



Central Government Real Estate
Agency
*Ministry of the Interior and
Kingdom Relations*

Grafelijke zalen

General terms and conditions
and internal rules

Colophon

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Foreword and signatures

This document describes the general terms and conditions and internal rules concerning the use of the Grafelijke Zalen (Count's halls) drawn up by Central Government Real Estate Agency (hereinafter referred to as RVB). In addition to being responsible for technical management of the buildings, RVB is also responsible for making the Grafelijke Zalen available.

The Grafelijke Zalen are made available to a limited extent. The Regulation making Grafelijke Zalen available dated 29 December 1988, no. MJZ23D8011, amended most recently by Ministerial regulation dated 22 October 2002, Government Gazette 2002, no. 203, describes which parties may be granted approval from the managing director of RVB for using the Grafelijke Zalen. Only the space is made available when the Grafelijke Zalen are made available. The facilities are the user's responsibility.

The following documents, which can be inspected at the Grafelijke Zalen Management Agency, act as substantiation of the general terms and conditions and the internal rules:

- The Regulation making Grafelijke Zalen available dated 29 December 1988, no. MJZ23D8011, interim amendment 19 July 1994, amended most recently by Ministerial regulation dated 22 October 2002, Government Gazette 203 no. 2002,
- Occupancy permit from The Hague Fire Brigade;
- Grafelijke Zalen Media Protocol;
- Binnenhof Bomb Threat Procedure;
- Binnenhof access rules

The basic assumption of the general terms and conditions and the internal rules is safety, preservation of the monumental character and cultural historical element of the Grafelijke Zalen. Anyone who is involved in any way in the use of (one of) the Grafelijke Zalen must be aware that they are dealing with a very unique location. People are expected to use the Grafelijke Zalen with respect.

The general terms and conditions and the internal rules in this document serve to support this basic assumption. By signing the decree of making available and this document, it is indicated that this basic assumption shall be observed and that the general terms and conditions and internal rules shall be complied with.

The user declares that it agrees to the conditions and shall ensure compliance with the general terms and conditions and internal rules.

Signed for approval (signature):

Name:

Department:

Date:

1. General terms and conditions

1.1. Definitions

Making available: use of the Grafelijke Zalen on the basis of the Regulation making Grafelijke Zalen available dated 29 December 1988, most recently amended on 22 October 2002.

Manager: RVB employee responsible for day-to-day management of the Grafelijke Zalen.

Party granting use: the manager and owner of Grafelijke Zalen (RVB).

User: the party that uses (one or more of) the Grafelijke Zalen for holding meetings and that is represented by a contact person to be designated.

Grafelijke Zalen: the Ridderzaal, the Kelderzaal, the De Lairessezaal and the Rolzaal at Binnenhof in The Hague.

Scenario: written statement of what activities the user intends to develop (who, what, where, when, materials etc.).

(Sub)contractors: all contractors hired by the user, such as suppliers, caterers, security staff etc.

1.2. Decree

- a. Meetings in de Grafelijke Zalen are organised with due observance of the general terms and conditions and internal rules that have been imposed. These conditions and internal rules form part of any agreement for making available and apply to arrangements and agreements between the user and the third parties.
- b. RVB's general manager reserves the right to refuse requests or terminate meetings in the event of contravention of the Regulation making Grafelijke Zalen available or the general terms and conditions and the internal rules.
- c. The user declares that it agrees that persons who violate these general terms and conditions and the internal rules are denied direct access by the managers.
- d. Exceptions to the general terms and conditions are only possible following prior, written approval from the party granting use.
- e. In all relevant cases not provided for in the general terms and conditions and the internal rules or in the event these include deviations, the general manager of the Central Government Real Estate Agency shall have the right to make a binding decision.

