

Technical Conditions for Events in The Hague's City Hall/Library Complex.

These conditions form part of the General Conditions for Special Areas with respect to the agreement between the municipality and Stichting Atrium in relation to the use of the Atrium of The Hague City Hall.
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1. GENERAL

1.1 General

Organisations, institutions, companies, services etc. who wish to use the City Hall/Library Complex event venues are hereafter termed 'the Organiser'. The Events Team of the Intern Dienstencentrum (Internal Services Department) represents, in its function, all departments within the Intern Dienstencentrum of the Municipality of The Hague and will be hereafter termed 'Intern Dienstencentrum'.

The term 'events' includes all activities that do not fall within normal municipal services, such as receptions, openings, parties, exhibitions, festivals, dinners, fairs, filming and photography, set-up/removal activities, etc.

For situations that are not specifically included in this list, advance consultation and permission from the Intern Dienstencentrum is required.

If the Organiser hires the Atrium, or a section thereof, from Stichting Atrium Den Haag (hereafter termed 'Atrium City Hall'), the Intern Dienstencentrum will act on behalf of the Atrium City Hall and exercise all rights and authorities referred to in these conditions partly on behalf of the Atrium City Hall.

The Intern Dienstencentrum and Atrium City Hall shall reserve the right to move or cancel events at any time in the event of unforeseen circumstances. In this case, the Organiser shall not be entitled to compensation.

In the case that these Technical Conditions are not valid before, during and after events, then the conditions outlined in '*Huisregels Vrij Toegankelijke Ruimten Kantoorverzamelgebouwen Gemeente Den Haag*' of 2 April 2007 ('House Rules for Freely Accessible Areas in the Office Buildings of the Municipality of The Hague' of 2 April 2007; only available Dutch) will apply. This also applies in situations where the conditions are not anticipated or in situations where there is uncertainty. The house rules are available to read at the Intern Dienstencentrum.

1.2 Event permits

The Intern Dienstencentrum has been granted a municipal permit from the Mayor of The Hague to hold events in the City Hall/Library Complex event venues until 04.00 every day. Further, the Provincial Executive has granted the Municipality of The Hague an additional permit under Article 3 of the Licensing and Catering Act (see Chapter 3 for more information). There are various rules associated with this permit which must be adhered to, of which a number are of importance to the Organiser. Several important stipulations are listed below.

- *Given the extent to which space, time and (auxiliary) services will be occupied and given the potential for disorder, the mayor may stipulate that for some events a separate permit should be requested. This applies in any case to dance events, house parties and comparable (large-scale) dance parties. Such events are beyond the scope of this permit.*
- *The Organiser must separately request an event permit from the Department of Public Safety (afdeling Openbare Orde en Veiligheid) at the Municipality of The Hague no later than 8 weeks before the date of the event. It should contain a security plan that includes instructions and implementation for security as well as programming, among other information.*
- *Stipulations in the Environmental Management Act (Activities Decree) (Wet Milieubeheer; Activiteitenbesluit) are fully applicable.*
- *In the event of special circumstances, related to the fact that The Hague is the home of the royal residence and main place of business for embassies and various international foundations/institutions, the permit may not be wholly or only partially used. Special circumstances may arise particularly during visits by heads of states, occasions involving members of the Royal Family, and during demonstrations with a high risk of disturbing public order or terrorism. If such a case should occur, the organisation will be informed in writing as soon as possible.*

In the aforementioned special circumstances the Intern Dienstencentrum and Atrium City Hall reserve the right to cancel the event and the Organiser shall not be entitled to claim compensation. The terms of the permit can be requested from the Intern Dienstencentrum.

1.3 Purchasing conditions

Purchasing from the Intern Dienstencentrum may be made in accordance with the general purchasing conditions of the Municipality of The Hague. The general conditions of the other party are expressly rejected. The Municipality of The Hague's general conditions for purchasing can be viewed online at: www.denhaag.nl/inkoopvoorwaarden (in Dutch).

1.4 Instructions

Instructions given by authorised staff members of the Intern Dienstencentrum, as well as instructions given by police, the Area Health Authority (*GGD*) and Fire Brigade, must be immediately and strictly followed.

1.5 Staff

Depending on the size of the event, the Intern Dienstencentrum will determine the extent to which one or more departments of the Intern Dienstencentrum will be required. The Organiser shall bear any costs incurred.

1.6 Fire Brigade

The Intern Dienstencentrum must abide by the regulations of The Hague Area Fire Brigade (*Brandweer Haaglanden*) in order to hold events in the City Hall/Library Complex. When organising events, the Organiser shall also observe these regulations.

1.7 Cabling

Cables, cords and plugs must not be laid across the floor and/or staircases or otherwise laid where it could become a trip hazard. If cables and cords must be laid across the floor (only if not other solution can be reached after consultation with the Intern Dienstencentrum), then these must be sufficiently attached to the floor using adhesive strips and/or mats to avoid the possibility of a trip hazard.

1.8 Fire extinguishers

The fire hoses in the building may not be used for any purposes other than to extinguish a fire. The fire hoses must be kept clear of obstacles. Dry powder fire extinguishers are not permitted. Permission must be sought from the Intern Dienstencentrum before additional fire extinguishing equipment can be brought into the building.

1.9 Fireproofing

All installed furnishings, decorations, upholstery, cloth, plastics, etc. must be made from and/or coated with a flame-retardant substance to conform to the requirements of the fire and smoke categories as stated in Chapter 7 of *Bouwbesluit 2012* (Building Act 2012), including articles 7.1.1, 7.1.3 and 7.1.4. Chapter 7 discusses the use of fireproof structures in articles 2.1.3, 2.1.6 and 2.9 of the *Besluit brandveilig gebruik bouwwerken 26 juli 2008* (Use of Fireproof Structures Order of 26 July 2008). Materials must be fireproofed by a certified company. The Organiser must have a written certificate with which to prove that the material has been treated with a flame-retardant substance. This certificate shall be presented to the Intern Dienstencentrum prior to the event. The Intern Dienstencentrum is authorised to retrieve a sample of the material to test for flame retardance. The Intern Dienstencentrum is also authorised to immediately remove (or have removed) any materials that do not prove to be fireproof. The Organiser shall bear any costs incurred.

