

GENERAL CONDITIONS FOR THE LEASE OF THE HALLS OF CENTRE PLACET

Art. 1. Purpose of the lease

The foyer is located at the following address : Rue des Sports, 2 – 1348 Louvain-la-Neuve.

The main hall is located at the following address : Rue des Sports, 6 - 1348 Louvain-la-Neuve.

The Espace Vents du Sud is located at the following address : Place de l'Hocaille, 1 – 1348 Louvain-la-Neuve.

Art. 2. Use of the premises

Before signing the lease contract, the lessee is asked to explain the use he/she intends to make of the Hall. The person in charge of the Hall will authorise or not the lease, according to the type of activity announced by the future lessee. If the activity organised does not comply with what was announced at the time of booking, Centre Placet reserves the right to cancel the reservation; to have the Hall vacated before the scheduled closing time and/or to charge a fine that will be deducted from the lease guarantee.

Art. 3. Representation of the lessor

Centre Placet may appoint a student to represent it with the lessee. The student shall be responsible for opening and closing the Hall, inventory of fixtures on arrival and departure and for cleaning the Hall. The student is required to report to the manager of the Hall whether or not the lessee has complied with the general conditions of lease of the Placet's Main Hall.

Art. 4. Security measures and maximum occupancy capacity

The lessee shall ensure that the safety standards of the Hall are respected :

- *he/she shall ensure that no items (chairs, tables, benches, cars, etc.) are placed in front of the emergency exits, inside and outside the hall;*
- *before leaving the place, he/she shall ensure that the cookers, taps and doors are closed and that the lights are switched off;*
- *the large room has a maximum capacity of 218 people ;*
- *the other rooms, the Espace Vents du Sud and the foyer cannot exceed a maximum of 30 people ;*
- *smoking is strictly forbidden in the halls.*

Art. 5. Responsibilities

The lessee undertakes to use the Hall carefully and reasonably. He will be diligent, attentive and concerned about of the halls and the materials entrusted to him as if they were his own.

- *The lessee shall be particularly careful not to leave any traces of sticky paper on the walls, windows and tables. It is forbidden to use nails or tacks, or to damage the paint.*
- *The lessee is responsible for tidying up the tables, chairs and benches in such a way that they are returned to the state in which they were found when the lessee took possession of the room.*
- *The lessee cleans the hall so as to restore it to its original state, so that this restoration is closed for the end of occupancy of the hall.*
- *The rubbish bins must be taken out and deposited in the rubbish bin opened by the manager at the end of the occupation of the room.*
- *The lessee is responsible for any noise, pollution and any complaints filed with the police.*
- *The lessee shall ensure that the lease schedule is respected. Under no circumstances may the event take place after 00:00h.*

In certain exceptional cases, the rent may take place until 01: 00 h to allow the lessee to put away equipment and the room between 00:00h and 01:00h.

- *The lessee undertakes to ensure that the security measures are respected. These are posted in several places in the Hall.*

International house – Centre Placet

Rue des Sports, 2 - 1348 Louvain-la-Neuve, Belgium

Tel. +32 (0)10 47 46 92 – Mail: info@placet.be – Website: <https://www.placet.be>

.Company number: BE 0413.183.376 - Bank account number: BE29 2710 3682 4464 - RPM: Court of Nivelles

Centre Placet reserves the right to charge a fine to the lessee in the event of non-compliance with articles 2, 3 and 4 of the general lease conditions.

Art. 6. Rental guarantee and damage costs in case of a reservation cancellation, as agreed by the parties

In order to ensure the proper and full performance of his/her obligations, the lessee agrees to pay a rental guarantee.

This guarantee serves to cover: fines, invoicing for damages and any other debt that the lessee may incur towards the lessor. If the rental guarantee is sufficient to cover all of the lessee's debts, the balance will be returned to the lessee within 15 days of the end of the reservation. Otherwise, the lessee undertakes to pay the amount of the bills not covered by the deposit.

In case of non-payment of the balance by the specified rental date, Centre Placet reserves itself the right to cancel the reservation. Except in general circumstances well known to both parties, the lessee may cancel the contract provided that he/she does so in writing and pays damages incurred to Centre Placet:

- *25% of the rental amount if the cancellation takes place more than one week before the reservation date,*
- *100% of the rental amount if the cancellation takes place less than a week before the event.*

Art. 7. Hall's inventory of fixtures and other inventories

An inventory of fixtures and fittings is carried out at the beginning and end of each lease period. It will be carried out jointly, in the presence of the lessee and the person in charge of the room. In the event that the lessee is late for one of these inventories, a supplement of 50€ may be withheld from the lease guarantee. In addition, any unpaid supplement on its due date will automatically be increased, without prior notice, by 15% with a minimum of €50 as a fixed and irreducible penalty clause.

Art. 8. Damage

The lessee is responsible for all damage caused during the period of his tenancy, based on the inventory of fixtures on arrival, to the movable or immovable property. Based on the inventory of fixtures at the beginning and at the end of the lease period, an invoice will be drawn up for any damage caused to the equipment and the sublet property when the lessor has the necessary information to draw up the invoice. By signing the inventory of fixtures at the end of the lease period, the lessee accepts the invoice as it will be drawn up, and waives any form of dispute with regard to this invoice.

Art. 9. Transfer or subletting

Any transfer or subletting is strictly forbidden. The lessee may not act as a nominee.

Art.10. Compliance with the general conditions and safety instructions

Failure to comply with the general conditions or safety instructions will be considered a serious offence and may result in fines serious misconduct that may result in fines. The amount of these fines will be at Centre Placet's sole discretion.

Art. 11. Dispute

In the event of a dispute concerning the application of any point of these regulations, the lessee shall contact the manager of the Hall. If no agreement is reached, Centre Placet may refer the matter to the Courts of Nivelles.

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