1.3. Safety requirements

- a. The maximum number/invitees in the Grafelijke Zalen is limited in connection with fire safety. See the Government Gazette number 203 dated 22 October 2002 for the maximum number of participants.
- b. When setting up, account must be taken of the fact that escape routes and emergency doors are kept clear (the scenario including the layout plan is tested for this requirement).
- c. By order of the fire brigade of The Hague, no more than 50 invitees may be on the balcony. Escape stairways must be placed in case there are more than 550 invitees in the Grafelijke Zalen. The costs of placing these escape stairways are charged to the applicant.
- d. A smoking ban applies within the Grafelijke Zalen (*Tobacco Act 2002 201 Section 10, 1998 572 Sections 2 and 3*).
- e. The user is obliged to ensure during the meeting, from the arrival of the first guest until the departure of the last guest, that every entrance that is used by the user is provided with certified security staff to deny access to uninvited guests

- f. The user is obliged to have all entrances used supervised by certified security staff, who are familiar with security duties aimed specifically at the government, during the assembly and disassembly of the meeting as well. These security officers must hold a valid Company Emergency Response (BHV) certificate.
- g. The user is obliged to ensure that all parties involved in the organisation of the meeting hold a certificate of good conduct. The user is required to submit copies thereof to the manager.
- h. Instructions issued by the managers, security staff, the police, fire brigade and the Municipal Health Service (GGD) must be complied with immediately and strictly.

1.4. Requirements with respect to the preservation of the monumental character

- a. The user is obliged to ensure that the layout and general use of the Grafelijke Zalen do not prejudice their monumental and symbolic character.
- b. No part of the fixed layout may be moved or removed during the assembly, use and disassembly of the layout of a meeting.
- c. Sufficient protective measures must be taken during the assembly, use and disassembly of the layout of a meeting in order to prevent damage to persons, the halls and the inventory.

1.5. Liability

- a. A user to whom the Grafelijke Zalen have been made available is liable for all direct and indirect damage caused to the building, the surroundings and the inventory including art objects, resulting from a failure to comply with these general terms and conditions and internal rules or from any other cause.
- b. The user is liable for the damage caused to the movable and immovable property by it, its guests or the (sub)contractors hired by it. The user is also liable for damage caused to third parties. The damage sustained by the party granting use will be recovered immediately from the user.
- c. The party granting use does not grant any liability and cannot be considered responsible for theft, damage or accidents of any kind whatsoever, which occur before, during and after the use period in connection with the relevant making available (also during assembly and disassembly).
- d. The party granting use can never be held liable for direct damage and/or consequential damage sustained by the user in the event planned meetings cannot take place.
- e. The general manager of the RVB decides to close the Grafelijke Zalen in connection with an increased threat, on the understanding that such a decision is made in consultation with the Ministry of General Affairs and the House of Representatives of the States General who received the advice to do so from the National Surveillance and Protection Coordinator. The party granting use is not liable for damage resulting from closure by any name that arises as a result.
- f. For the sake of the safety of the meetings to be held in the halls, the user is required if necessary to obtain and comply with the advice from the National Surveillance and Protection Coordinator.
- g. If a meeting has to be cancelled as a result of a failure to comply with safety and other conditions and regulations on the orders of the parties competent to do so, the party granting use is not liable for any loss that arises therefrom.
- h. The user must ensure that the hired (sub)contractors are aware of these general terms and conditions and the internal rules.
- i. The general manager of the Central Government Real Estate Agency is charged with the implementation of the Regulation and is authorised in this connection to draw up and amend general terms and conditions and internal rules concerning sound and safe use of the halls. The users must respect these general terms and conditions and internal rules.

1.6. Cancellation by the party granting use

The party granting use may decide at any time to cancel the meeting for urgent reasons, such as in connection with safety measures in and around Binnenhof. The user cannot recover the costs incurred from the party granting use.

2. Internal rules

- a. It is argued in a general sense that the user must comply with all requirements in these general terms and conditions and internal rules as well as the requirements imposed by the fire brigade, the police and the GGD. Such in connection with the safety and protection of persons and of the unique and monumental character of the Grafelijke Zalen.
- b. It is not allowed to independently enter halls other than the reserved halls without the manager's supervision.
- c. It is not allowed to bring pets into the Grafelijke Zalen.
- d. The manager of the Grafelijke Zalen has the right among other things to:
 - Order that no more alcoholic beverages are served;
 - Have persons removed who refuse to comply with the instructions issued by persons authorised to do so;Order that the noise levels created by the meeting be lowered.