1.10 Furnishings, stands and other exhibition equipment etc.

Furnishings, decorations, upholstery etc. must be kept clear of spotlights and other heat-emitting apparatus. The surface temperature of decorations must not become higher than 90 degrees Celsius (°C) and in the event of a fire it must not be readily combustible or produce droplets over an area of floor where people may walk. Flammable gas-filled balloons are not permitted. All materials suspended in the air must have an afterflame duration of no more than 15 seconds and an afterglow duration of no more than 60 seconds.

Curtains and other vertical fabrics must be kept at least 0.10 metres clear of the floor. Exhibition materials and attributes must be installed in such a way so that they cannot be easily lifted and used as a projectile or weapon and they should not contain protruding parts that could cause injury or trip a person. Structures placed into a V-formation, such as exhibition panels, must be positioned in such a way as to avoid them being knocked over. All attributes (such as stands, exhibition panels, etc.) must

be clearly marked with beacons and/or marked with red and white tape to prevent a trip hazard. It is not permitted to create spaces in such a way that they are fully lockable and therefore not accessible or visible to security.

Due to the public nature of the City Hall, expositions and exhibitions should take into account that photographs, text or other materials may not contain shocking images or content.

If the Organiser wishes to hang banners or flags in the Atrium then permission must be sought from the Intern Dienstencentrum.

1.11 Setting up inventory

Seating placed into rows must have at least 0.40 metres of available free space between the rows, measured perpendicularly between the closest parts of the rows. If tables should be placed between the rows then the aforementioned free space allowance applies between the tables and the row.

If there are 5 or more rows of seating arranged in succession, and more than 100 chairs, the chairs must be linked together to avoid slipping or falling as a consequence of being moved around by sitters. If a row of seating ends on one side with a passageway or exit, there may not be any more than 8 chairs in that row. If more than 50 people will be seated simultaneously next to a passageway, there should be at least 2 metres of free space from the passageway. A reduced distance of 1.10 metres applies if there are fewer than 50 people. If a row of seating ends on both sides with a passageway, then it may contain no more than:

- 16 chairs, if the free space between the rows is less than 0.45 metres;
- 32 chairs, if the free space between the rows is greater than 0.45 metres;
- 50 chairs, if the free space between the rows is greater than 0.45 metres, and for every 4 rows there is an exit with a width of at least 1.10 metres at both ends of the row.

Passageways between stands, tables, market stalls, etc. must be at least 2 metres wide.

The arrangement of the space including chairs occupied by people, extending to a height of 2.5 metres, corresponds to a certain surface area – measured perpendicularly from the floor – and is at least:

- 0.25 m² floor surface area available per person without seating;
- 0.30 m² floor surface area available per person with seating, where the chairs are connected to each other to prevent slipping or falling when in use;
- 0.50 m² floor surface area available per person with seating, where the chairs are connected to each other to prevent slipping or falling when in use.

If the available floor surface area in an arrangement where people will remain for a time is less than 0.5 m² per person, the furniture should be placed so as to prevent slipping or falling when in use.

Articles with square glass surfaces, such as free-standing tables, are not permitted in the City Hall/Library Complex due to safety reasons.

1.12 Use of banners and other objects

Hanging banners (and other signs) is only permitted under the following conditions:

- Objects shall always have a clear connection with the exhibition and/or event;
- Objects shall hang only for the duration of the exhibition and/or event and shall not remain longer than the duration of the activity (for exhibitions this is no longer than 4 weeks and for other events during the day(s) on which the activity takes place);
- Requests must always be submitted in advance for assessment by the Intern Dienstencentrum and must satisfy safety and technical conditions.

1.13 Use of vehicles

Vehicles with combustion engines, i.e. those using liquids and/or gases, are not permitted inside the City Hall. Provided they do not exceed the floor load, electrically propelled vehicles are permitted. Prior consent should be obtained from the Intern Dienstencentrum to use such a vehicle and an agreement made on the electric supply and location. The maximum speed is 5 km per hour.

1.14 Gas canisters, smoke machines, fireworks, balloons

Gas canisters containing volatile and/or highly flammable substances are prohibited.

Smoke machines that use the so-called 'dry ice method' are permitted. Alternative methods such as those that use paraffin oil, for example, are not permitted. To let off fireworks, permission must be

granted by the Intern Dienstencentrum and by the Province of South Holland (*Provincie Zuid Holland*). Flammable gas-filled balloons and helium balloons are prohibited.

1.15 Welding, cutting and grinding activities

Welding, cutting and grinding activities (and other fire hazard activities) may only be carried out with written permission from the Intern Dienstencentrum. For these activities, the Organiser must complete and submit a request for a *Vergunning Bijzondere Werkzaamheden* (Permit for Special Activities) from the Intern Dienstencentrum.

1.16 Smoking ban

Smoking is not permitted throughout the entire City Hall/Library Complex.

1.17 Fire

Open fires, including gas stoves, burners etc., are prohibited. Wax candles must be placed on stable and solid non-flammable holders. The flame must be shielded from above. When using wax candles, there must be no other flammable material nearby, including wicker baskets, napkins, tablecloths, ribbons etc.

1.18 Climbing/abseiling

It is not permitted to climb on the City Hall/Library Complex and the associated buildings and architecture elements. Abseiling activities are also not permitted.

1.19 Opening times of the City Hall

Monday to Friday	07.00-19.00
Thursday	07.00-21.30
Saturday	09.30-17.00
Sunday	Closed
Public holidays	Variable opening times

All municipal departments, companies and counters are accessible during the City Hall opening times.

1.20 Event times in the Atrium

Events in the Atrium (including de/construction works) can only take place outside of normal office hours at the following times:

Monday to Friday	between 07.00-08.00 and 16.30-04.00
Thursday	between 07.00-08.00 and 21.30-04.00
Saturday and Sunday	between 07.00-04.00
Public holidays	Variable times

The maximum duration of an exhibition is 4 weeks, including the set-up and removal period.

The permit (see also section 1.2) allows events to take place on all days until 04.00. This is on condition of a cooling-off period. This cooling-off period maintains the following minimum conditions:

- The doors will be closed to new visitors one hour before the closing time;
- Alcohol shall not be served at least 30 minutes before the closing time;
- Music shall be turned off at least 30 minutes before the closing time;
- The lights will be switched on at least 30 minutes before the closing time.

The opening times of the other venues are stated in Chapters 5 to 8.

