

INTERNAL ORDER RULES OF THE SITE AREA OF THE TREPLIN SITE AT DISON

TITLE FIRST	GENERAL CLAUSES
<b>Article 1<sup>er</sup></b>	<p><b>Definitions</b></p> <p>For the purposes of this Regulation, the following definitions shall apply:</p> <ul style="list-style-type: none"> <li>i. <u>The Régie</u>: The autonomous communal management of DISON, site manager;</li> <li>ii. <u>The Lessee</u>: any person occupying, for a fee or free of charge, temporarily, regularly or permanently, all or part of the site's infrastructure;</li> <li>iii. <u>The Jacques STOTZEM room</u>: a room intended to receive shows, conferences, seminars or congresses and any similar activity, including its ancillary installations (stands, boxes, control room,...).</li> <li>iv. <u>The René HAUSMAN space</u>: space mainly intended for exhibitions and fairs, or other events (weddings, banquets,...)</li> <li>v. <u>William COCKERILL, Grégoire-Joseph CHAPUIS and Iwan SIMONIS rooms</u>: rooms mainly intended for meetings and seminars.</li> <li>vi. <u>Rehearsal rooms</u>: mainly for musical rehearsals.</li> <li>vii. <u>The Georges DEFFET patio</u>: space mainly intended for entertainment activities and receptions</li> <li>viii. <u>Common areas</u>: the entrance hall and access roads to the floors, corridors, public toilets and emergency exits.</li> </ul>
<b>Article 2</b>	<p><b>Scope of application</b></p> <p>Compliance with these rules is required of any Lessee who, during the occupation of the spaces made available to him, assumes sole responsibility for their use.</p>
<b>Article 3</b>	<p><b>Organized activities</b></p> <p>The type of activities programmed by the Lessee must correspond to the uses listed in Article 1 or obtain the prior agreement of the Régie for other uses.</p>
<b>Article 4</b>	<p><b>Priority of availability</b></p> <ul style="list-style-type: none"> <li>4.1 The management of the availability schedule is exclusively the responsibility of the Régie.</li> <li>4.2. The DISON municipal administration has a priority in the organisation of elections, referendums or popular consultations.</li> </ul> <p>When, in such a case, the Municipal Administration of DISON sends a request to the Régie, the latter has the right to terminate the contracts previously concluded for the dates required by the Municipal Administration, on condition that it reimburse the initial Lessee for any amount already paid by him as a deposit, security or royalty for making it available.</p> <ul style="list-style-type: none"> <li>4.3. In the event of a conflict between two requests for release, the final decision shall be taken by the Régie, without prejudice to the provisions of Article 4.2.</li> </ul>
<b>Article 5</b>	<p><b>Obligations of the Lessee</b></p> <ul style="list-style-type: none"> <li>5.1. The Lessee has only access to the common areas and areas contractually made available to it. Access to other premises is strictly prohibited.</li> </ul>

- 5.2. The Lessee is required to comply with all legal and regulatory requirements related to the organization of its event (payment of copyright, etc.). In no event shall the Régie be held liable for any failure or inertia of the Lessee in this regard.
- 5.3. The following noise levels must be strictly respected inside the building: maximum 90 dBA.
- 5.4. The spaces are designed for normal use of electrical installations. It is therefore prohibited for the Lessee to connect electrical consumption devices to it without the prior authorization of the Régie.
- 5.5. The fire detection system cannot be deactivated under any circumstances. The use of smoke is prohibited.
- 5.6. Le The intruder alarm system is managed by the Lessee on the basis of instructions given to him by the Régie. The system must be reset at the end of the event. This handling is the responsibility of the Lessee.  
  
The Lessee shall also ensure that doors and windows are locked before leaving the premises to avoid any unintentional activation of the said alarm.  
  
In the absence of such a re-alert and in the event of an untimely alert for non-compliance with the previous paragraph, the costs of intervention by the security service and those relating to damage to the infrastructure following a possible intrusion will be fully charged to the Lessee. The same applies if the alarm is triggered due to improper handling of the Lessee.
- 5.7. Under no circumstances may the events extend beyond two o'clock in the morning, unless an exemption is granted by the Régie and after prior authorisation by the Mayor of the Commune of Dison to the Lessee at his request.
- 5.8. Smoking is strictly prohibited in the premises provided and in the common areas, with the exception of patio G. DEFFET.
- 5.9. Access to exits and stairwells must remain free.
- 5.10. As the Le TREMP LIN site can host several events simultaneously, the Lessee undertakes and ensures to oblige the participants in its own event to adopt behaviour that respects the other ongoing events. The police in this matter are insured by the Régie's agent.