2.1. Submission of the scenario and drawing(s)

- a. The user is obliged to lay down in a scenario the agreements made regarding the preparation and course of the meeting. The scenario is submitted to the manager at least 2 weeks before the start of the meeting.
- b. The user must submit drawings showing the proposed layout of the hall/halls to the manager at least 2 months before the start of the meeting. When assessing the drawings, the manager may issue guidelines that must be followed in connection with the fire brigade's requirements.
- c. The manager of the halls has the right to reject the proposal on the basis of the scenario and the drawings if the general terms and conditions and the internal rules have not been complied with. The event can only take place if the scenario and the drawing have been approved.

2.2. Contractors and subcontractors

- a. All (sub)contractors involved must comply with all statutory requirements.
- b. All (sub)contractors must be aware of the general terms and conditions and internal rules subject to which delivery may take place in the Grafelijke Zalen.

2.3. Layout and cleaning

- a. The user is responsible for the planning of the build-up and the layout of the halls. This should take place on the basis of a scenario discussed with the manager and approved in advance.
- b. It is not allowed to paste, nail or hang materials from the walls, doors, windows, lighting fixtures, art objects etc. Such in connection with the character and appearance of the building and in order to prevent damage.
- c. In the event more or other furniture than the furniture that is present needs to be used, the user shall be responsible for hiring, setting up and removing these.
- d. The party granting use imposes requirements on the (fire) safety of the layout that has been created, such as decorations and folding screens. In addition, this layout must fit in with the character and appearance of the building.
- e. It is possible to place decorations and folding screens in consultation, but these may never obstruct the view of the security cameras or the security staff or otherwise constitute a danger.
- f. The assembly and the retrieval of the goods must take place in consultation with the manager immediately after the meeting has ended.
- g. The user is responsible for hiring a florist for the meeting organised by it if necessary.

- h. Damage and pollution of the building and the interior must be prevented. Protective material must be used for this purpose.
- i. The user is obliged to deliver the building broom clean. Waste, rubbish, packing and residual materials must be removed by the user immediately after the meeting has ended. Any additional costs related to cleaning shall be charged to the user. This is also the case if the party that caused it is a supplier hired by the user.
- j. In connection with the monumental character of the Grafelijke Zalen, it is not allowed to clean the areas with cleaning agents brought in by the user.

2.4. Delivery and collection of goods

- a. Goods intended to be used in the Grafelijke Zalen may only be offered and received at the entrances intended for this purpose. These are designated by the manager.
- b. The entrances designated for this purpose by the manager must also be used during assembly and disassembly. A security officer must be present at every access door (see under "1.3 Safety requirements").
- c. The user is required to arrange for covering the steps and the threshold mats in front of the doorsteps, such to protect the building and the steps. Means of transport must be protected in such a manner that they cannot cause damage.
- d. A sound cardboard drive floor must be created if necessary. Packaging and residual materials must be stored out of view and in a fire-safe manner as much as possible.

2.5. Audiovisual devices

- a. The anticipated electricity capacity and the places where the equipment is to be set up must be set out in the scenario to be submitted in advance. Power current is available in several places.
- b. The manager points out to the user where the equipment may be connected. The user must ensure that the maximum allowed burden of the electricity grid is not exceeded.
- c. A sound installation is present in the Ridderzaal, which may be used following consultation with the manager. The user must arrange itself for other audiovisual devices, such as laptops, beamers, overhead projectors, projection screens etc. and for their implementation. The user also arranges itself for any meeting attributes (flip-over, felt pens, name badges etc.).
- d. The user is responsible for covering cables and wires connected to the equipment used by it. These cables and wires must be covered with a threshold mat so that people cannot trip over them.
- e. Nothing may be taped or glued down. Third-party equipment, wires, plugs etc. must be of sound quality, such to be decided by the manager. The manager of Grafelijke Zalen does not provide wires, reels, cables etc. to third parties.

2.6. Catering and cloakroom

- a. The user is responsible for hiring and adequate instruction of the employees of the catering that has been hired.
- b. When using catering, parquet floors must be treated with due care and covered if necessary. The floors around a buffet area must be covered with absorbing mats in any event. The user must arrange for this.
- c. Preparing food in the building is allowed to a limited extent and only in consultation with the manager. The user is expected that it and its invitees only consume drinks and any snacks where reception takes place.
- d. Storage of goods is possible to a limited extent in consultation with the manager.
- e. Accessibility of the doors and fire-fighting equipment and the accessibility of escape routes must be taken into account during assembly.
- f. Placing gas tanks is prohibited.
- g. Catering must deliver the area that has been used broom clean.