1.21 Loading and unloading of goods

Loading and unloading of goods is only permitted at the front of the City Hall Atrium outside of normal office hours (before 08.00 and after 16.30; after 21.00 on Thursday evenings). The Intern Dienstencentrum determines per application which entrance/exit be can used. In all cases, it is not permitted to use the main entrance for loading and unloading goods. It is not permitted to leave outer doors open by means of obstacles when using the entrances.

It is permitted to use electric fork-lift vehicles for loading and unloading.

Certain areas around the City Hall also are also closed to traffic by means of a bollard system. The area around the City Hall is only accessible during the following so-called windows of opportunity:

Monday to Friday between 05.00-11.30

Saturday and Sunday between 06.00-11.30

To request a parking exemption and/or bollard exemption, and for more information on this topic, visit the *Digitale Loket* (Online Desk) at: <http://denhaag.nl/home/bewoners/to/Flexibele-afsluiting.htm> (in Dutch). All users must organise the requests and handling of the required exemptions themselves.

1.22 Storage of equipment/packaging

Packaging and other materials may not be stored in the City Hall/Library Complex.

The Organiser may temporarily use the (limited) storage facilities of the Intern Dienstencentrum in the Atrium. Requests will be handled by the Intern Dienstencentrum, who will determine for how long and how much of the storage space will be made available for use. The Organiser shall not have exclusive access to the storage space as third parties shall also have access to it. Use of these storage facilities is at the Organiser's own risk; the municipality shall not be held liable for damage and/or theft of equipment and goods in storage. Equipment and goods left behind by the Organiser for longer than one month after an event has taken place will be automatically removed and destroyed.

No equipment or goods may be stored in the Atrium or other public areas. If materials are left out for removal, they should not obstruct escape routes, fire hoses, signs, information services and suchlike.

1.23 Use of service lifts

Materials may only be transported using the service lifts located in sectors A, F and G. The dimensions of the service lifts are 1350 mm in width, 2350 mm in depth, and 2650 mm in height; the access door is 1300 mm in width and 2100 mm in height. The maximum load is 1600 kg. The service lifts can only be accessed using a special service pass which can be requested from the Intern Dienstencentrum.

1.24 Use of passenger lifts

From the car park, two passenger lifts give access to the Atrium and higher floors of the City Hall/Library Complex. There are six other lifts that only give access to the higher floors from the ground floor.

1.25 Provision of equipment

The Intern Dienstencentrum does not provide any equipment such as extension cables, reels, cables, tools, transport trolleys and suchlike.

1.26 Cleaning

During the course of an event, the Intern Dienstencentrum will determine if there is a need for one or more cleaning staff from the Intern Dienstencentrum to ensure the cleanliness of toilets, the Atrium itself, etc.

1.27 Removal of rubbish

At the end of the event, the Organiser will ensure that the venue has been cleared of rubbish. The Organiser is responsible for the removal of rubbish. The Intern Dienstencentrum cleaning staff may be available for hire, if necessary.

1.28 Parking at the City Hall/Library Complex

Parking garage

The City Hall/Library Complex parking garage (specified as "Stadhuis/Centrum") is open Monday-Friday from 07.00 to 01.00, on Saturday from 08.00 to 01.00 and on Sunday from 11.30 to 01.00. Access from the parking garage to the Atrium is only possible during the opening times of the City Hall/Library Complex. The lift travels only to the first floor of the City Hall/Library Complex. A different closing time may be agreed upon only after discussion with the Intern Dienstencentrum. Any extra costs incurred by this shall be borne by the Organiser. There are several parking spaces in the parking garage that are reserved for people with disabilities.

The maximum height of the garage is 1.95 metres.

Other

It is not permitted to park around the outside of the City Hall. This also means that the main entrance, via the Spuiplein, is inaccessible to vehicles. For more information, see section 1.21 'Loading and unloading of goods'. On the Kalvermarkt, across the road from the side of the City Hall, there are four parking spaces (free of charge) for people with disabilities.

1.29 Use of various materials

It is not permitted to use the following materials in the City Hall/Library Complex: sand, helium, balloons, confetti, rice, feathers and other light/small materials. Reference material, pamphlets or other notices may only be placed on the available brochure stands (to be hired from the Intern Dienstencentrum). If these rules are not abided, any eventual cleaning costs shall be borne by the Organiser.

1.30 Offices

It is not permitted for the Organiser and visitors to enter the offices of the City Hall/Library Complex during events.

1.31 Data connections

Standard data connections are not available in all event venues in the City Hall/Library Complex. The Intern Dienstencentrum can, upon request, assess whether the desired services can be realised within the period specified. The Organiser shall bear any costs incurred.

1.32 Wireless internet

The municipality offers wireless internet to all visitors and guests to assist with searching for municipal and public information on the internet. Anyone who owns a portable computer, laptop, smartphone or tablet with built-in Wifi technology can make use of this service.

1.33 Meeting rooms

If the Organiser wishes to make use of one or more meeting rooms in combination with holding an event then extra charges will apply. Meeting rooms are set up in a standard meeting room arrangement and it is not permitted to move the furniture around. It is also not permitted to have catering in these rooms.

1.34 Filming and photography

Permission must be sought from the Intern Dienstencentrum before filming and photography can take place. The Intern Dienstencentrum determines, based on the scope of the recording, if recording can take place during normal office hours and under which conditions it can take place. A fee will be charged for film or photography of the space for commercial purposes. Additional costs may be applied to the Organiser for all recordings (for security, props, etc.). Recordings may only take place within public areas. In accordance with privacy measures, it is not permitted to capture recognisable images of the public, visitors and officials. Additionally, it is not permitted to use flash equipment during normal office hours.

1.35 Sandwich boards and other outdoor advertising

It is prohibited to advertise a business outside the City Hall in the city of The Hague without a permit from the proper authority, or make suggestion hereto using wording, notices or images in any form whatsoever, which is visible from a public place. It is also prohibited without a permit from the proper authority to, as the owner, limited business owner or user of a business, allow or tolerate that, or to advertise or conduct advertisement of the business using wording, notices or images in any form whatsoever, which is visible from a public place.

2. TECHNICAL AND ARCHITECTURAL REGULATIONS

2.1 Technical installations

Technical installations such as lighting, sound, etc. as well as the required cabling, cords and plugs must conform to the CE or KEMA hallmarks and/or the valid standard according to the Dutch safety standards NEN 1010 and NEN 3140.

