

PRACTICAL : Rules use BC De IJsfabriek.

RESERVATIONS:

- Reservations have to be made at least 2 days in advance.
- All reservations are made via website : www.deijsfabriek.be or after telephone contact.
- Reservations are only valid AFTER confirmation by mail.
- It is only possible to rent by part of the day (4 hours) or by day.
- Opening hours : 8 h - 18 h.
- Evening hours : possible, but to book separately.
- Free cancellation up to two days before reservation.
- Cancellation the day before or the day of the reservation itself, against cancellation cost of rental price meeting-room.

WHAT IS ALLOWED AND WHAT NOT:

- Free use of the internet.
- Prohibited to smoke in the buildings. Smoking is only allowed outside on the indicated spot.
- No more people in the room than permitted.
- Decorations, posters, etc... may only be put up after prior agreement of BC De IJsfabriek.
- The rooms may only be used for quiet activities. Noise nuisance is not permitted.
- Animals are not admitted.
- No subleasing to third parties allowed.
- The manager can withdraw the rental reservation without compensation.

INVOICING:

- Payment invoice : cash after use of the room (read : within the week).
- It is possible to order sandwiches and drinks via the website.
- Maintenance costs may be invoiced if the room has been left dirty after use .
- Damages and repair costs will be recovered from the user.
- BC De IJsfabriek is not responsible for the theft or damage to material belonging to the organiser, nor for possible accidents, nor for nuisance caused to third parties.
- BC De IJsfabriek is not responsible for the nature of the activity.

SUMMARY MEETING-ROOMS:

- Cappuccino polyvalent space on the ground-floor for max. 80 p
- Ristretto space on the ground-floor for max. 6 p
- Espresso space on the ground-floor for max. 6 p
- Al Fresco space on the ground-floor for max. 4 p
- Café au Lait space on the ground-floor for max. 16 p
- Barista space on the ground-floor for max. 25 p

RENTAL PRICES : RATES BUSINESS CENTRE FOR NON-MEMBERS (NO CO-WORKERS)

MEETING-ROOM	Ristretto/Espresso/Al Fresco	Café au lait	Barista	Cappuccino
PEOPLE	4-8 p	10-16 p	20-25 p	80 p
BY DAY	€ 90,00	€ 110,00	€ 130,00	€ 400,00
BY PART OF DAY	€ 50,00	€ 70,00	€ 90,00	€ 250,00

These prices are VAT excl. and are payable by part of the day or by day.



RENT MATERIAL AND ACCESSORIES:

- Flipchart € 20/day
- Beamer € 50/day
- Erasable markers € 5/day
- Reception tables + tablecloths € 10/piece

To reserve in advance via the website www.deijsfabriek.be

CATERING:

- Coffee, tea and sandwiches to order in advance via the website.
- Coffee/tea : € 4 p.p. per part of the day (4 hours or less) and € 6 p.p. per day.
- Maintenance (obliged after reception) : € 50.

GUARANTEE:

- A guarantee might be asked depending of the nature of the activity or the value of the used material.
- The damages to the meeting-room or material will be invoiced.
- The material that has "disappeared" will be invoiced.