

# USER REGULATIONS THE TREEHOUSE

## 1. General

### 1.1. Practical information

<b>The Treehouse</b>	<b>vzw de Biehal</b>
Domeinbos Pijnven	Stationsstraat 206
Kiefhoekstraat z/n	3920 Lommel
3940 Hechtel-EKSEL	+32 11 79 03 90
<a href="mailto:treehouse@debiehal.be">treehouse@debiehal.be</a>	<a href="mailto:treehouse@debiehal.be">treehouse@debiehal.be</a>
<a href="http://www.the-treehouse.be">www.the-treehouse.be</a>	<a href="http://www.debiehal.be">www.debiehal.be</a>

### 1.2. Infrastructure

THE TREEHOUSE			
Room	purpose	Area	Max. number of persons
Left wing	Meeting room with presentation equipment		15
Right wing	Lounge with kitchenette and bathroom		

### 1.3. Usage

The Treehouse is preferentially used for meetings and brainstorming sessions that focus on creativity and innovation in order to contribute to the transition to a sustainable and ecological society.

### 1.4. Duration of the rental

The Treehouse can be rented from 9h00 in the morning until 18h00 in the evening, unless otherwise agreed upon at reservation. A reservation is valid for a whole day regardless of the duration of use.

### 1.5. Rates

Organisations pay € 440,00 incl. 21% VAT each day for the rental of The Treehouse.

## 2. Reservations and payment

### 2.1. Reservation

§1 Any organisation that meets the conditions set out on the website [www.the-treehouse.be](http://www.the-treehouse.be) can use The Treehouse, provided that the reservation was made in advance.

Reservations can be made via the reservation module on the website [www.the-treehouse.be](http://www.the-treehouse.be).

§2 All requests will be processed chronologically.

§3 Organisations can make reservations up to 6 months in advance. Making reservations further into the future is not possible.

§4 In order to make a reservation, you must be 18 years of age and an employee of the organisation whose staff will use the room.

§5 When making the reservation, the number of persons needs to be communicated. A change in this number needs to be communicated at the latest 5 days before the planned reservation via [treehouse@debiehal.be](mailto:treehouse@debiehal.be).

§6 A reservation is only valid when the tenant signs the reservation form and receives confirmation by e-mail in which the reservation is approved. The signed form has to be sent to [treehouse@debiehal.be](mailto:treehouse@debiehal.be).

### 2.2. Cancellation

A reservation can be cancelled, provided that the cancellation is reported to the Biehal via e-mail: [treehouse@debiehal.be](mailto:treehouse@debiehal.be).

- You can cancel your reservation free of charge up to 2 weeks before the planned reservation;
- If you cancel within 2 weeks before the planned reservation, the full rental price will be charged.

### 2.3. Payment

§1 The rental price must be paid when the reservation is made. No later than 2 weeks before the planned reservation, the amount due needs to be transferred to this account number:

**BE18 5230 8015 9865 - BIC-code: TRIOBEBB**

De Biehal – Stationsstraat 206 – 3920 Lommel

§2 If the amount is not paid on time, the reservation will be cancelled.

§3 In case of a non-payment of the reservation, the organization is excluded from future rentals.

### 2.4. Keys

§1 You will be welcomed at the agreed time of arrival by Elly, who will provide you with coffee, snacks and fruit. At the end of the day or at the agreed time, Elly will pick up the key. If she is unavailable, the key can be deposited in a key safe. Elly will show you the location and gives you the code.

§2 If the key gets lost, the cost of replacing the key and lock will be charged.

## 3. Usage of The Treehouse

Sustainability and environmental awareness are the core values of The Treehouse. The tenant is expected to take this into account during his stay at The Treehouse.

The tenant must leave the rooms in the same condition as it was received and must immediately report any damage to the property manager. The user is liable for any damage caused to the building.

### 3.1. Use of equipment

§1 The preparation of the rooms is carried out by the caretaker. There is a coffee machine, electric kettle and water carafes available in the kitchenette, as well as cutlery. Coffee, tea and other supplies are also available for the user.

§2 Audiovisual material and internet are available in the left wing.

§3 The materials must be used in accordance with the manual provided or as it was instructed by the caretaker.

§4 It is forbidden to use candles in the rooms, as well as the use of nails, thumbtacks or tape on bars, walls, doors, windows, panels or floors.

### 3.2. Cleaning and waste disposal

§1 Paper in the paper basket, other waste may be disposed of in the garbage can in the right wing.

§2 Used cutlery is collected in the kitchenette.

§3 The tenants are responsible for keeping the outdoor area and car parks free of waste.

§4 The housekeeper is responsible for dishwashing and the cleaning of The Treehouse.

### 3.3. Catering

When making the reservation, you can choose to use our catering service. A list of catering options will be sent to you after making the reservation, it is available on the website [www.thetreehouse.be](http://www.thetreehouse.be) as well.

You can of course also choose to go to a restaurant in the vicinity.

## 4. General agreements

### 4.1. Responsibilities

§1 The organisation/tenant is fully responsible for:

- its activity (content, organisation, participants, ...)
- the immediate surroundings (no disturbance for local residents)
- civil liability
- agreements resulting from the rental (damage to the property, equipment).

§2 The tenant may not use the buildings for purposes other than those for which the rental is permitted. Subcontracting of the infrastructure is prohibited. Only the authorised rooms may be used.

§3 Misuse and making misleading reservations of the rooms can be sanctioned with exclusion.

### 4.2. Damage

§1 The tenant is liable for all damage caused to the rooms, appliances and equipment, during, before and after the organised activity.

§2 The tenant is also responsible for damage to audiovisual material and to all other used materials as a result of improper use.

§3 In case of damage, this will be specified in the presence of the caretaker and it will be secured in writing.

§4 Damages will be charged to the tenant at the price of the repairing costs, drawn up by invoice or at replacement value. Any new request from the tenant may be refused as long as the amount of the compensation has not been paid in full.

§5 De Biehal cannot be held responsible for theft of or damage to equipment belonging to the tenant.

### 4.3. Safety

§1 The Treehouse is smoke-free. The tenant will see to it that the smoking ban is respected..

§2 The tenant has agreed to take strict care of fire safety. Entrances, exits and emergency doors cannot be obstructed or closed in any way. It is forbidden to tape over or deactivate the smoke detectors and emergency lighting. Doors and fire extinguishers may never be enclosed or blocked by other materials. The exits, stairs and emergency exits must always be kept unobstructed.

§3 The maximum capacity of the room as mentioned on site and in this user regulation shall not be exceeded.

§4 At the end of the activity, the user shall switch off the lights in the rooms used and close the windows and doors.

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

#### 4.4. Accessibility and parking

The Treehouse is not accessible to persons with disabilities who use a wheelchair or cannot climb stairs.

You can park at the parking of Domeinbos Pijnven. To reach The Treehouse, start at the entrance of the forest and walk 100 meters straight ahead on the forest track. You'll see The Treehouse on your right side.

#### 4.5 Additional terms

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

§2 In the event of not complying with the user regulations, de Biehal may impose a sanction.

§3 de Biehal can always cancel the reservation or close the infrastructure for reasons of force majeure, without there being any entitlement to compensation.

§4 de Biehal may at any time modify or revoke the permissions granted for the use and/or availability of The Treehouse.

If this right is exercised, the involved organisation will be consulted in advance.

In full agreement,

On behalf of  
(Name organisation) .....

(Name) .....

(function) .....

Rental date Treehouse: .....

Number of participants .....

**Billing details:**

(company name) .....

(street) .....

(Postal code and city) .....

VAT-number .....

Signature