber

Joseph Ryelandt Hall (centre of Bruges)

- concert hall with a balcony and a dressing room

Xaverianen Neighbourhood Centre (Sint-Michiels)

- meeting space with a bar on the ground floor
- kitchen
- chapel (exhibition, meeting or rehearsal room)
- meeting space on the first floor

Scharphout (Lissewege)

- refectory
- 4 rooms

Hallenzenalen Belfort (Belfry Halls) (centre of Bruges)

- Jan Gareminj Hall, ground floor
- Hendrik Pickery Hall, west wing, first floor
- Georges Rodenbach Hall, east wing, first floor
- Joris Dumery Hall, first floor
- Marcus Gerards Hall, second floor

Article 2 - Nature of the activities

Forbidden in all halls:

- private parties, such as weddings, first communion/confirmation or birthday parties;
- dance parties (only associations from Dudzele, Lissewege, Zwankendamme and Zeebrugge can throw dance parties in De Polder, limited to a maximum of 12 parties per year).

Forbidden in the Belfry Halls:

- activities with live animals

Allowed in all halls:

- meetings
- various cultural activities (theatre, music, lectures, readings, etc.)

Allowed in specific halls:

- exhibitions (Xaverianen Neighbourhood Centre chapel and Belfry Halls)
- congresses and symposia (Belfry Halls)

Article 3 - Reserving a hall

- The applicant must reserve one of the halls via the City of Bruges website (<https://www.brugge.be/zaal-van-stad-brugge-huren>) at least one week in advance. The Belfry Halls must be reserved at least one month in advance.
- The applicant can check availability online.
- Municipal halls can be reserved for activities that take place during the following 2 years.
- The reservation is final upon receipt of a confirmation from the service managing the hall in question.

Article 4 - Rates and payment

- The applicant pays a fee for using one of the halls.
- This fee is a daily rate that depends on the hall and on the nature of the user.
- For setting up and dismantling, the City charges 50% of the daily rate for a full day and 25% for a half day. In the Belfry Halls, the setting up and dismantling fees are 10% of the daily rate.
- Normal consumption of electricity, water and heating is included in the fee.
- The City charges the applicant by invoice. The fee must be paid before the due date.

Article 5 - Cancellation of a reservation by the user

Applicants will always be charged for their reservations unless they cancel in writing or by e-mail at least 48 hours in advance.

Belfry Halls

- If a reservation for the Belfry Halls is cancelled no later than two months before the start of the activity, any fees already paid will be reimbursed.
- If a reservation for the Belfry Halls is cancelled between two months and one month before the start of the activity, half of the amount paid will be reimbursed.
- The full fee will be reimbursed in the event of circumstances beyond the applicant's control, on condition that the applicant cancels in writing with the necessary supporting documents attached.

Article 6 - Cancellation of a reservation by the City

- If the City is obliged to cancel the reservation due to circumstances beyond its control, this decision will be explained to all the parties involved and all fees will be reimbursed.

- This cancellation does not give rise to any claim for compensation.

Article 7 - Improper use (= use of the rooms for a purpose other than that specified)

After a first offence, the applicant will be denied the use of municipal halls for one year; after a second offence, for two years; and after the third offence, the applicant will be denied use of the halls indefinitely.

Article 8 - Cleaning

The organiser is responsible for:

- tidying and sweeping the hall;
- switching off all devices;
- moving the tables and chairs back to their original location;
- removing any rubbish or leaving it at the place indicated by the person in charge of the hall, in official rubbish bags that are paid for in advance;
- cleaning up the bar and kitchen, leaving them in the condition in which they were found (the organiser is responsible for providing washing-up liquid, dishcloths and tea-towels);
- cleaning up extreme dirt.

The person in charge of the hall may check the state of the room after the activity.

The organiser will be charged for any extra cleaning that is necessary.

Article 9 - Responsibility - Liability

- The person in charge of the hall can stop an event if the organiser does not properly regulate and control the activities during his use of the hall.
- The organiser must refrain from any form of discrimination, exclusion or restriction based on ideological or philosophical grounds, as well as from any form of use that is contrary to the provisions of the Culture Pact.
- The organiser is liable for all damages to the building or its equipment, caused by himself and his employees, or by participants in the activity.
- The buildings and infrastructure are not to be damaged in any way; nothing can be nailed or anchored in position.
- Every form of damage must be reported and compensated by the user.
- The City cannot be held responsible for damage caused to third parties or personal material, nor for theft and / or possible accidents involving third parties.
- The City cannot be held responsible in the event that utilities are not available.

Article 10 - Safety

- The entrances to the halls may not be obstructed.
- Emergency exits must always be usable over their full width.
- The signs indicating the entrances, exits and fire extinguishers must always be visible.
- It is forbidden to bring dangerous products, liquids and gas cylinders into the building.
- The facilities for visitors with mobility problems must always remain accessible.
- A general smoking ban applies in all halls.
- The user may not occupy a greater number of rooms nor allow more visitors than the fixed limit (see the technical data sheet for each room).
- The user must install spotlights and other floodlighting in such a way that they do not create a fire hazard.