2.2 Noise levels

The equivalent noise level, measured for each period of 10 minutes, must not exceed 55 decibels in front of the façades where the closest-lying houses and other noise-sensitive buildings are located. In public areas, noise levels before 17.00 must not exceed 55 decibels. Music etc. is only allowed with permission from the Intern Dienstencentrum and only on working days after 17.00, with the exception of shopping evenings (after 21.30). Noise levels after the closing time of the City Hall may be between 70 and 115 decibels, depending on the kind of event, day and time. The Organiser must submit information and a request in advance to the Intern Dienstencentrum for consideration.

2.3 Lighting, heating and ventilation

Lighting, heating and ventilations installations are controlled by the building management system (*Gebouwbeheersysteem, GBS*), whereby lighting, heating and ventilation are switched on and off at set times. If circumstances require lighting, heating and ventilation to be switched on or off at a different time to those set, then adjustments must be made to the system in advance.

2.4 Emergency/escape route signs

All escape route signs must remain clearly visible during events.

2.5 Heat and light sources

Heat and light sources that do not satisfy safety hallmark standards are not permitted.

2.6 Electrical connections

Any electrical connections and/or additional power supplies must be discussed with the Intern Dienstencentrum before an event takes place. The Organiser must conform to the Dutch safety regulations NEN 3140 and NEN 1010, where appropriate, for any electrical installations. Floor plans and overview diagrams, available from the Intern Dienstencentrum, indicate the locations of available electrical connections, including the maximum current rating. IEC standard (*CEE-norm*) 5-pin, 400 V connectors may be used for connections with a current rating greater than 16 amps. All other connections are 230 V, 2-pin earthed plugs with a maximum current rating of 16 amps. Portable power distribution boxes will be provided to the Organiser by the Intern Dienstencentrum. The Organiser shall use the power distribution boxes according to the electro-technical conditions. Costs arising from damaged or missing power distribution boxes shall be borne by the Organiser.

2.7 Sprinkler system

A sprinkler system is installed in all rooms. It is not allowed to place heat-emitting apparatus or similar objects under the sprinklers. There should be at least 0.50 metres of clear space under the sprinkler heads and at least 1 metre of clear space on all sides of the sprinkler heads.

2.8 Reducing energy consumption

In order to reduce energy consumption, if audiovisual equipment or similar devices are used during an event or exhibition, this equipment should be switched off by the Organiser at the end of the event or outside of normal working hours of the City Hall/Library Complex.

2.9 Misuse

It is prohibited to misuse the facilities or use the facilities in any manner other than for the intended purpose.

It is also not permitted to move any equipment owned by the Municipality of The Hague.

2.10 Disruptions during events

Any costs incurred from resolving disruptions caused by or during events will be borne by the Organiser.

2.11 Emergency power systems and/or external power supplies

If a generator should be used for the purpose of supplying power to the Atrium (including delivery cabling), it should be placed on the square between the City Hall building sector C and the Forum. For as long as it is situated there, the cabling should run alongside the building towards sector C and exit the sector through a dual feed system at the Atrium. Grounding and/or elevating of the generator shall take place in the vicinity of the generator; this cannot be coupled with the grounding of the building. To place a generator in the outside area of the City Hall, the Organiser must request a permit from the manager of the Spuiplein (the Department of Public Service of the Municipality of The Hague; *Dienst Publiekszaken Gemeente Den Haag*: www.denhaag.nl).

3. CATERING REGULATIONS

3.1 Commodities Act Decree and Regulations

If the Organiser serves food and drink during an event then they must conform to layout and hygiene regulations of temporary working spaces. The Dutch Food and Consumer Product Safety Authority refers to the regulations set by the Commodities Act Decree with reference to production, handling and transport of foodstuffs, and the Commodities Act Regulation with reference to the hygiene of foodstuffs.

Non-commercial preparation and marketing of food and drink by users of the hireable venues of the City Hall/Library Complex is not permitted; the Organiser is liable for all violations made by non-professional caterers; the Food and Consumer Product Safety Authority (VWA) will ensure compliance thereof. In this event, the Organiser must immediately submit a report to the Food and Consumer Product Safety Authority stating the names, addresses, phone numbers as well as the nature of the intended goods of the participants at issue; for further information, contact the Food and Consumer Product Safety Authority at VWA, Regio Zuidwest, Postbus 3000, 3330 DC Zwijndrecht (telephone number 078-6112100; email zw@vwa.nl). The caterer is responsible and liable for the compliance to this act and regulations.

General:

Based on the Commodities Act Decree for the preparation and treatment of foodstuffs, food and beverages may only be prepared, treated, packed and stored in working areas. In addition to general regulations, a specific hygiene regulation prevails whenever food and beverages are used: the Commodities Act Regulation for Food Hygiene. This Commodities Act Regulation includes regulations regarding the layout of preparation areas and working spaces as well as the conditions under which food and beverages are to be prepared, treated and stored.

Permanent or temporary working areas:

The Commodities Act Regulation distinguishes between permanent and 'mobile' or 'temporary' working areas. Vehicles can only be used as 'permanent' working areas if its food preparation area complies fully with the regulations referred to in the Commodities Act Decree and Regulation. In other cases, street trade vehicles, market stalls, fairs and marquees used during events will be considered mobile or temporary working areas. Restrictions will be applied in these cases. Only restricted or basic food preparation may take place in mobile or temporary working areas which have not been fully designed according to legal regulations. The intention of these activities must only be to make foodstuffs 'ready for sale' directly to customers.

Important regulations regarding layout and hygiene of 'permanent' working areas:

- Perishables must always be stored at the legally recommended temperature. If the packaging does not state a recommended storage temperature, food should be stored at no higher than 7°C.
- Foods which must be kept hot, such as ready-to-eat meals or components of these, should always be kept at temperatures exceeding 60°C.
- Working areas where food is prepared and handled must be properly maintained, sufficiently lit and kept clean at all times.
- Working areas must be arranged in a way as to allow for easy cleaning.
- Working areas must be arranged in a way as to ensure food cannot become contaminated or tainted. Areas must be properly ventilated to prevent condensation from forming (which leads to mould).
- Working areas must contain sufficient washbasins with hot and cold running water to allow the people working there to wash their hands at any opportunity. There should also be soap and other products available for drying hands (disposable towels or a hand dryer).
- Walls and floors must be constructed from hard, smooth and waterproof materials.
- Surfaces in working areas must be similarly constructed and consist of material that allows for easy cleaning and disinfection when necessary.
- In addition to a washbasin for washing hands, the working area must also contain a facility with hot and cold running water where food and raw products can be washed.
- Reliable, lockable facilities must be available in or next to the working area for waste disposal.

Important regulations regarding layout and hygiene of 'temporary' working areas:

- Perishables must always be stored at the legally recommended temperature. If the packaging does not state a recommended storage temperature, food should be stored at no higher than 7°C.
- Foods which must be kept hot, such as ready-to-eat meals or components of these, should always be kept at temperatures exceeding 60°C.
- The temporary working area must be designed and arranged in such a way as to allow for easy cleaning and avoid food contamination.
- Market stalls, with the exception of the front, must be entirely enclosed with a clean, windproof canvas.
- If the nature of the activities requires that food is handled directly by hand, facilities must be available to allow for proper hand washing.

3.2 Licensing and Catering Act

It is not permitted to serve and/or sell strong alcoholic drinks in the City Hall/Library Complex without permission from the Intern Dienstencentrum.

3.3 Tableware/glassware

The Intern Dienstencentrum will determine, on the basis of the scope and nature of the event, whether table- and glassware is permitted or if disposable tableware should be used.

3.4 Deep fryer oil

Fire blankets and a CO₂ fire extinguisher must be close to hand if deep fryers will be used.

3.5 Open fires

It is not permitted to cook and/or otherwise prepare food using open fires. Microwaves and convection ovens are permitted.

3.6 Catering by third parties

The Organiser may arrange for third-party caterers other than the municipal catering service from the Intern Dienstencentrum. If the Organiser shall tender to multiple caterers then the Intern Dienstencentrum will withdraw its tender. Co-operation between external caterers and the Intern Dienstencentrum is, in principle, not possible. Caterers must ensure to abide by all regulations stated in the Event Permit (*Evenementenvergunning*) and in Article 3.

4. ATRIUM

4.1 Insurance

Exhibited goods/objects are insured with the Intern Dienstencentrum/Risicomanagement (Risk Management) of the Municipality of The Hague against all damage and loss, regardless of the cause, for a maximum amount of €75,000.00 with an excess of €250.00 per incident. If the Organiser wishes to take out additional insurance they are obliged to do so at the above office.

Insurance coverage shall not apply if:

- Damage was caused by inherent fault, or inherent fault in the packaging;
- Damage or loss resulting from intentional actions, deliberate recklessness or gross negligence;
- Damage resulted from normal wear or oxidation or any other similar cause.

4.2 Maximum capacity

The maximum capacity is set between 1500 and 2000 people. After consultation with the Fire Brigade, and with consideration of the layout of the Atrium and the programming, the Intern Dienstencentrum will determine the definitive number of permissible guests per event/activity. The Organiser is therefore required to provide the necessary figures and information for this purpose.

4.3 Security

The Intern Dienstencentrum is responsible for the provision and implementation of security. Event security staff from external organisations shall be hired on a contract basis by the Intern Dienstencentrum. There can be no exception to this within the premises of the Intern Dienstencentrum. The Intern Dienstencentrum shall determine the minimum required security on the basis of the scale, time and programming of the event. The Organiser may, after consultation with the Intern Dienstencentrum, increase the minimum level of security. All costs arising from security consultation and/or implementation will be borne by the Organiser.

4.4 Video surveillance system

A video surveillance system is installed in and around the premises of the Intern Dienstencentrum. This system has been installed in accordance with the Data Protection Act (*Wet Bescherming Persoonsgegevens*). The purpose of these cameras is primarily preventative and for the supply of evidence; camera images may be used for evidence purposes. This applies for the Municipality of The Hague as well as third parties. When an incident does/did occur, whereby there is an express need to access available images, shall this be done by the police service (as requested by the Public Prosecution Service [*Openbaar Ministerie*]). Depending on procedures in the central control room, the cameras in the Atrium may or may not be active. Therefore, the Intern Dienstencentrum cannot guarantee that any theft or damage of goods and/or equipment will be recorded. The Organiser remains responsible for ensuring measures are in place to prevent undesired situations from arising.

4.5 Emergency response officers (BHV)

Emergency response officers (*Bedrijfs hulpverlening, BHV*) must be present during every event. The number of officers depends on the nature of the event. Therefore discussions with the Intern Dienstencentrum need to be made at an early stage. The following overview provides a guideline for standard events:

- up to 500 people: 1 qualified emergency response officer
- from 500 to 1000 people: 2 qualified emergency response officers
- from 1000 to 1500 people: 3 qualified emergency response officers

4.6 Fire safety

Depending on the number of people present, it must be possible to immediately open the outer doors of sectors A, C and D without the need for keys or other items. All doors are fire- and/or smoke-resistant. These doors must not be kept open any longer than necessary for the passage of people or for the transport of goods. It is not permitted to block these doors with obstacles such as wooden wedges, cardboard, etc. The building's entrances and exits as well as rubbish collection routes must be kept clear to allow the unhindered access and deployment of emergency service vehicles, such as fire engines, ambulances etc., during an emergency. The transparent lighting/signs next to emergency exits must be clearly visible at all times.

The aforementioned stipulations are stated in sections 2.3.5, 2.3.7 and 2.3.8 of the *Gebruiksbesluit* which applies to these regulations.

4.7 Use of passenger lifts

For safety reasons, the use of passenger lifts in the Atrium during events should be limited, if possible. If one or more lifts are to be brought into operation, they must be monitored by a security guard. The lifts in the Atrium should only be used for the transport of people.

4.8 Opening times of the Atrium

Private meetings cannot be held during the normal opening times of the City Hall/Library Complex (see section 1.19) unless, after consultation with the Intern Dienstencentrum, additional measures have been made to ensure accessibility.

4.9 Setting up construction equipment etc.

Prior approval is required from the Intern Dienstencentrum before setting up any construction equipment or setting-up and connecting of installation equipment. Approval may be granted by submitting a report of the equipment (detailing the necessary technical facilities as well as the technical specifications of the equipment, such as weights and connection capacities, etc.). All proposals and plans must be submitted to the Intern Dienstencentrum no later than 4 weeks prior to the date of an event. All equipment to be installed must conform to national and local standards (such as the *Bouwbesluit 2012, Gebruiksbesluit*). The Organiser shall, no later than 2 weeks before the event, notify the Intern Dienstencentrum of any changes to the installation, seating arrangement, and/or affairs of a construction nature, by providing plans (including set-up of the activities and placing of structures) in duplication for approval by the Intern Dienstencentrum and also separately submitted to the Fire Brigade and the Department of Urban Development (*Dienst Stedelijke Ontwikkeling*).

