

## TERMS OF USE

### SUMMARY:

Chapter :  
Address :  
The offered space :  
Access Date & Time :  
Name of Member :  
Name of Tenant :

- (A) The Collection Operations BV offers the space \_\_\_\_\_ on \_\_\_\_\_ to the member free of monetary charges. Insofar the parties would agree on any retribution, this retribution is subject to VAT.
- (B) The Collection reserves the right to charge the member up to 100EUR exclusive of VAT for event coordination depending on the size of the event.
- (C) The Member acknowledges that the Space is only available for use at the agreed times and that the remaining spaces within the building are not to be used without prior consent.
- (D) The Tenant employing the member shares full responsibility for the event, including adherence to all applicable rules, policies, and liabilities.

IT IS AGREED as follows:

### **1 THE SPACE**

- 1.1 The Space is provided to the Member on an "as is" basis. Any changes to the existing set up must be requested at a minimum of 3 days prior to the access date and are subject to our approval.
- 1.2 Should we incur labour cost as a result of the requested changes this will be charged to the Member directly at the following cost: € 70 exclusive of VAT per hour. Prices may be higher during weekends or evenings.
- 1.3 The Member is requested to return the Space in the same condition as it was received (see 1.3.1). The Member and/or the Tenant shall be held responsible for any damages that occur to the Space during its period of use and shall be liable to compensate us for (the costs of remediation) of such damages. Remediation of damages to the Space will be charged at the rates required for repair or replacement, plus a 10% handling fee. The Member furthermore indemnifies us for any costs and damages incurred in relation to a claim from our tenants, other members of The Collection or third parties related to the use of the Space by the Member.
- 1.3.1 An event space inspection check will be concluded before and after the event together with the Member. A signature will be requested to ensure both parties agree on the state of the space.

### **2 PUBLIC AREA'S**

- 2.1 The hallways, entrances, and general areas of the building must be kept free of obstacles at all times.

- 2.2 The Public Areas of the Building are available for all members of The Collection and must remain accessible throughout the period that the Space is used by the Member.
- 2.3 The Member may never refuse access to the Building or Public Areas in the Building to members of The Collection.

**3 OTHER TERMS & CONDITIONS**

- 3.1 We would appreciate to receive any pictures taken during the event by the Member within 10 days after the event took place (by email) and we may publish such pictures on our social media channels or use for promotional material. This is optional and subject to the members preference.
- 3.2 The Member will ensure that noise (including music) does not exceed the allowed db/a levels set by the local authorities ([View here](#)) to avoid noise complaints from members and neighbours. Should this limit be exceeded, any fines will be the responsibility of the Member.
- 3.3 We do not allow content of the following type being created or promoted within our buildings: content promoting sexual exploitation, violence, racism, or homophobia.
- 3.4 Should any deliveries be received prior to the event, timings and details must be shared with us. Large deliveries may not be ordered to the location without prior consent due to limited storage facilities.
- 3.5 The Member may make use of the coffee bar during the designated office hours (Mo-Fri 8:30-17:30) at the prices displayed on the menu. All charges must be settled on the same day unless the Member has given prior consent to add charges to a monthly invoice.
- 3.6 Should the Member wish to make use of the coffee bar facilities outside of office hours a hostess must be employed at the hourly rate of €50 + supplies, exclusive of VAT. Prices may be higher during weekends or evenings. These charges will be charged to the member.
- 3.7 Should the Member wish to make use of the toilets and public area (e.g. lobby, garden, pantry). Extra cleaning fee for the public areas of €80 per event exclusive of VAT will be charged to the client for groups more than 10 persons.

The Collection Operations BV

Member

\_\_\_\_\_

\_\_\_\_\_

Name:  
Date:

Name:  
Date:

Representative of Tenant

\_\_\_\_\_

Name:  
Job title:  
Date: