

## Good to know when you want to organize an event in the Hulstkamp Building

Together with you, we can create a successful event.

Our historique venue is located in the centre of Rotterdam. You can understand that we are very proud on our location and our good relationship with our neighbours. That's why there are a couple of rules, which can apply for your event:

### *Dutymanagement*

Our dutymanager knows the 'ins and outs' of the location and can assist you with all kinds of practical cases. The dutymanager is also your contactperson during the event.

During event days, the dutymanager is reachable on the duty telephone.  
The number is +31 (0)6 137 65 298.

### *Fire alarm / Fire patrol*

When you want to use a smoke machine, hazer or a device with a combustion engine, the fire alarm has to be set off. In this case, we need to hire a fire patrol. Extra costs are on request. The fire patrol has to be booked at least 5 days prior to your event.

Costs in case of false alarm (causes by the you, your suppliers or your guests), will be charged to your organization.

### *Parking*

Cars can be parked free on the Noordereiland; in the parking spaces on the Maaskade and the Prins Hendrikkade. These regulation is valid until the end of 2016. We can't guarantee free parking after the end of 2016, because of the decisions of the municipality.

During big events, we recommend to inventory the parking capacity and – escort.

### *Load and unload*

There is a big loading door at the side of the Maaskade, near by the main entrance. We like to ask you to load and unload quit and not to block the roadway. When you finished loading, we want to ask you to park the truck somewhere in the area (not in front of the building). There is enough free parking area.

All unused materials, like containers, pallets and flight cases, have to be removed out of the building before the event will start. Maybe the dutymanager can assign you a small storage.

### *Safety*

All kinds of fabrics or decoration materials, has to be impregnated. You have to show this by a valid certificate, delivered by a licensed company. All of the emergency exits has to be accessible by the standards of the fire department / authorities of the City of Rotterdam. In case of extra safety measures, requires by the fire department, the extra costs will be charged to your organization.

Extra security for your event is possible. We exclusively work with our supplier 'Scorpions'.

We like to ask you attention for keeping free our emergency doors, fire doors and extinguishers.

### *Smoking*

The Hulstkamp Building is an official event venue. Smoking is not allowed in this venue. The guests can smoke in front of the entrance. I you wish we can arrange a covering over here. Additional costs on request.

HULSTKAMP  
GEBOUW  
ROTTERDAM

### *Sound Curfew*

The Hulstkamp Building is established in the middle of a residential. Also there are a couple of offices established around the balustrades of the Wintergarden.

To limit noise abatement, is sound checking or making other noise with loud music, no allowed before 5.30 PM.

We are also bound on soundrestrictions:

Wintergarden: Between 7.00 PM and 11.00 PM, maximum 90 dB(A)  
After 11.00 PM, maximum 85 dB(A)  
With noise exemption (max. 12 times a year), 92 dB(A) is aloud after 11.00 PM

Branderij: Between 7.00 PM and 11.00 PM, maximum 90 dB(A)  
After 11.00 PM, maximum 85 dB(A)  
With noise exemption (max. 12 times a year), 92 dB(A) is aloud after 11.00 PM

Stokerij: Between 7.00 PM and 11.00 PM, maximum 85 dB(A)  
After 11.00 PM, maximum 80 dB(A)  
With noise exemption (max. 12 times a year), 87 dB(A) is aloud after 11.00 PM

### *Callsheet*

To make your event a success, we want to ask you to send your callsheet 7 days before the event. In that case, our party or dutymanager can prepare the event and assimilate this in our own callsheet.

### *Monument*

The Hulstkamp Building is a National Monument. We want to ask you to respect this unique venue. Fasten materials like duct/gaffertape, nails and screws, is not allowed. We want to advise you to use other creative solutions of fasten materials. Also smoke and open fire are not allowed.

### *Booking- and cancellation conditions*

On request, we grant an open-ended option on our venue. This option is valid for 14 days and we can extend this on your request. When we receive another applicant for this date, you have the opportunity to book the venue in 24 hours. After these 24 hours, the second applicant has the option to book the venue.

By commissioning, the booking of the venue for the agreed date is reserved. In that case we send you a venue contract, including an advance invoice for the venue. Your booking is definitive when the payment for the venue rent is received to our bank account.

Until 6 months before the event, you can cancel your booking for free; your payment will be refund on your bank account. After these 6 months we calculate 100% of the costs for the venue rent, which you've already paid us.

### *Terms and conditions*

The Hulstkamp Gebouw Venue is a venture of partycatering company Maison van den Boer. You can find the terms and conditions of Maison van den Boer on [www.maisonvandenboer.com](http://www.maisonvandenboer.com), which are applicable on this cost indication.

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