From the main entrance, line-of-sight to the central reception, counters, The Hague Information Centre, and The Hague Hospitality Centre must be free of any obstacles. Sightlines from the Central Control Room (*Centrale Meldkamer*) on the third floor to the Atrium must also remain free. The Intern Dienstencentrum holds the right to change or adapt, at any time, the set-up in accordance with sightlines.

4.10 Marquee

If a marquee or tent is used that can accommodate more than 50 people simultaneously, an emergency lighting system must be installed which should turn on automatically within 15 seconds of mains power failure. Emergency lighting should be luminous enough to measure at least 1 lux when measured from the floor. Power supply for emergency lighting should be independent of the mains power supply and able to remain lit for at least one hour. Transparent lighting/signs must be installed above the marquee exit(s).

4.11 Floor load

Precautionary measures must be taken to maintain and protect the granite floor. Firstly, unprotected high point loads shall not be permitted. Floor protectors will be spread across the floor surface, such that the point loading shall never exceed 400 kg/m² pressure. Floor protectors are protection plates used on floors to distribute applied point pressure. The floor should also be protected if liquids are to be used, to prevent against damage caused by spills etc.

4.12 Areas to be kept clear

The shaded areas on the Atrium floor plan must be kept clear of obstacles of any kind. The floor plan is also available as a digital version from the Intern Dienstencentrum. It may be possible to place equipment in these areas outside of the opening hours of the (cash) counters and other Municipal Departments (*Gemeentelijke Instellingen*) in the Atrium. To do so, approval must be sought from the Intern Dienstencentrum by submitting a plan well in advance. No objects are to be placed in the key sectors which serve as escape routes. Fire-fighter lifts are located in sectors A and F.

4.13 Tactile paving for the visually impaired

Tactile paving for the blind and visually impaired leads from the main entrance of the City Hall/Library Complex towards the Central Reception Desk. This paving should be clear of obstacles for a distance of at least 1.5 metres on either side.

4.14 Pedestrian bridges, safety netting and balconies

Pedestrian bridges

No loose objects may be placed on the pedestrian bridges. Equipment which the Intern Dienstencentrum has permitted must be firmly attached and any protruding parts clearly marked with

red and white tape to avoid becoming a trip hazard. Pedestrian bridges have a maximum load capacity of 100 people on any one bridge. It is not permitted to hang any items/objects from the pedestrian bridges and/or railings without permission from the Intern Dienstencentrum.

Safety netting

Pedestrian bridges are equipped with steel netting and it is likewise not permitted to attach and/or hang objects or equipment from the netting.

Balconies

The balconies behind the glass façades at the lift blocks are only accessible with permission from the Intern Dienstencentrum.

4.15 Construction and removal

Construction and removal activities may only take place outside normal office hours and during the weekend on Saturday and Sunday (for exact times see section 1.20). Construction and removal activities taking place after the closing times of the (cash) counters, but during the opening times of the City Hall/Library Complex, must not cause a nuisance or danger to the people present at the Atrium, with a special emphasis on avoiding trip hazards and falling objects. Staff conducting works at a height must be connected to a safety line.

4.16 Water and drainage pipes

The mains water connection is located on the ground floor of sector C in the fire hose cabinet. Fire hoses may not be used for ordinary water consumption. Drainage pipes are not present.

4.17 Dimensions

A floor plan of the Atrium is available from the Intern Dienstencentrum. This plan is based on a 1:400 scale. Below are the dimensions of the areas and facilities that are relevant for preparing the Atrium for events and exhibitions.

4.18 Floor surface areas

- Total Atrium floor : 950 m²
- Sector A : 250 m²
- Sector B : 500 m²
- Sector C : 200 m²

4.19 Various height measurements

- Height of light fixtures : 4.20 metres
- Height between the Atrium floor and mezzanine level : 4.25 metres
- Height between the Atrium floor and the first floor pedestrian bridge between sectors C and F (Trouwzaal side) : 4.25 metres
- Height between the Atrium floor and the first floor pedestrian bridge between sectors A and D (Raadzaal side) : 8.50 metres
- Height between pedestrian bridges from floor to floor : 3.40 metres
- Height of fencing on mezzanine level and pedestrian bridge : 1.00 metre

4.20 Stone benches

Long stone benches between the lampposts:

- Length : 10.80 metres
- Height : 0.40 metres
- Width : 0.90 metres

Small stone benches nearby the counters and desks:

- Length : 3.60 metres
- Height : 0.40 metres
- Width : 0.90 metres

4.21 Service lifts

Service lifts are located in sectors A, F and G.

- Width : 1.35 metres
- Height : 2.65 metres
- Depth : 2.35 metres

The dimensions of the access doors to the service lifts are:

- Width : 1.30 metres
- Height : 2.10 metres

The maximum load capacity is 1,600 kg.

4.22 Inner doors

The inner doors leading to the Atrium from each sector measure:

- Width : 1.68 metres
- Height : 2.47 metres

4.23 Optical beam smoke detection

The entire Atrium is fitted with an optical beam smoke detection system (*lijndetectie*) at a height of 7.60 metres.

4.24 Mezzanine

The dimensions of the mezzanine level (*Entresol*) on the Kalvermarkt side are:

- Length : 50.50 metres
- Width : 6.30 metres

The dimensions of the mezzanine level on the Turfmarkt side are:

- Length : 50.50 metres
- Width : 4.50 metres

5. THE HAAGSE LOBBY

5.1 Opening times

The Haagse Lobby ('The Hague Lobby') is located on the 10th floor of the Library and has the following opening times:

Monday	12.00-20.00
Tuesday to Friday	10.00-20.00
Saturday	10.00-16.00
Sunday (September to April)	12.00-17.00
Sunday (May to August)	Closed
Public holidays	Variable opening times

If an event is to take place in the Library outside of normal opening times, then the Intern Dienstencentrum will determine if it is necessary to hire security staff to let the Organiser and participants in and out of the building.

