

General terms of use

- These rules govern the use of rooms/facilities and the use of equipment from Tabloo.
- Each user of the infrastructure is assumed to be familiar with these terms of use.
- Failure to comply with these terms will result in a measure in the form of a written warning with a temporary or permanent ban on Tabloo's infrastructure, subject to the claims for compensation..
- The user must return the rooms and equipment used in the condition in which they were provided by the landlord.
- The infrastructure may not be used in the case of force majeure.
- Each user undertakes, according to the nature of the activity, to comply with (non-exhaustive list):
 - the Sabam and Fair Compensation regulations www.sabam.be and www.unisono.be
 - regulations on the law on trade practices https://www.belgium.be/nl/economie/handel_en_consumptie/handel-spraktijken
 - safety regulations
 - taking out insurance against certain risks - civil liability
 - all applicable noise standards and thereby all possible measures to prevent noise pollution for local residents, indoors and outdoors.
- The user must observe the start and end times stated in the authorisation. Assembly and disassembly are included in this time.
- If any equipment remains after closing time that does not belong to Tabloo, the usual rate for the space in which the objects are located will be charged.
- Tabloo's representatives will always have free access in order to be able to monitor compliance with the applicable rules.
- The user must follow the instructions of the person in charge/ Tabloo representative.
- The user shall closely enforce order.
- All access routes around the building must be kept clear at all times.
- A general smoking ban is in place. The user must comply with and enforce the smoking ban by participants in its activity, including employees and artists if applicable. The user must take active steps to deal with any infringements of these regulations.
- Unless exceptionally permitted, no animals are allowed on the premises.
- Nailing, gluing and/or painting windows, doors, walls, etc. is forbidden. Adornments can only be done in consultation with the person in charge of the building.
- It is prohibited to display posters, advertising or notices in places not intended for that purpose.

- Any form of subletting is prohibited. It is prohibited to: give keys/badges, makes premises available to other groups or associations, or lend equipment.
- It is prohibited to exceed the maximum capacity of the spaces used.
- The user shall ensure that pedlars, demonstrators and persons under the influence are denied access to the spaces used and, if necessary, assistance of the police forces will be called upon for the removal of these individuals.

Procedure

- On the website www.tabloo.com, the availability of the space can be viewed and an option can be taken for the rental of a space. The reservation is only final after confirmation by Tabloo.
- The facilities provided can be used per session and/or day, the prices (as stated in the rental brochure) are linked to this.
- The application must be submitted a minimum of 10 days and a maximum of 12 months in advance.
- There are no priority rules. Applications will be accepted in chronological order.
- An option can be taken on the use of the infrastructure. If, after 14 days, the option is not confirmed by the user, it will be automatically cancelled. If within that period of 14 days a reservation is requested by another customer for the same use, the first option should be confirmed or cancelled.
- On the day of the activity, the amount to be paid may be paid at Tabloo's reception desk. If this is not done, an invoice will be sent upon completion of the activity.
- In the event of timely cancellation (at least 1 month before the activity) 50% of the rent must still be paid.
- The key/badge can be collected at Tabloo's reception desk during opening hours (Mon-Fri 9am-5pm, Sun 10am-5pm) Gravenstraat 3, B-2480 Dessel, Belgium.
- Upon completion of the activity, the key/badge is to be deposited in the key safe adjacent to Tabloo's sliding door. If not, a fine will be charged.

General terms of use

Order and cleanliness

- The user must return the used space to the state in which it was provided.
- The equipment present must be left in its original arrangement.
- All rubbish created by the user both inside and outside the space used must be removed by the user at his own expense. Waste placed in the rubbish bins placed by Tabloo in the central square must be sorted. Additional waste must be disposed of by the user.

Frugal

- The user must be appropriately frugal in using the utilities and the equipment made available. He/she must, upon leaving the space (non-exhaustive list):
- Switch off all lights;
- Ensure that the water taps are closed;
- Turn off all electrical appliances;
- Close all doors and windows carefully.