- h. The user must arrange for staffing of the cloakroom and ensuring that it is available to the invitees. The cloakroom is not intended as a storage area.
- i. There is limited possibility of storing goods out of view in consultation with the manager. The use of other areas for the purpose of storing goods must take place in consultation with the manager.

2.7. Media recordings

- a. Throughout Binnenhof, including the Grafelijke Zalen, no photographs and/or audiovisual recordings may be created for commercial purposes.
- b. If it is desirable to take photographs and/or create audiovisual recordings for cultural-historical purposes, such is only allowed with due observance of the 'Grafelijke Zalen Media Protocol' and with the written approval from the Netherlands Government Information Service (RVD).

2.8. First Aid

- a. Emergency exits and escape routes must be accessible and free from obstacles at all times.
- b. During meetings, the user is responsible for the presence of sufficient people who hold a valid First Aid certificate, which must be clearly visible and recognisable to all those present. The user must arrange for the presence of a First Aid kit.
- c. If the meeting is attended by disabled persons, the user will be responsible for the presence or absence of additional facilities for disabled persons. If the user decides to do so, only the lift present may be used for the Ridderzaal in connection with the Monuments and Historic Buildings Act. The reimbursement of costs as included in 3.2 applies in this connection.
- d. For the remaining Grafelijke Zalen other sound facilities may only be used in consultation with the manager.

2.9. Throne dais

When creating the layout in the Ridderzaal, the user is obliged to leave the distance to the dais (on which the Throne is located) free for at least 1 metre. Sitting down on the Throne is absolutely forbidden.

2.10. Use of the Binnenhof courtyard

- a. Request for placing goods, equipment and/or installations in the Binnenhof courtyard must be addressed to the secretariat of the Binnenhof Coordination Committee management of the Ministry of General Affairs for obtaining approval for using the Binnenhof courtyard.
- b. The Municipal contact centre of The Hague should be contacted for obtaining a municipal permit.

2.11. Unforeseen circumstances

The manager must always be contacted in case of unforeseen circumstances in order to find a solution in mutual consultation.

3. Procedure for application for making available

The Grafelijke Zalen are made available in accordance with the rules laid down in the "Regulation making Grafelijke Zalen available". As regards this official procedure, it was decided to maintain the current status of the complex as the government's reception centre and as the place of the joint meetings of the States General.

3.1. To whom are the Grafelijke Zalen made available?

1. The Ridderzaal is made available exclusively for the purpose of:

- a. Joint meetings of the States General and the meetings that are organised within the context of international Parliamentary activities by one or both houses of the States General and that cannot take place in the complex of buildings where the Houses of the States General are accommodated in view of the number of participants;
- b. Receptions by the government;
- c. Receptions by a Minister or State Secretary, receptions by the Presidium of one of both Houses of the States General or by the presidium of another High Council of State;
- d. The opening or closing meetings of conventions that are organised directly and attended by the government, the Presidium of a High Council of State or a Minister or State Secretary;
- e. Meetings of bodies of organisations for international cooperation in a European or Atlantic connection, in which the Government is represented, in the event making available is requested by the Presidium of one of the houses of the States General, by the vice president of the Council of State or by a Minister or a State Secretary.

2. The Rolzaal, the De Lairessezaal and the Kelderzaal are made available exclusively for the purpose of:

- a. Meetings referred to under point 1;
- b. Meetings in which connection making available has been requested by the presidium of a High Council of State or by a Minister or a State Secretary or a request for making available is supported by the presidium of a High Council of State, by a Minister or a State Secretary;
- c. Meetings of advisory bodies formed pursuant to the law.

The Grafelijke Zalen are not made available for commercial events and/or purposes.

