

# 1. In general

## 1.1. Practical information

### **Tourist Office Hechtel-Eksel**

Don Boscostraat 5  
3940 HECHTEL-Eksel  
+32 11 73 01 79  
toerisme@hechtel-eksel.be  
www.hechtel-eksel.be

### **The Treehouse**

Domeinbos Pijnven  
Kiefhoekstraat z/n  
3940 Hechtel-EKSEL  
thetreehouse@hechtel-eksel.be  
www.the-treehouse.be

## 1.2 Infrastructure

The left wing houses a meeting room with presentation equipment. The right wing consists of a lounge with kitchenette and a toilet facility. Both wings are suitable for groups up to 15 people.

## 1.3. Use

The Treehouse is preferably hired for meetings and brainstorming sessions which focus on creativity and innovation and as a result further the transition to a sustainable and ecological society.

## 1.4. Letting period

The Treehouse can be hired from 9am to 6pm, unless otherwise agreed at the time of booking. A booking is valid for an entire day, irrespective of how long The Treehouse is used that day.

## 1.5. Prices

Organisations will be asked to pay €400 a day to hire The Treehouse.

# 2. Booking and payment

## 2.1. Booking

§1 Any organisation which meets the requirements mentioned on the website [www.the-treehouse.be](http://www.the-treehouse.be) may use The Treehouse, but advance booking is required. Bookings can be made through the booking module on [www.the-treehouse.be](http://www.the-treehouse.be).

§2 All applications will be processed chronologically.

§3 Organisations can make bookings up to 6 months in advance, but no earlier.

§4 To be allowed to book a room, one must be of age and be employed with the organisation whose staff members will be using the room.

§5 The number of people attending must be stated at the time of booking. Any changes to this number can be made up to 5 days before the planned booking through [thetreehouse@hechtel-eksel.be](mailto:thetreehouse@hechtel-eksel.be).

§6 A booking is not valid until the hirer has signed the booking form and has received an e-mail confirming that the booking is accepted. The signed form is sent to [thetreehouse@hechtel-eksel.be](mailto:thetreehouse@hechtel-eksel.be).

## 2.2. Cancellation

Bookings can be cancelled, provided notice of this cancellation is received by the Hechtel-Eksel Tourist Office by e-mail at [thetreehouse@hechtel-eksel.be](mailto:thetreehouse@hechtel-eksel.be).

- Cancellations can be made without charge up to 2 weeks before the planned booking.
- When cancelled later, the full rental price will be charged for the planned booking.

### **2.3. Payment**

§1 The rental price must be paid at the time of booking. The amount due shall be paid at the latest up to 2 weeks before the planned booking into account number **BE14 3751 1174 4483** of Inverde, Koning Albert II-laan 20 bus 22, 1000 Brussel.

§1 If the amount is not paid by the due date, the booking will be cancelled.

§3 Non-payment of the booking will result in the organisation being excluded from future bookings.

### **2.4. Keys**

§1 The keys can be collected from the caretaker, i.e. De Lage Kempen, Kiefhoekstraat 19, 3940 Hechtel-Eksel, +32 11 40 22 43 (diagonally opposite the car park of Domein Pijnven) from 9am and must be returned after use of The Treehouse to the holiday centre reception desk. De Lage Kempen will check after each visit whether The Treehouse has been properly locked up.

§2 Loss of the keys will result in the charge of a replacement fee for the keys and lock.

## **3. Use of The Treehouse**

Sustainability and environmental awareness are the core values of The Treehouse. Hirers are expected to keep this in mind during their stay at The Treehouse.

Hirers shall leave the rooms as they found them and immediately report any damage to the caretaker. Users shall be liable for any damage caused to the building.

### **3.1. Use of equipment**

§1 The rooms will be prepared by the caretaker. A coffeemaker, an electric kettle and water carafes are available in the kitchenette, as well as crockery. Coffee, tea and accessories will be provided for your use.

§2 Audiovisual equipment and Internet access are available in the left wing.

§3 The equipment must be used in accordance with the provided manuals or the caretaker's instructions.

§4 It is not allowed to use candles in the rooms or to fix nails, drawing pins or adhesive tape to beams, walls, doors, windows, panels or floors.

### **3.2. Cleaning and waste disposal**

§1 Paper must be thrown in the wastepaper basket. Any other waste may be disposed of in the dustbin in the right wing.

§2 Used crockery shall be placed in the kitchenette.

§3 The hirer shall be responsible for keeping the outdoor environment and parking areas free of litter.

§4 The caretaker will be responsible for doing the washing-up and cleaning The Treehouse.

### **3.3. Catering**

A list of catering providers is available at The Treehouse and on the website [www.the-treehouse.be](http://www.the-treehouse.be).

## **4. General terms and conditions**

## **4.1. Responsibilities**

§1 The organiser/hirer shall carry full responsibility for:

- its activity (content, organisation, attendants, etc.),
- the immediate surroundings (no inconvenience to neighbours),
- civil liability,
- compliance with the hiring terms and conditions (damage to the building, equipment, etc.).

§2 The hirer must not use the premises for any purpose other than the purpose for which the letting is accepted. Subletting of the infrastructure is prohibited. Only the rooms for which authorisation has been granted can be used.

§3 Misuse and misleading bookings of the rooms may result in exclusion.

## **4.2. Damage**

§1 The hirer shall be liable for any damage caused to the rooms, appurtenances and equipment before, during and after the activity organised by it.

§2 The hirer shall also be responsible for any damage to audiovisual equipment and any other used equipment, which is the result of improper use.

§3 In case of damage, this will be established in writing in the presence of the caretaker.

§4 Any damage will be charged to the hirer at the repair price according to specifications or at full replacement value. New applications from the hirer in question may be refused as long as the damages have not been paid in full.

§5 Inverde cannot be held liable for theft or damage to equipment belonging to the hirer.

## **4.3. Safety**

§1 Smoking is not permitted inside The Treehouse. The hirer must make sure the no smoking policy is adhered to.

§2 The hirer shall make sure the fire regulations are strictly complied with. Entrances and exits and emergency doors shall be free from obstruction and unlocked. It is prohibited to cover smoke detectors and emergency lighting or render them inoperative. Doors and fire extinguishing equipment must remain readily accessible and not be obstructed from view. Exits, stairs and emergency exits must at all times allow free passage.

§3 The room's maximum capacity of 15 people as indicated on site and entered in these regulations must not be exceeded.

§4 After the activity, users shall put out the lights in the used rooms and close windows and doors.

§5 Animals are not allowed, with the exception of guide dogs.

## **4.4. Accessibility and parking**

The Treehouse is not accessible to persons with disabilities who are in a wheelchair or are unable to do stairs.

Parking is allowed in the car park of Domeinbos Pijnven. From the entrance of the forest, The Treehouse is situated 100 metres straight ahead on the forest track to the right.

## **4.5 Additional provisions**

§1 These regulations are available at The Treehouse and on [www.the-treehouse.be](http://www.the-treehouse.be).

§2 In case of non-compliance with the regulations for use of The Treehouse, Inverde may decide to impose a sanction.

§3 Inverde has at any time the right to withdraw the booking or close the infrastructure for reasons of force majeure, without any compensation being due.

§4 Inverde has at any time the right to change or withdraw the authorisation granted for the use and/or the provision of The Treehouse.

If this right is exercised, this will be discussed in advance with the organisation concerned.

For approval,

On behalf of [name of organisation] .....

[name] .....

[function]

Signature