



“The Royal Flemish Academy of Belgium for Science and the Arts, hereinafter referred to as ‘the KVAB’, and ‘the User’, hereby agree to the following terms and conditions governing the use of its premises.”

## 1. DEFINITIONS

- 1.1. The term “User” shall mean the natural or legal person who has entered into a reservation or use agreement with the KVAB.
- 1.2. The term “Reservation Agreement” or “Use Agreement” shall mean the agreement between the User and the KVAB, under which the User is granted the temporary use of one or more rooms.
- 1.3. The term “Rooms” shall mean all spaces offered by the KVAB to the User for such use.

## 2. RESERVATION

- 2.1. All offers made by the KVAB are non-binding, meaning that the KVAB shall only be bound once a signed agreement from the User has been received by the KVAB and any advance payment required has been duly made.
- 2.2. If the KVAB has not yet received the signed agreement from the prospective User, and the Room(s) can be made available to a third party, the KVAB shall immediately notify the prospective User, who must then promptly confirm whether they wish to proceed with the offer.
- 2.3. The KVAB reserves the right to offer the User an alternative room to that specified in the agreement, unless such substitution would be manifestly unreasonable to the User. If the alternative room is less expensive, the User shall be entitled to a refund of the difference in price.
- 2.4. By signing the agreement, the User acknowledges having read and accepted the present General Terms and Conditions of Use.



### **3. PAYMENT**

- 3.1. Invoices must be paid by the User within two (2) weeks from the date of invoice.
- 3.2. In the event of default, the User shall reimburse the KVAB for all costs of collection, including both judicial and extrajudicial costs.
- 3.3. Annual price adjustments (indexation) shall take effect on 1 September of each year.

### **4. TERMINATION OF THE AGREEMENT**

The KVAB may immediately terminate the agreement in the following circumstances:

- 4.1. Failure by the User to comply with the obligations set forth in the Reservation Agreement.
- 4.2. Improper use of the Rooms by the User or any participants.
- 4.3. Evident incompetence in the professional execution of the activities organised by the User.
- 4.4. Provision of false or misleading information, or withholding of material information, by the User.
- 4.5. Serious suspicion of possible disturbance of public order or nuisance caused by the User or participants.

In such cases, the KVAB shall not be liable for any form of compensation to the User.



## **5. LIABILITY**

5.1. The KVAB shall not be liable in any manner, either to the room hirer or to users, for any material damage resulting from presence within the premises or from activities organised by the User.

5.2. The User is solely responsible for the activities carried out within the facilities.

5.3. Should the KVAB, due to force majeure, be obliged to withdraw permission for use already granted, it shall notify the parties concerned with a duly reasoned decision. Such withdrawal shall not give rise to any claim for damages.

5.4. The KVAB does not provide security or surveillance and declines all liability for damage to or loss of materials or equipment brought by the event organiser.

5.5. The User shall indemnify and hold harmless the KVAB against any third-party claims arising from the use of the Rooms.

## **6. APPLICABLE LAW AND DISPUTES**

6.1. Belgian law shall govern any disputes between the KVAB and the User.

6.2. Any disputes shall fall under the exclusive jurisdiction of the courts of the judicial district in which the KVAB is established.



## **7. HOUSE RULES**

### **7.1. AGREEMENT**

The Royal Flemish Academy of Belgium for Science and the Arts ("KVAB") may make available the Throne Room, Marble Hall, Auditorium, meeting rooms, entrance hall, and Atrium of the Palace of the Academies, in whole or in part, to third parties ("the User") for the organisation of non-commercial activities, under the contractual terms and conditions described herein.

The KVAB shall only be bound to the User following the approval of its Board and upon written acceptance of these Terms of Use by the User.

The agreement, in whole or in part, may not be transferred by the User.  
The fees and costs incurred by the KVAB shall be determined in the Use Agreement.

### **7.2. NATURE OF THE ACTIVITY**

The activity must be of an academic nature.

The facilities of the KVAB shall not be made available for commercial or party-political events.

### **7.3. APPLICATION AND AVAILABILITY**

Applications must be submitted via the online application form at least one month prior to the scheduled date of the activity.

All relevant information must be provided, including: identity of the applicant, nature and purpose of the event (meeting, gathering, or activity), date and time of use, duration, and expected number of participants.



#### **7.4. ANNOUNCEMENTS AND PUBLICITY**

All printed materials (invitations, programmes, etc.) must display the name and logo of the KVAB on the first page. The logo is available as a JPEG file on the website.

At least 14 days prior to the event, the organiser shall submit one copy of all publicity and announcement materials to the KVAB for approval.