3.2. Reimbursement of costs for using the Grafelijke Zalen

- a. The Ridderzaal is made available for purposes as referred to in article 3.1. point 1, part a, as well as the placement and removal of temporary building-related facilities, such as the placement of fire escapes and a disabled lift for a meeting to be held in that section, for no consideration. *This expressly does not concern receptions, dinners or other festive occasions.*
- b. A fee in accordance with part 3.2.c is payable for all other forms of making available.
- c. Making the halls available, as referred to in article 3.1. point 1, parts b up to and including d, and point 2, takes place against the following reimbursement of costs per day or part of a day:

Ridderzaal	€ 7,500
Rolzaal	€ 3.000,-
Kelderzaal	€ 2,500
De Lairessezaal	€ 1,500

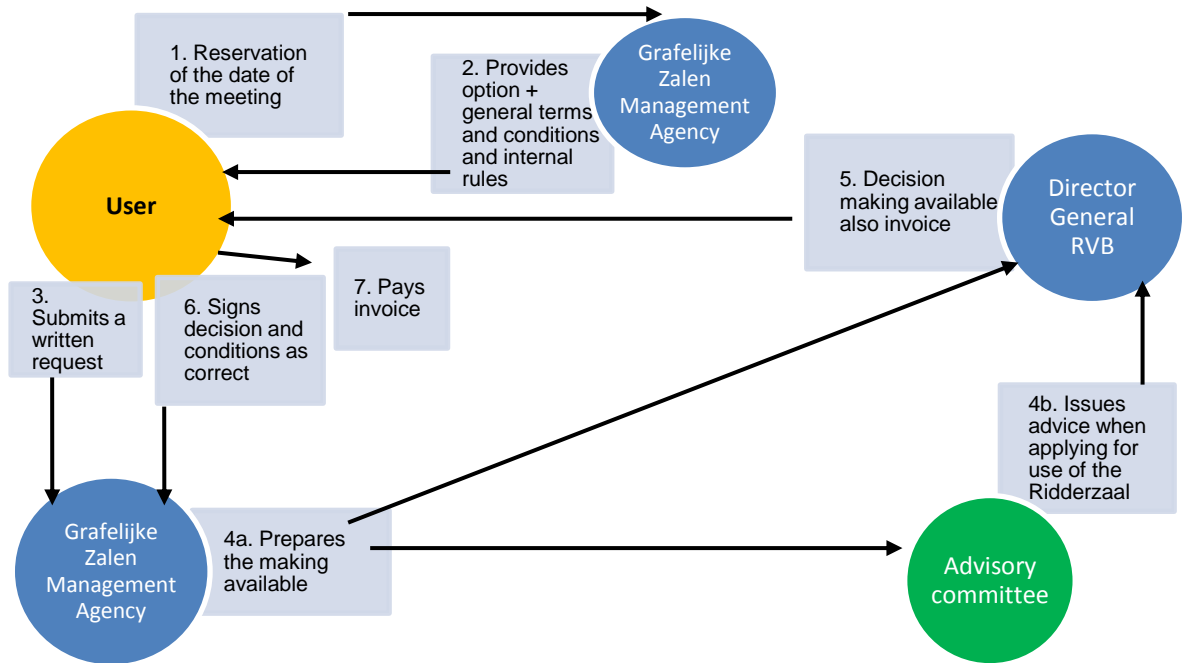
In addition, 50% of the daily reimbursement is charged during assembly and disassembly (placement and removal of facilities).

The costs of placing escape stairways amount to €10,000

The costs of placing a disabled lift amount to €3,500

3.3. Time limit and procedure for requests

Requests for making the Grafelijke Zalen available must be submitted to the Director General of the RVB in writing at least **three months** before the date of the intended use. You are to take account of the following procedure in connection with making available.



3.3.1. Request for reservation on the date of the meeting

Firstly, the user checks whether the halls are available on the intended date. For this purpose, the user contacts the *Grafelijke Zalen Management Agency*:

by e-mail postbus.rvb.grafelijkezalen@rijksoverheid.nl

The *Grafelijke Zalen Management Agency* requires the following information for a correct reservation. The user is requested to provide this information by e-mail.

- Subject of the meeting;
- Objective of the meeting;
- Intended date;
- Number of guests;
- Details of the user;
- Details of the contact person.