Safety

- The user is responsible for the safety of visitors and at all times bears responsibility for it.
- The user may not use flammable material, only class A1 materials. Wall coverings and decorations which, under the influence of heat, release toxic gases, may not be used.
- Lighting fixtures must not be covered with paper or flammable material.
- The use of a gas cooker, of flammable materials and candles, smoke or explosive devices, are forbidden indoors. Open fires outside are prohibited, unless approval has been granted by the mayor, in compliance with the conditions set forth in this approval.
- Emergency lighting must always remain visible and emergency exits must be kept free. The regulations of RGPT/ARAB, RGIE/AREI and the well-being codex must always be respected in terms of both infrastructure, and in terms of equipment and devices that are installed by the user or at his behest in this infrastructure.
- It is forbidden to lock or block entrances, exits, doorways and emergency exits.
- It is prohibited to block/enclose fire extinguishers or reels.
- A Tabloo manager, the police or the fire department can stop any activity if the safety regulations are not being followed.

Electricity

- The user must take the necessary measures to avoid tripping hazards when power cables are laid.
- The user may not place conductors on the ground.
- The user may only use double insulated cables.
- The grounding or protective conductors must be an integral part of the power cables.
- Before connecting the electrical appliances and installations, the voltage of the various circuits (380 V - 220 V) must be checked.
- The installation of a monopolar protection device on the neutral conductor on a three-wire circuit with distributed neutral board is prohibited.
- Temporary electrical installations must also comply with the General Regulations on Electrical Installations (RGIE/AREI). Only installations approved by an approved body or by the external service for technical inspections may be used.
- Lighting fixtures must not be covered with paper or flammable combustible material.

Liability

- Tabloo is not liable for any accidents, nor for loss, theft or damage of property of infrastructure users.
- The user must take the necessary measures to avoid tripping hazards when power cables or water pipes are laid.
- The user is responsible for the evacuation of all persons from the space used in the event of an emergency.
- Tabloo cannot be held liable for problems arising from situations of force majeure.
- The user is responsible for any damage caused to the building and equipment, both by himself, by his representatives, as well as by participants of the activity furnished by him.
- The user must report any damages caused by its activity to Tabloo. Damage can indeed be charged to him.
- The damage caused must be immediately and spontaneously reported after the activity. The damage assessment and damage control procedure shall be discussed and adopted in joint consultation.
- The user must be in possession of insurance within the framework of his contractual liability.
- Certain activities/events must be registered through the event box. See [here](#).

General terms of use

Fines and indemnities

- Failure to abide by the guidelines of the terms of use (e.g. violation of the smoking ban, violation of waste sorting agreements, failure to clean the space, violation of arrangements regarding furniture, materials and technical equipment): €30 per established violation, plus any additional expenses incurred by Tabloo.
- Key/badge not returned at the agreed time: €7.50.
- Loss of key/badge: €50.
- Violation of drinking consumption agreements: €50.
- Additional work hours performed by staff as a result of violation of the applicable regulations: €50 per hour extra performed.
- Damage to building and equipment: the cost of the repair (material cost + management hours at €50 per hour).

Other provisions

- In the case of non-payment of sums due, these sums will be recovered through legal means whereby interest at the rate of 8% will automatically begin to run from the payment date of the invoice or failing that from the date of the first reminder. The amount due will be automatically increased by an amount of €500 on top of the interest, in the event that legal recovery is required.
- Tabloo reserves the right to refuse rental in the event of activities that are contrary to its objectives and the impartiality it must comply with as a public institution. Tabloo may at any time cease activities that deviate from this, while rent will continue to be due.
- All cases not provided for in these provisions, will be decided by Tabloo. Any safety and nuclear emergency plan provisions set by Tabloo must be observed at all times.
- In case of theft, the police will be called.
- If the manager of Tabloo deems it necessary to call in external help (from fire department, police etc.), or if false alarms are raised, the costs thereof shall be borne by the user.