5.2 Access

The Haagse Lobby is located on the 10th floor of the Library Building. Access to the Haagse Lobby (via lift or stairwell) is through the Public Library at Spui 68.

5.3 Maximum capacity and surface areas

Reception	: 200 people
Theatre layout	: 100 people
House of Commons layout	: 100 people
Dinner/lunch	: 50 people (sitting)
Classroom layout	: 48 people
Square layout	: 40 people
Surface area	: 295 m ² + 60 m ² foyer
Floor load	: maximum of 250 kg/m ²

5.4 Terrace

Due to safety reasons, it is not permitted to access the outside terrace of the Haagse Lobby.

6. POLITIEK TERRAS

6.1 General

The following general conditions apply to the Politiek Terras ('Politics Terrace'):

- Events where possible noise pollution (music, loud speeches etc.) can occur may only take place on workdays after 17.00;
- The Politiek Terras has no room-darkening capabilities and is therefore unsuitable for holding presentations that require an overhead projector during the daytime;
- The Politiek Terras is not suitable for seated meetings.

6.2 Opening times

If an event is to take place outside of the City Hall's normal opening times (see section 1.19), then the Intern Dienstencentrum will determine if it is necessary to hire security staff to let the Organiser and participants in and out, or if the access door can be left open.

6.3 Access

The Politiek Terras is situated on the fourth floor and is accessible via the lift block next to the reception in the Atrium.

6.4 Maximum capacity and surface areas

Terrace reception	: 125 people
Terrace reception + foyer	: 175 people
Terrace	: 140 m ²
Foyer	: 50 m ²
Floor load	: maximum of 250 kg/m ²

7. RAADZAAL

7.1 General

The following conditions apply to the Raadzaal ('Council Chamber'):

- All reservations accepted by the Intern Dienstencentrum will be subject to permission from the Municipal Clerk's Office. Having submitted a reservation to the Municipal Clerk's Office, the Intern Dienstencentrum will inform the Organiser about its outcome and definitive confirmation of a reservation;
- The Municipal Clerk's Office of the Municipality of The Hague shall always be availed of the right to use the Raadzaal. Any reservations made by other users may be automatically cancelled and the Organiser thereof shall not be entitled to his/her booking, qualify for an alternative venue, or have the right to compensation.

7.2 Opening times

If an event is to take place outside of the City Hall's normal opening times (see section 1.19), then the Intern Dienstencentrum will determine if it is necessary to hire security staff to let the Organiser and participants in and out of the building.

7.3 Access

The Raadzaal is situated on the first floor and is accessible via the lift block and/or stairwell next to the reception in the Atrium.

7.4 Capacity and surface area

The Raadzaal has the following fixed layout:

Inner circle : 55 people

Gallery : 76 people

The inner circle may have a maximum of 40 additional seats, if required.

Inner circle : diameter 8.2 metres, radius 4.1 metres and 50 m²

Floor load : maximum of 250 kg/m²

7.5 Catering

Food may only be served in the inner circle of the Raadzaal. If the Organiser wishes to provide further catering possibilities, then the adjacent Raadzaal Foyer may be hired for this purpose.

8. RAADZAAL FOYER

8.1 General

The following condition applies to the Raadzaal Foyer ('Council Chamber Foyer'):

- The Municipal Clerk's Office of the Municipality of The Hague shall always be availed of the right to use the Raadzaal Foyer. Any reservations made by other users may be automatically cancelled and the Organiser thereof shall not be entitled to his/her booking, qualify for an alternative venue, or have the right to compensation.

8.2 Opening times

If an event is to take place outside of the City Hall's normal opening times (see section 1.15), then the Intern Dienstencentrum will determine if it is necessary to hire security staff to let the Organiser and participants in and out of the building.

8.3 Access

The Raadzaal Foyer is situated on the first floor and is accessible via the lift block and/or stairwell located next to the reception in the Atrium.

8.4 Capacity and surface area

Reception	: 100 people
Theatre layout	: 72 people
Dinner/lunch	: 30 people (seated)
Classroom layout	: 40 people
Square layout	: 20 people
Surface area	: 200 m ²
Floor load	: maximum of 250 kg/m ²

8.5 Catering

The adjacent mezzanine and balconies may be used for catering purposes, if desired, to a maximum capacity of 150 people.

COLOPHON

Editing/Design/Printing

Municipality of The Hague
Intern Dienstencentrum

Appendix I

GENERAL CONDITIONS FOR SPECIAL AREAS

1 DEFINITIONS

Event: an activity in one of the City Hall's venues, not being the Atrium

Intern Dienstencentrum: the Intern Dienstencentrum ('Internal Service Department') of the Municipality

Organiser: the person who, with the Municipality's permission, uses or wishes to use a venue in the City Hall, not being the Atrium

Municipality: the Municipality of The Hague

Agreement: the agreement between the Municipality and the Organiser

City Hall: the City Hall of the Municipality

Technical Conditions: the conditions that are part of the present conditions, applicable to the area or areas concerned.

2 THE AGREEMENT

2.1 The Organiser is obliged to inform the Municipality prior to the agreement and fully as well as correctly afterwards about nature, content, quality, purpose and background of the Event, and also about the nature, background and purpose of the Organiser and any other individuals and organisations who are also involved in the Event, to enable the Municipality to determine the extent to which the Event:

- in terms of content, quality, planning and physical possibilities, fits within the City Hall's management activities;
- has a party political, activist or strong and/or one-sided religious nature;
- may cause hazard, nuisance or inconvenience for the daily activities at the City Hall;
- is possible within the framework of the Technical Conditions.

2.2 The Municipality shall have the right to cancel an offer as long as it has not been accepted by the Organiser in writing and without reservation, regardless of whether the offer includes an acceptance term.

2.3 The Municipality shall have the right to cancel a booking and/or the Event or any part or aspect of it, or prohibit further continuation of the Event, and it is also authorised to remove relevant items at the expense of the Organiser, if:

- the Municipality has not granted the explicit written permission for that part or aspect during or subsequent to the Agreement;
- the Event is or threatens to be in violation of the relevant rules of use, which at least are taken to mean the fire regulations, the Commodities Act regulations and the Technical Conditions;
- the Event, according to the Municipality, is causing hazard, nuisance or inconvenience or threatens to interfere with the daily activities at the City Hall;
- the Organiser, in any aspect, fails to meet the obligation to provide information, or acts in violation of the Agreement;
- in case of special circumstances due to The Hague being the royal residence, and the place of business of embassies and many international foundations/institutions; special circumstances may present themselves during visits paid by heads of states, occasions involving members of the Royal Family, and during demonstrations that are likely to disturb the public order; in such a case the Organiser shall be informed within a reasonable amount of time as possible and in writing.