3.3.2. Option for making available

The user is granted a (free) option for a period of 14 days if the halls are available. During this period, the *Grafelijke Zalen Management Agency* and the user exchange information, such as the general terms and conditions and the internal rules, any additional days required for assembly and disassembly, the formulation of a scenario. If applicable, the user submits drawings showing the proposed layout of the hall/halls. The user may submit a written request for making available following the exploration whether making available could be possible and the general terms and conditions can be complied with.

3.3.3. Submitting written request

Requests for making **the Ridderzaal** available must be submitted to the general manager of the RVB in writing by a Minister or State Secretary or the Presidium of a High Council of State at least three months before the date of the intended use. The request should make it clear among other things whether the relevant Minister or State Secretary or the presidium of the High Council of State will be **attending and acting as the host of the intended meeting**.

Requests for making the **other halls** available must also be submitted to the general manager of the RVB in writing by a Minister or State Secretary or the Presidium of a High Council of State three months before the date of the intended use. The meeting being hosted by the Minister, State Secretary or the presidium of a High Council of State is not required in this case.

The request for making the Grafelijke Zalen available should also include the possible need for **assembly and disassembly days**.

Requests for making the Grafelijke Zalen available should be addressed to:

**Director General of the Central Government Real Estate Agency
PO Box 20952
2500 EZ The Hague**

3.3.4. Preparation and advice decision to make available

- a. The preparation of the decision to make available is carried out by the Grafelijke Zalen Secretariat. Once the request has been submitted, it will be presented to the Advisory committee if it concerns the making available of the **Ridderzaal**.
- b. The committee consists of the members: the Secretary General of the Senate, the director of Operations of the House of Representatives of the States General and the deputy secretary general of the Ministry of General Affairs.
- c. This committee assesses whether the request falls within the terms for granting provided for in the regulations and decides on the priority of the request. It issues advice in this respect to the director general of the Central Government Real Estate Agency, who decides on making available.
- d. The director general of the Central Government Real Estate Agency decides whether **the other halls** are made available.
- e. The activities referred to under this point take approximately 7 working days after receipt of the request submitted. During the period, the user may enquire with the Grafelijke Zalen Agency after the course of the making available if it so desires.

3.3.5. Decision to make available

In the event the director general decides to make available, the decision and invoice is sent in duplicate to the requesting Ministry or High Council of State. The general terms and conditions and the internal rules are enclosed in duplicate with the decision as an annex. The user is requested to sign both documents: the decision including the invoice and the general terms and conditions and internal rules.

3.3.6. Sending back the signed decision including the invoice and the general terms and conditions/internal rules

The signed documents - the decision including the invoice and the general terms and conditions - must be sent back to the Grafelijke Zalen Agency within **15 days** after the date of the decision:

**Central Government Real Estate Agency
Grafelijke Zalen & Johan de Witt House Agency
PO Box 20952
2500 EZ The Hague**

3.3.7. Payment of the invoice

- a. The user commits that it will pay the reimbursement of costs at least **four weeks** before the date on which the hall/halls will be used. The invoice must be paid by the applicant (the requesting Ministry or the High Council of State). Payment must be made by the applicant **itself** and cannot be delegated to another party.
- b. The reservation will not be final until after the signed order confirmation has been received and the payable reimbursement of costs has been credited to the Central Government Real Estate Agency's bank account.
- c. If the applicant has not paid the invoice on time, i.e. at least four weeks before the date the hall/halls are to be used, the Central Government Real Estate Agency will have the right to cancel the making available.

3.4. Cancellation by the user and cancellation costs

- a. Cancellations and changes to making available already granted must be implemented in writing in advance as soon as possible. In this case, an e-mail to the director general of the Central Government Real Estate Agency via the e-mail address postbus.rvb.grafelijkezalen@rijksoverheid.nl also applies as written notification.
- b. If the making available already granted is cancelled by the user, the costs incurred and the hours worked by the Central Government Real Estate Agency in connection with the making available will be charged to the applicant. In case of cancellation as from 7 days before the start of the meeting 60% of the reimbursement of costs is charged.

3.5. General Information Grafelijke Zalen

General information concerning the Grafelijke Zalen can be found at the following website:
<http://www.rijksvastgoedbedrijf.nl/onderwerpen/diensten/veelgestelde-vragen/beschikbaarstelling-grafelijke-zalen/>