Special use conditions per space

The Alpha, Beta, Gamma rooms

- Cooking is not allowed in the Alpha, Beta and Gamma rooms.
- The Alpha room can be used together with the Beta room. Those can form one unit with a maximum capacity of 60 persons.
- No drinks may be brought in from outside. You can add coffee/tea/water to your reservation per session. You can also have a fridge filled with drinks placed, which will be charged according to consumption.
- For coffee treats or other catering questions please contact Bistrot, at bistrot@tabloo.com.
- Spaces may be used for a maximum of 2 weeks consecutively per activity.

Neutron room

- Drinking and/or eating is not permitted in the Neutron room.
- The Neutron auditorium can be used together with the Proton stage (see Proton + Neutron room).
- Together with the Neutron room, a quarter of the central square will be made available free of charge as a reception area.
- For activities in the Neutron room, the use of the cloakroom is always required for umbrellas, bags, strollers, baby car seats, etc. The user is responsible for the correct compliance with these provisions by all those present during the activity.
- The cloakroom is provided free of charge, but not exclusively to the organiser.
- For an explanation of the use of technical equipment, an appointment should be made in advance with Tabloo (Tel. +32 (0)14 33 40 50). Tabloo does not provide a theatre technician.
- The presence of wheelchairs (and people accompanying them) should be discussed in advance with Tabloo so that space can be made available by removing seats.
- Deliveries can take place via the service access on the Kastelse-dijk.
- Leveringen kunnen gebeuren via de diensttoegang aan de Kastelse-dijk.
- Certain activities/events must be registered through the event box. See [here](#).

Proton room

- The Proton stage can be used together with the Neutron auditorium (see Proton + Neutron room).
- No drinks may be brought in from outside.
- You can add coffee/tea/water to your reservation per session. Or you can have a refrigerated counter with beverages prepared, which will be charged according to consumption.
- For coffee treats or other catering questions please contact Bistrot, at bistrot@tabloo.com.

Proton + Neutron room

- The maximum number of people permitted in the stage area, the auditorium and the control room combined amounts to 236 people.
- Drinking and/or eating is not permitted in the Proton + Neutron room.
- Together with the Proton + Neutron room, a quarter of the central square is made available free of charge as reception area.
- For activities in the Proton + Neutron room, the use of the cloakroom is always required for umbrellas, bags, strollers, baby car seats, etc. The user is responsible for the correct compliance with these provisions by all those in attendance for the activity.
- The cloakroom is provided free of charge, but not exclusively by the organiser.
- For an explanation of the use of technical equipment, an appointment should be made in advance with Tabloo (Tel. +32 (0)14 33 40 50). Tabloo does not provide a theatre technician.
- The presence of wheelchairs (and people accompanying them) should be discussed in advance with Tabloo so that the necessary space can be made available by removing seats.
- Deliveries can take place via the service access on the Kastelse-dijk.
- Certain activities/events must be registered through the event box. See [here](#).

Proton outdoor zone

- The Proton outdoor zone can only be used in conjunction with the Proton room.
- The outdoor space cannot be used for parties, nor for activities that cause undue damage.
- Use can be made of the sanitary facilities at Tabloo.
- For catering inquiries, please contact bistrot@tabloo.com.
- During the summer months, all preventive measures in the context of fire danger due to drought must be adhered to.
- Cleaning up: your own equipment must be removed at the latest the next day after the activity. Equipment that is not removed in a timely manner will be removed at the user's own risk and expense.
- All rubbish and materials on the grounds around Tabloo must be cleaned up and disposed of.
- Certain activities/events must be registered through the event box. See [here](#).

