

Agreement, offer and invoice

You must inform Atrium City Hall prior to the agreement about the content of the exhibition and/or event (as of now described as 'activity') as well as the involved person(s) and organization(s). Atrium City Hall will then judge the activity, based on:

- Terms of content, quality, planning and physical possibilities and if the activity fits within the programming of Atrium Den Haag;
- If the activity contributes to the wide, diverse and fascinating programming of the Atrium The Hague.
- The Municipality of The Hague can cancel the activity if it is political, activist or has a strong religious character;
- If the activity fits within the policy of Atrium City Hall and the City Council of The Hague.

After consult with one of the two representatives of Atrium City Hall about the activity, you will receive an offer which is the agreement. The organization mentioned on the offer must always be registered at the Chamber of Commerce. After receiving the signed offer within 30 days, or before the date which is mentioned on the offer, the reservation will be booked. Prior to your activity you will receive an invoice for the use of the Atrium Den Haag. This invoice will be set up with the amount(s) mentioned in the signed agreement. Atrium City Hall will decide after your activity has taken place, if a second invoice is required for any additional costs.

Period of the exhibition

Exhibitions can only be set up in the Atrium Den Haag for a maximum period of three weeks, including building up and breaking down. For setting up an exhibition, Atrium City Hall will take into account the required space and size of the exhibition. Atrium City Hall will consult your organization in advance about these matters.

Firms you can work with for your exhibition

Letter Z Design

Schoolstraat 63, 2282 RC Rijswijk

T: +31(0)70 3901491 M: info@letterzdesign.nl W:

www.letterzdesign.nl

Five Spices Den Haag

De Stadhouders, Stadhouderslaan 9, 2517 HV Den Haag

T: +31(0)70 3262172 M: info@fivespices.nl W: www.fivespices.nl

Or go to www.expovisie.nl for other suggestions.

You are not obliged to work with these firms. Everyone who you are going to work with regarding your activity in the Atrium Den Haag, needs to be aware of the general conditions of Atrium City Hall and also of the Technical conditions of the Team Events of the Municipality of The Hague. On www.atriumcityhall.nl you can download these general and technical Conditions. A floor plan of the Atrium Den Haag can be send on request.

General and technical conditions concerning your activity

For additional technical facilities, agreements on building up and breaking down and catering, you can contact Team Events of the Municipality of The Hague by phone +31 (0) 70 353 2519, +31 (0) 70 353 2095 or +31 (0) 70 353 8083 or send an e-mail to evenementen.idc@denhaag.nl. Team Events will inform you about the various options and will take into account your specific needs and wishes. Depending on the size of the event, Team Events will determine the extent to which one or more departments of the Municipality of The Hague will be required. They will offer any additional costs directly to you. For all other facilities, which are not required, you can also choose to arrange it by yourself. But it is required to send every detail to Team Events and Atrium City Hall. Always bear in mind the General Conditions and the Technical Conditions, as mentioned on page 1.

Insurance activities

Atrium City Hall has an art- and antique insurance with insurance company AON. The maximum insured amount is 75.000 Euro. The self-risk amount is 250 Euro. The general conditions can be sent to you by request by Atrium City Hall.

Building up and breaking down activity

Building up and breaking down of your activity can be done at:

Monday	between 07.00-08.30 hours & between 20.00-04.00 hours
Tuesday, Wednesday & Friday	between 07.00-08.30 hours & between 16.30-04.00 hours
Thursday	between 07.00-08.30 hours & between 20.30-04.00 hours
Saturday and Sunday	between 07.00-04.00 hours
Public holidays	variable times in consultation

These times can only be changed if you have a written agreement by Atrium City Hall and/or Team Events.

Publicity of your activity

You can send two months prior to your activity a Dutch, and when possible, an English text with photo's (minimum 300 DPI) to info@atriumcityhall.nl, which we will set up at www.atriumcityhall.nl. Our website is integrated in www.denhaag.nl. The text must fit within the conditions of the CMO department of the Municipality of The Hague. Atrium City Hall is obliged to adjust the text to these conditions. This article is also going to be set up at www.facebook.com/atriumdenhaag, also as an event.

Atrium City Hall has an account at www.digitalemuurkrant.nl, www.denhaag.com, www.dagjeweg.nl, www.museumtijdschrift.nl and www.uitzinnig.nl. Text can be set up concerning your activity on these websites, within the regulations of these websites. It is up to the owners of the TV screens of the Digitale Muurkrant if they will show your activity on their screen(s); Atrium City Hall has no influence on this.

When you are going to set up the PR for your activity, please mention *Atrium Den Haag* in your text as the location. When you are going to set up an article on Facebook or Instagram, please mention/tag [@atriumdenhaag](https://www.facebook.com/atriumdenhaag) as the location.