## Article 6

### Insurance of the Lessee

Within eight days of notification of the authorisation to use the spaces made available to him, the Lessee must provide the Régie with proof that he has an insurance contract sufficiently covering the risks of civil liability and fire related to the said provision.

In the absence of such coverage, he is required to inform the Régie no later than ten working days before the date of availability so that it can take the necessary steps to occupy the premises with its insurer, ETHIAS, with whom it has concluded a contract to this effect. The Lessee undertakes to pay the amount invoiced to it by the Régie in this respect, in accordance with the regulations - rates for making the spaces on the Le Tremplin site available.

**TITEL II**

**OF THE BIDDING PROCEDURE AT A DISPOSITION**

**Article 7**

**BID REQUEST AT A DISPOSITION**

7.1. The Lessee sends a written request to the Régie by completing the request form. This form is available from the Régie and can be sent by e-mail to the Lessee.

7.2. The request is :

i. or sent by post to the following address :

Régie communale autonome – site LE TREPLIN  
Rue du Moulin 30 A  
4820 DISON

ii. be filed by hand at the same address with the administrative head of the Régie;

iii. or sent by email to the following address : [letreplindison@gmail.com](mailto:letreplindison@gmail.com)

**Article 8**

**Reservation**

In the event of agreement on the request, the decision of the Régie and the details of the amount to be paid shall be notified in writing to the Lessee, who shall also receive a copy of these regulations.

In the event of refusal, the Régie's reasoned decision shall be notified in writing to the person who submitted the request for release.

**Article 9**

**Down payment**

9.1. As soon as the contract for the provision of the J. STOTZEM auditorium and the R. HAUSMAN, the Lessee pays to the Régie's account BE62 0910 1886 0061 a deposit of 250 € htva (302.50 € vat) with the agreed reservation date in communication. Only the payment of this deposit is considered as confirmation of the availability.

9.2. In the event of cancellation of the reservation by the Lessee, the amount of the deposit shall be retained by the Régie as compensation for administrative expenses. If the cancellation is based on a decision of the Régie, the down payment will be refunded to the Lessee, without the latter being entitled to any other form of compensation, except as provided for in Article 4.2.

**Article 10**

**Payment deadlines**

In the month preceding and at the latest ten days before the date on which the spaces concerned are made available, the balance of the latter and the security must be paid to the Régie on the account mentioned in Article 9. If payment is not made, the provision will be cancelled and the event cannot take place, without the lessee being able to claim any compensation. Such an occurrence shall be deemed to be equivalent to the rest of the cancellation referred to in Article 9.2.

**Article 11**

**Inventories - Handing-over of keys**

11.1. A contradictory inventory of fixtures is carried out at the beginning of the rental period before being made available in the presence of the Lessee or his representative and an employee of the Régie. Access keys and badges as well as explanations related to the operation of the spaces are given to the Lessee upon signature of this inventory of fixtures.

11.2. A final contradictory inventory of fixtures shall be carried out on the day following the date on which it is made available at the time agreed between the lessee or his representative and the Régie's agent. When the agenda permits, the

inventory of fixtures may be postponed, in agreement with the Régie, to the first working day following the end of the provision.

11.3. The inventories of fixtures are drawn up by the Régie's employee. In the event of disagreement by the Lessee's representative or his representative, the latter shall have the precise subject of his disagreement mentioned in the inventory of fixtures before signing the latter.

11.4. If the final inventory of fixtures reveals damage, forgetfulness or prejudice (including an abnormally dirty condition of the spaces), the costs of restoration will be deducted from the deposit as a priority. The excess will be invoiced to the Lessee in accordance with the rates mentioned in the regulation-price adopted by the Board of Directors of the Régie.

The list of penalties is not exhaustive. It is the Régie's responsibility to have the amount of additional damage, forgetfulness or prejudice assessed. This amount will be invoiced to the Lessee at cost price.

11.5. If the Lessee or his representative are absent during the inventory of fixtures, it will nevertheless be carried out and deemed contradictory by default. The Lessee shall immediately make all arrangements for the collection or delivery of access keys and badges.

**Article 12**

**Provision of services**

The Lessee shall have access to the spaces during the time periods explicitly mentioned in the provision contract.

When the agenda allows it, in agreement with the Régie, the premises may be vacated no later than the first working day following the end of the provision.

**TITEL III**

**AVAILABILITY PRICES**

**Article 13**

**Of the price**

The price of the provision of the spaces covers the costs of routine maintenance and cleaning as well as the storage of the spaces made available, the toilets and toilets, the use of the equipment attached to the said spaces, the removal of dustbins (except for the spaces J. STOTZEM and R. HAUSMAN).

When making available the spaces J. STOTZEM and R. HAUSMAN, the Lessee must take steps to remove the waste inherent to the event it organises.