Advertising material, decorative publicity, or announcements are strictly prohibited both inside and outside the Palace of the Academies.

#### **7.5. HOURS OF USE**

Specific hours of use shall be set out in the agreement. The User must strictly adhere to the agreed times.

The User undertakes to vacate the Palace of the Academies after the event and to restore the used rooms to their original condition.

#### **7.6. USE OF THE ROOMS**

The User may use only those rooms for which the KVAB has granted express permission. The premises shall be provided in good condition.

Any defects may be jointly recorded in writing with a member of the KVAB staff prior to use. The User and participants must follow all instructions issued by KVAB personnel to ensure safety and proper operation of the facilities.

It is prohibited to enter rooms not included in the agreement.

The User shall exercise due care ("as a prudent administrator") and is liable for any damage caused to rooms, materials, or installations during the period of use.



#### **7.7. RESTRICTIONS ON USE**

It is prohibited to organise any activities other than those specified in the agreement.

Smoking is strictly prohibited throughout the Palace of the Academies.

Nothing may be affixed to curtains, ceilings, or walls without prior written consent from KVAB management.

The User may not alter the layout of the rooms or move furniture, artworks, or equipment without permission.

#### **7.8. FIRE PREVENTION**

Access routes to the rooms must remain unobstructed at all times.

Exit signs, emergency exits, and fire-fighting equipment must remain visible.

Open flames, candles, or gas cylinders are prohibited.

Highly flammable decorations are not permitted. Fabrics used for decoration must be inherently fire-retardant or treated accordingly.



#### **7.9. DELIVERY OF MATERIALS**

Materials required for the event may be delivered no earlier than one day before the scheduled use of the premises.

A representative of the organiser must be present to receive and sign for all deliveries. The KVAB will not sign any delivery documents and accepts no liability for delivered goods.

The organiser must inquire in advance about designated delivery and storage locations.

All materials must be removed immediately after the event or no later than one working day thereafter.

#### **7.10. CATERING**

Catering shall be governed by a separate agreement.

Coffee breaks, sandwich lunches, and receptions may take place in the Palace of the Academies only as part of a congress, study day, or meeting.

The User must strictly comply with the agreed schedule and, where applicable, use the services of caterers designated by the KVAB.



#### **7.11. PARKING**

During weekdays, a limited number of parking spaces may be made available during daytime hours.

Parking is reserved for staff, members of the KVAB, and visitors to the Palace of the Academies.

##### **Article 1 – General Provisions and Liability**

§1. By entering and using the parking facilities, the User accepts these parking regulations without reservation. All persons present on the premises must comply with them.

§2. The KVAB provides parking spaces for passenger vehicles only and does not act as custodian or assume any obligation of surveillance. It is not liable for acts of third parties.

§3. The KVAB declines all liability, on any grounds, for damage resulting from accidents, theft, vandalism, fire, or other incidents within the premises.

##### **Article 2 – Access to the Parking**

§1. Access is permitted only during official opening hours, unless otherwise provided. The KVAB reserves the right to determine and modify opening and closing times.

§2. Access may be refused to vehicles that, due to size or configuration (e.g., with trailers), cannot be parked in standard spaces.

§3. Vehicles equipped with snow chains or studded tyres are not permitted; any damage caused thereby shall be charged to the User.





#### **Article 4 – Use of the Parking**

§1. No objects such as tyres, crates, packaging, or materials may be stored or left on the premises. Trailers are prohibited.

§2. Vehicles must not obstruct access routes. In case of breakdown or accident, vehicles must be moved immediately.

§3. Leaving persons or animals in parked vehicles is strictly prohibited.

§4. No valuable, hazardous, or noxious items may be left inside vehicles.

§5. The distribution or posting of leaflets or advertisements is prohibited without prior written consent from the KVAB.

#### **Article 5 – Immobilisation, Removal, and Relocation of Vehicles**

§1. In the event of an accident or immobilisation, the User must ensure that their vehicle does not obstruct traffic.

§2. The User expressly authorises KVAB personnel to move, relocate, or immobilise their vehicle, at the User's cost and risk, in any of the following cases:

- the vehicle is not parked within a designated space;
- it occupies a reserved or disabled space without authorisation;
- it obstructs normal traffic;
- it lacks identifiable number plates;
- it poses a safety risk or operational obstruction;
- it was involved in an accident pending official recording;
- it remains parked without authorisation.

In such cases, the KVAB may immobilise the vehicle (e.g., by wheel clamp) before or after relocation.

#### **8. Applicable Law and Jurisdiction**

§1. Both contractual and non-contractual disputes shall be governed by Belgian law.

§2. All disputes fall under the exclusive jurisdiction of the courts of Brussels.