Article 11 - Insurance

- The City of Bruges is insured for fire and storm damage, and for damage in normal circumstances. This policy guarantees that the user will not be required to pay for damage

caused by fire or storm. Acts of arson or damage caused by negligence will be charged against the user/renter.

- For damage not caused by fire or storm: the user must pay for the damage or, alternatively, take out an additional insurance policy that covers his liability for such damage.

Article 12 - Music license

In pursuance of Article 2 of the Police Ordinance of 17 December 2013 concerning the control of noise pollution/nuisance, the user must notify his intention to play or make music in public facilities or at any event he is organising. This notification can be made via the relevant online form, by letter to the College of Burgomaster and Aldermen, Burg 12, 8000 Bruges or delivered by hand to the reception desk at the House of the Bruggeling, Frank Van Ackerpromenade 2 (station square), 8000 Bruges.

<https://www.brugge.be/muziekvergunning-evenement-aanvragen>

Article 13 - Specific conditions per hall

De Polder (Dudzele)

- The meeting space, conference room, polyvalent hall and kitchen can be rented separately, but not to different users at the same time.
- Only associations from Dudzele, Lissewege, Zwankendamme and Zeebrugge are permitted to use the meeting space and the polyvalent hall for dance parties. These are limited to 12 per year and two per month.
- When using the room for non-sporting purposes, the floor must be protected by the mats provided. These mats must be installed and cleaned by the user. The caretaker supervises the rolling-up of the mats.

7-Torentjes (Assebroek)

- The hall's primary use is for theatrical performances.
- Bruges amateur theatre companies are given priority.

Sint-Kruis Community Centre

- The meeting space with stage and the bar cannot be rented separately.
- Bruges amateur theatre companies are given priority.
- The electrically-powered extensible stage may only be operated by the person in charge of the hall.

Zeebrugge Community Centre

- The meeting space with stage, the bar with kitchen and the wedding chamber can be rented separately.
- Bruges amateur theatre companies are given priority.
- The wedding chamber can also be used for lectures, readings and meetings.
- Cooking is not allowed in the kitchen.

Joseph Ryelandt Hall (centre of Bruges)

- The concert hall with balcony, the dressing room and the attic space cannot be rented separately.
- The city music conservatory is given priority.
- Organising receptions is only permitted in the rear part of the room (not near the organ or the piano).

Xaverianen Neighbourhood Centre (Sint-Michiels)

- With the exception of the kitchen, the halls can be rented separately.
- The kitchen must always be used in combination with one of the meeting rooms.

- Cooking is not allowed in the kitchen.

Scharphout (Lissewege)

- The refectory is rented out by the day.
- The remaining 4 halls are rented out by the month (2 rehearsal halls and 2 studio halls).

Hallenzalen Belfort (Belfry Halls) (centre of Bruges)

- The Joris Dumery Hall and the Marcus Gerards Hall are only rented out in combination with the Hendrik Pickery Hall and the Georges Rodenbach Hall.
- The user must provide in advance a full program for the intended activities and an installation plan for any trade fair or exhibition.
- Parking is prohibited in the courtyard, although loading and unloading is permitted.
- The number of visitors to the upper halls is limited to 600.
- The number of visitors in the Jan Garemijn Hall is limited to 400.
- Food stands are not allowed in the Jan Garemijn Hall, in order to avoid damage to the natural stone floor.
- Electrical installations
 - Additional electrical installations must be inspected by a certified body.
 - For additional power, the user can contact Eandis, Scheepsdalelaan 56, 8000 Brugge, telephone 050 44 08 11.
- Furniture
 - Furniture from the ground floor may not be moved to the first floor, and vice versa.
 - The cloakroom may not be moved or used for other purposes.
 - No more than ten tables can be placed on the carts at the same time. Seats are stacked per ten. A pallet holds ten stage elements.
 - The movable walls serve to separate the halls when only one wing is used and to conceal unused furniture.
 - It is prohibited to remove furniture from the Joris Dumery Hall or the Marcus Gerards Hall.
 - The town halls were built at the end of the 13th century. During winter, the City cannot guarantee users the comforts of a newly built hall.
- Toilets
 - The organiser is responsible for the toilets.
 - At the start of the rental, the toilets will be clean and toilet paper and soap will be provided. The user is obliged to leave the toilets in the same clean condition.
- Lift
 - For public events in the upper halls, the lift must always be accessible to visitors with mobility problems.
 - Where necessary, accessibility to the lift must be enhanced by placing barriers with the necessary signs.
 - The applicant will promote the availability of facilities for visitors with mobility problems.
 - The available lift is a passenger lift, and not a goods lift.
- The organiser undertakes to recommend the use of the car park at the station to all event visitors and participants in all printed matter and publicity for his planned event in the halls. He will make clear that the capacity of the car park is 1,600 cars, that its parking rates are cheap and that there is a possibility to use free public transport to travel to and from the city centre.
<https://www.brugge.be/parkeren-bezoekers#publiekeparkings>
- If the organiser wishes to make use of the public road or the courtyard for his event, he must apply in advance to the Licensing Department.
<https://www.brugge.be/vergunning-evenement-op-openbaar-domein>

- The City has the right to allow deviations and exceptions from these regulations for specific reasons.