

The Royal Flemish Academy of Belgium for Science and the Arts hereafter named "**KVAB**"

And "**User**" agree on the following.

The user can make use of the meeting rooms in the Palace of the Academies and / or the Throne Building.

Under the following conditions.

1. DEFINITION

- 1.1. User: the person or legal entity with whom the "KVAB" has made a reservation agreement /usage agreement.
- 1.2. Reservation agreement/usage agreement: the agreement between the "user" and the "KVAB", whereby the user may use one or more rooms for a certain period of time.
- 1.3. Rooms: All spaces the "KVAB" has at its disposal.

2. RESERVATION

- 2.1. All offers made by the "KVAB" are free of obligation. This means there will be only a commitment on the part of the "KVAB" once the "KVAB" has received a signed agreement from the "user" and any payment by the "user" has been received.
- 2.2 If the "KVAB" has not yet received a signed agreement from the potential "user" and the "KVAB" can rent the room (rooms) to a third party, the "KVAB" will directly notify the potential "user". The "user" must confirm immediately whether he wants to continue with the proposal of the "KVAB".
- 2.2. The "KVAB" is authorized to offer rooms to the "user" other than those specified in the reservation agreement/usage agreement unless it is clearly unreasonable for the "user." If the room offered in the agreement is cheaper than the reserved room, the "user" will be charged the lower price.
- 2.3. By signing the reservation agreement/use agreement, the "user" declares to be informed of and to accept the General Terms of Use.

3. PAYMENT

- 3.1. Invoices must be paid by the "user" within two weeks of the invoice date.
- 3.2. If the user is in default, he must pay all possible costs to the "KVAB", whether judicial or extra judicial.
- 3.3. The annual adjustment (indexation) will take place on September 1st.

4. CANCELLATION

- 4.1. Can only be done by email.
- 4.2. Until 14 days before the activity: advance payments will be repaid.
- 4.3. Within 14 days of activity: advance payments are non-refundable.
- 4.4. In case of cancellation on the day or without notification: advance payments are non-refundable and the full amount must be paid.

5. TERMINATION OF THE AGREEMENT

The "KVAB" has the right to terminate the contract immediately if there is:

- 5.1. non-fulfillment of the obligations by the "user", as defined in the reservation agreement.
 - 5.2 . misuse by "user" (or participants) of the rooms.
 - 5.3. demonstrated incompetence during the professional activity offered by the "user".
 - 5.4. providing false information or withholding correct information by the "user" to the "KVAB".
 - 5.5. suspicion of serious disturbance of public order, or causing nuisance by the "user" (or participants).
- In these cases the "KVAB" will not be obliged to pay any form of compensation to the "user".

6. LIABILITY

- 6.1. The "KVAB" cannot be held liable by participants or by the "user". This applies both to possible damages while in the Academy as well as possible damages arising from the activities offered by the "user".
- 6.2. The user is responsible for the activities in the rooms he is using.
- 6.3. If the "KVAB" is obliged, as a result of force majeure, to withdraw the previously approved use of the rooms, this decision and the reasons for it will be communicated to the "user". This withdrawal cannot lead to compensation.
- 6.4. The "KVAB" exerts no scrutiny , and disclaims any liability for damage or loss of materials or equipment brought by the organizer of the event to the location.
- 6.5. The "user" indemnifies the "KVAB" against any claims of third parties as a result of the use of the room.

7. APPLICABLE LAW IN CASE OF DISPUTE

- 7.1. In case of disputes between the "KVAB" and the "user", Belgian law is applicable.
- 7.2. Possible disputes shall be presented to the competent court in the place the "KVAB" is located.

8. Terms of use

The "user" will inform himself of the terms of use.

8.1 AGREEMENT

The Royal Flemish Academy of Belgium for Science and the Arts, further called the "KVAB", can make the Throne Hall, the Marble Hall, the auditorium, meeting rooms, the entrance hall and the Atrium of the Palace of Academies available for the organization of non-commercial activities by third parties, hereinafter called the "user", under the contractual conditions described in the terms of use.

The "KVAB" considers himself only committed to the "user" after the approval of the Board of the "KVAB" and after the "user" has agreed to the terms of use.

The "user" is forbidden from transferring this agreement (wholly or partially).

The amount of the costs incurred by "KVAB" are defined in the terms of use.

8.2 NATURE OF THE ACTIVITY

The activity must have an Academic character.

The rooms of the "KVAB" are not available for commercial activities or political events.

8.3. APPLICATION

The request must be made at least one month before the date of the planned activity by using the online application form. It should contain all relevant information, including the identity of the applicant, the nature and purpose of the event (meeting, gathering or activity), date and time of use, duration and expected number of participants.

8.4. ANNOUNCEMENTS AND PUBLICITY

On all printed materials, the name and logo of the "KVAB" must be mentioned (invitation, program, ...) These are available as jpeg files on the website.

The organizer shall provide, at least 14 days before the event, a copy of all printed materials of announcements and publicity to the "KVAB."

Advertising or advertising materials are not allowed inside or outside the Palace of the Academies.

8.5. USAGE TIME

The specific usage times are recorded when drawing up the agreement. The "user" must honour his agreements concerning the usage times.

The "user" agrees to restore the rooms used to their original condition.

8.6 USE OF THE ROOMS

The "user" may only use these rooms for which the "KVAB" has given its explicit permission. The premises will be made available to the "user" in a good state. The "user" may, along with a member of staff of "KVAB", and where appropriate, identify any defects of the rooms before using them. The "user" and the participants must follow instructions and guidelines given to them by the staff of "KVAB" in order to ensure the safety of the participants. It is forbidden to enter rooms other than those mentioned in the agreement.

The "user" agrees to use the available rooms with due care and attention. The "user" must pay for any damage caused to the rooms, the equipment and installations during the use of the rooms.

8.7. RESTRICTIONS ON THE USE OF THE ROOMS

It is forbidden for the "user" to organize events in the meeting rooms other than those specified in the agreement.

A general smoking ban applies on the entire premises of the Palace of the Academies

Nothing may be fastened to curtains, ceilings and walls without the express written permission of the head of the "KVAB".

The "user" is not allowed to modify the rooms by adding or moving furniture, artwork and / or equipment.

8.8. FIRE PREVENTION

Entrances to the rooms must not be obstructed.

Exits, emergency exits and extinguishers must be visible (not hidden by stands) and accessible.

Because of the risk of fire, it is forbidden to use open flames or candles in the building.

It is forbidden to use highly flammable materials for exhibitions or stands. Textiles used should have be labelled "non-flammable" or "hardly flammable".

8.9. DELIVERY OF MATERIALS

In principle, the material needed for the event may be delivered at the earliest one day before the use of the rooms.

A representative of the "user" must be present to receive and accept the materials, and to sign receipts or other documents.

The "KVAB" will in no case sign for receipt of materials. The "KVAB" cannot be held responsible for delivered materials.

The "user" must inform the "KVAB" where the goods can be delivered and installed..

Immediately after the event or at the latest the day after the event, any goods must be picked up.

8.10. CATERING

The catering is the subject of a separate agreement.

Coffee breaks, lunches and receptions can take place in the Palace of the Academies on the condition that they are part of a conference, seminar or meeting.

The "user" must strictly adhere to the agreed timetable and must use the catering services suggested by the "KVAB".

8.11. Parking

During office hours, only limited parking is available. Outside office hours, it is possible to use staff parking.

The "user" must follow the instructions of the "KVAB".

The Academy permits scientific or cultural organizations to organize academic meetings in cooperation with the Academy.

The conditions are that the conference is related to an academic session with scientific or cultural topics.