2.4 The Organiser may only cancel a reservation in writing or by e-mail. Free-of-charge cancellation is possible up to five (5) working days prior to the planned commencement date of the Event. Afterwards the full amount will be charged, with the addition of any costs made so far.

3 TECHNICAL CONDITIONS, INSTRUCTIONS

The Organiser shall ensure that the Event complies with the permit conditions and the Technical Conditions, as well as any further instructions from officials of the Intern Dienstencentrum regarding the use of the relevant venue or venues.

4 PAYMENT

Payment shall be made within 30 days following the invoice date.

5 LIABILITY

The Organiser is liable for all damage caused by the Event and indemnifies the Municipality against third parties' liabilities in this matter. The Municipality is not liable for damage suffered by the Organiser, particularly damage to present objects, stands, equipment and such.

Appendix II

GENERAL CONDITIONS

Part of the agreement between the Municipality and Stichting Atrium regarding use of the City Hall Atrium

1 DEFINITIONS

Atrium: the atrium of the City Hall

Dienst Stadsbeheer: the Department of City Management of the Municipality

Event: an activity in the Atrium organised by the Organiser

Intern Dienstencentrum: the Intern Dienstencentrum ('Internal Service Department') of the Municipality

Organiser: the person who, with the Foundation's permission, uses or wishes to use (part of) the Atrium

Municipality: the Municipality of The Hague

Agreement: the agreement between the Foundation and the Organiser

City Hall: the City Hall of the Municipality

Foundation: Stichting Atrium Den Haag (Atrium Foundation The Hague)

Technical Conditions: the conditions associated with the present conditions, applicable for the use of the Atrium.

2 THE AGREEMENT

2.1 The Organiser is obliged to inform the Foundation prior to the agreement and fully as well as correctly afterwards about nature, content, quality, purpose and background of the Event, and also about the nature, background and purpose of the Organiser and any other individuals and organisations who are also involved in the Event, to enable the Foundation to determine the extent to which the Event:

- in terms of content, quality, planning and physical possibilities, fits within the programme and management of the Atrium;
- contributes to a wide, varied and captivating programme;
- fits with the policy of the Foundation;
- has a party political, activist or strongly and/or one-sided religious nature;
- may cause hazard, nuisance or inconvenience to the daily activities at the City Hall;
- is possible within the framework of the Technical Conditions.

2.2 The Foundation shall have the right to cancel an offer as long as it has not been accepted by the User in writing and with reservation, regardless of whether the offer includes an acceptance term.

2.3 The Foundation shall have the right to cancel a booking and/or the Event or any part or aspect of this, or prohibit further continuation of the event. The Municipality is also authorised to remove relevant items at the expense of the Organiser, if:

- the Municipality has not granted the explicit written permission for that part or aspect during or subsequent to the Agreement;
- the Event is or threatens to be in violation of the relevant user regulations, which are in every case understood to mean: the events permit granted by the Department of City Management to the Intern Dienstencentrum, Fire Brigade regulations, the Commodities Act regulations and the Technical Conditions;
- the Event, according to the Foundation, is causing or threatens to cause hazard, nuisance, irritation or inconvenience for the people who work or are present at the City Hall;
- the Organiser, in any aspect, fails to meet the obligation to provide information or acts in violation of the Agreement;

- the Municipality, due to urgent reasons, does not allow the intended use of the Atrium at the intended time.

2.4 The Organiser may only cancel a booking in writing or by e-mail. If, within two months of the date of the event, the agreement with the Foundation is cancelled, 50% of the agreed costs will be charged to the Organiser. If, within one month of the date of the event, the agreement with the Foundation is cancelled, 100% of the agreed costs will be charged to the Organiser. The quote from the Foundation is subject to annual price indexation and excludes VAT (BTW) or other taxes, levies and duties.

3 TECHNICAL CONDITIONS, INSTRUCTIONS, EVENTS PERMIT

3.1 The Organiser shall ensure that the Event complies with the Technical Conditions, as well as any further instructions from officials of the Intern Dienstencentrum regarding use of the Atrium.

3.2 The Intern Dienstencentrum has been granted a municipal permit from the Department of City Management to hold events in the Atrium until 04.00 every day, available for perusal at the Intern Dienstencentrum. The Organiser undertakes to comply with the conditions associated with this permit and will also allow the Foundation and the Municipality to observe these. The Organiser also accepts the possible consequences of the following stipulation stated in the permit:

“the permit shall not or shall be used only partly by the organisation in case of special circumstances due to The Hague being the royal residence, and the place of business of embassies and several international foundations/institutions; special circumstances may present themselves especially during visits paid by heads of states, occasions involving members of the Royal Family, and during demonstrations very likely to disturb public order; in such a case the organisation will be informed reasonably on time and in writing”.

In aforementioned special circumstances the Foundation and the Municipality will have the right to cancel the event and the Organiser shall not be entitled to compensation.

The permit is not valid for dance events, house parties and similar (large-scale) dance parties; to hold these kinds of events the Organiser must apply for a specific permit.

4 PAYMENT

Invoice payments to the Intern Dienstencentrum for facility services and resources should be made within 30 days following the invoice date.

The Foundation has the following payment conditions: when a reservation has been made with Stichting Atrium Den Haag, you will receive a quote that serves as an agreement. The recipient of the quote should always be registered with the Chamber of Commerce (*Kamer van Koophandel*). As soon as the undersigned and returned quote is received, within 30 days of the date of signing unless otherwise stated, the reservation will be final. Before the event is due to commence, you will receive an invoice with the associated costs as stated in the undersigned quote. The invoice should be paid before the specified date on the invoice. After the event, any additional costs will be calculated and billed to the Organiser.

Payment must be made within 14 days of the invoice date and no later than the start date of the event.

5 LIABILITY

The Organiser is liable for all damage caused by the Event and indemnifies the Foundation and the Municipality against third parties' liabilities in this matter. The Foundation and the Municipality are not liable for damage suffered by the Organiser, particularly damage to present objects, stands, equipment and such. The Municipality is only liable for damage (loss) in accordance with the applicable liability.