Special use conditions per space

Panoo rooftop terrace

- The outdoor space cannot be used for parties, nor for activities that cause undue damage.
- Use can be made of the sanitary facilities at Tabloo.
- Cleaning up: your own equipment must be removed at the latest on the day following the activity. Equipment that is not removed in a timely manner, will be removed at the user's own risk and expense. All rubbish and equipment on the terrace must be cleaned up and disposed of.
- For catering inquiries, please contact bistroo@tabloo.com.

Central square

- The central square may not be used for dance parties. Deliveries can take place via the service access on the Kastelsedijk.
- Own equipment must be removed on the day following the activity at the latest. Equipment that is not removed in a timely manner, will be removed at the user's own risk and expense.
- The central square must be swept after each activity.
- Certain activities/events must be registered through the event box. [See here](#).

Tempoo exhibition space

- Duration of exhibitions: up to 3 weeks.
- The organiser is responsible for organisation, layout, security and insurance.
- Nails or screws may not be driven into the walls nor may anything be glued to walls/partitions.
- Own equipment must be removed on the day following the activity at the latest. Equipment that is not removed in a timely manner, will be removed at the user's own risk and expense.
- The exhibition space must be swept after each activity. The equipment present must be left behind in the original arrangement.

Events field

- The events field cannot be used for parties or for activities that cause undue damage to the site.
- In consultation, use can be made of the sanitary facilities at Tabloo.
- The key to the event locker will be collected and returned in consultation with the manager of Tabloo. Power consumption is charged.
- If the terrain is soggy, driving plates should be placed on the way to the events field.
- During summer months, all preventive measures in the context of fire danger due to drought must be adhered to.
- Own equipment must be removed at the latest on the day following the activity. Equipment that is not removed in a timely manner, will be removed at the user's own risk and expense.
- All rubbish and equipment on the grounds around Tabloo must be cleaned up and disposed of.
- For catering inquiries, please contact bistroo@tabloo.com.
- Certain activities/events must be registered through the event box. [See here](#).

Equipment terms of use

Party tables

- Party tables can be reserved on the website www.tabloo.com in option, per 5. The reservation is final only after confirmation from Tabloo.
- The application must be submitted at least 10 days and not more than 12 months in advance.
- There are no priority rules. Applications will be accepted in chronological order.
- The amount due is payable together with the rent of the room: either at the reception of Tabloo or by invoice at the end of the activity.
- In the event of timely cancellation (at least 14 days before the activity) 50% of the rent must still be paid.
- Tabloo will ensure that the party tables are set up.
- In the event of damage to the equipment, the price of repair will be charged to the user.

Mobile sound system

- On the website www.tabloo.com the mobile sound system can be reserved as an option. The reservation is final only after confirmation from Tabloo.
- The application must be submitted at least 10 days and not more than 12 months in advance. There are no priority rules. Applications will be accepted in chronological order.
- The amount due is payable together with the rent of the room: either at the reception of Tabloo or by invoice at the end of the activity.
- In the event of timely cancellation (at least 14 days before the activity) 50% of the rent must still be paid.
- Tabloo will ensure that the mobile sound system is set up.
- The user undertakes, as a good custodian, to supervise the use of the mobile sound system. Any damage should be immediately reported to the manager of Tabloo.
- Any damages determined by Tabloo will be charged to the user.

Mobile bar

- Tabloo has two mobile bars, which can be reserved as an option via the website www.tabloo.com. The reservation is only final after confirmation by Tabloo.
- The application must be submitted at least 10 days and not more than 12 months in advance.
- There are no priority rules. Applications will be accepted in chronological order.
- The amount due is payable together with the rent of the room: either at the reception of Tabloo or by invoice at the end of the activity.
- In the event of timely cancellation (at least 14 days before the activity) 50% of the rent must still be paid.
- Tabloo will ensure that the mobile bar is set up.
- The plugs of refrigerators should be pulled out after use. The refrigerators should be emptied, cleaned and left open after use.
- In the event of damage to the equipment, the price of the repair will be charged to the user.