In the event of occupancy of several spaces or occupancy for several days, the rates are adapted and proposed to the Lessee on estimate.

In addition, unless it has been previously made available to a third party at the same time, patio G. DEFFET is provided free of charge to the tenants of all or part of the seminar rooms.

**TITEL IV**

**THE PROVISION OF ROOM J. STOTZEM**

**Article 14**

**Preliminaries**

The provisions of this Title shall complement or derogate from those of Titles I to III.

**Article 15**

**Infrastructure provided**

The J. STOTZEM room includes the permanent furniture that is located there: the stage, the removable tier, a high control room, a low control room, stage equipment (lighting, audio, video and ancillary equipment), two dressing rooms with shower and communication spaces between these different elements.

**Article 16**

**Capacity of reception**

The maximum capacity of the performance hall is :

- i. without use of bleachers: 366 people  
with the use of bleachers: 166 people

**Article 17**

**Obligations of the Lessee**

- 17.1. By way of derogation from Article 5.3, the maximum noise standards in the J. Stotzem room - open control room window - are set at a maximum of 85 dBA.
- 17.2. The equipment necessary for the show is brought to the room by the freight elevator and not by the elevators reserved for the public.
- 17.3. Emergency exits and exits must be constantly accessible. No objects may be stored in it or obstruct its passage. In all cases, a space of 1.53 metres must remain free between the exits and the bleacher or any other equipment in the room.
- 17.4. The handling of the tier is carried out exclusively by the control room attendant(s) or by a person duly authorised by the control room at the express request of the lessee. Under no circumstances may the rear part of the step exceed the upper concrete slab.

**TITEL V**

**THE PROVISION OF THE R. HAUSMAN SPACE**

**Article 18**

**Preliminaries**

The provisions of this Title shall complement or derogate from those of Titles I to III.

**Article 19**

**Infrastructure made available**

The R space. HAUSMAN includes the permanent furniture that is located there: tables, cupboards, chairs, etc...

**Article 20**

**Obligations of the Lessee**

As far as possible, the equipment necessary for the event is brought into the space by the freight elevator and not by the elevators reserved for the public. This is certainly the case for tables, chairs and bulky items.

**TITEL VI**

**THE PROVISION OF THE W ROOMS. COCKERILL, G.J. CHAPUIS AND/OR E. SIMONIS**

**Article 21**

**Preliminaries**

The provisions of this Title shall supplement or derogate from the requirements of Titles I to III. The above-mentioned rooms include the permanent furniture found there: tables, chairs, wardrobes, screens, broadcasting equipment, etc.

**Article 22**

The movement of furniture is not authorized without the agreement of the Régie. The person in charge of the latter shall provide the Lessee with any information relating to the use of the multimedia equipment. During office hours, he shall be available, without additional charges for the Lessee, to solve any technical problem related to the use of the said equipment. With the express authorization of the Régie, the Lessee may freely dispose of Patio G. DEFFET.

<b>TITRE VII</b>	<b>THE PROVISION OF REHEARSAL ROOMS</b>
<b>Article 23</b>	<b>Preliminaries</b> Les dispositions du présent titre complètent celles des titres I à III ou y dérogent.
<b>Article 24</b>	<b>Infrastructure made available</b> Rehearsal rooms include permanent furniture and equipment. The movement of furniture and equipment is not authorized, except with the approval of the Régie. The person in charge of the latter shall provide the Lessee with any information relating to the use of the multimedia equipment. During office hours, he shall be available, without additional charges for the Lessee, to solve any technical problem related to the use of the said equipment.
<b>Article 25</b>	<b>Obligations of the Lessee</b>  25.1. Access to the rehearsal studios is exclusively through the entrance and the elevator located Rue Neuve 8, 4820 Dison.  25.2. In the event that the Lessee brings heavy or bulky equipment, he undertakes to use the said freight elevator. The use of elevators reserved for the public is prohibited for this transport.
<b>TITRE VIII</b>	<b>THE PROVISION OF THE PATIO G. DEFFET</b>
<b>Article 26</b>	<b>Preliminaries</b> The provisions of this Title shall supplement Titles I to III or derogate from them.
<b>Article 27</b>	<b>Infrastructure made available</b> The patio includes the permanent furniture on it.
<b>Article 28</b>	<b>Obligations of the Lessee</b> In the event that the Lessee brings heavy or bulky equipment, he undertakes to use the said freight elevator. The use of elevators reserved for the public is prohibited for this transport.
<b>Article 29</b>	This Regulation repeals and replaces the Regulation in force to date.

Copy delivered on : .....

By the delegate of the Régie,

To the Lessee,

The Vice President

The President

R. DECERF

Y. YLIEFF