



Rijksvastgoedbedrijf  
*Ministerie van Binnenlandse Zaken en  
Koninkrijksrelaties*

# **Johan de Witt House**

General terms and conditions

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## Foreword and signatures

This document describes the general terms and conditions concerning the use of the Johan de Witt House, drawn up by the Central Government Real Estate Agency (hereinafter referred to as RVB). In addition to being responsible for technical management of the building, RVB is also responsible for making the Johan de Witt House available.

The facilities of the Johan de Witt House are the user's responsibility.

The following documents, which can be inspected at the Grafelijke Zalen & Johan de Witt House Management Agency, act as substantiation of the general terms and conditions:

- the decision-making concerning the making available as performed during the Secretary General consultations on 3 July 2013;
- occupancy permit from The Hague Fire Brigade;
- Media Protocol Johan de Witt House;
- Johan de Witt House Bomb Threat Procedure.

The basic assumptions of the general terms and conditions are safety, the preservation of the monumental character and the cultural historical element of the Johan de Witt House.

Anyone who is involved in any way in the use of the Johan de Witt House must be aware that they are dealing with a very unique location. People are expected to use the Johan de Witt House with respect.

The general terms and conditions in this document serve to support these basic assumptions. By signing the decision to make available and this document, it is indicated that these basic assumptions shall be observed and that the general terms and conditions shall be complied with.

***The user declares that it agrees to the general terms and conditions and shall ensure compliance therewith.***

Signed for approval (signature):

Name: .....

Department or other occupant: .....

Date: .....

## 1. Definitions

Making available:	giving in use the Johan de Witt House on the basis of the Secretary General consultations dated 3 July 2013.
Manager:	RVB employees responsible for day-to-day management of the Johan de Witt House.
Party granting use:	the Manager on behalf of the owner of the Johan de Witt House (RVB).
User:	the party that uses (one or more of) rooms/salons of the Johan de Witt House for holding meetings and that is represented by a contact person to be designated.
Johan de Witt House:	the "bel-etage" and the first floor and various rooms located there and the building's garden at Kneuterdijk no. 6 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 security (Government security organisation), the in-house caterer and the in-house audio-visual provider or other suppliers.

## 2. Procedure for applying for the use of the Johan de Witt House

The Johan de Witt House, or a part thereof, is made available in accordance with the rules laid down in the Secretary General consultations held on 3 July 2013.

### 2.1 To whom is the Johan de Witt House made available?

- a. In principle, the Johan de Witt House is only made available for the benefit of:
  - the Royal Family;
  - members of the government;
  - members of the States General;
  - the departments and the bodies, companies and services of the Central Government that come under it as well as other governments;
  - advisory boards and
  - international organisations and embassies.
- b. The Johan de Witt House is not made available for commercial events and/or purposes in any event.

### 2.2 Reimbursement of expenses related to the use of Johan de Witt House

- a. Compensation by departments will take place on the basis of the allocation formula as determined during the Secretary General consultations held on 3 July 2013.  
The other users receive an invoice (see **Payment of invoice**)

### 2.3 Request for reservation on the date of the meeting

Firstly, the user checks whether the Johan de Witt House is available on the intended date. For this purpose, the user contacts the *Grafelijke Zalen & Johan de Witt House Management Agency*:

by e-mail [postbus.rvb.grafelijkezalen@rijksoverheid.nl](mailto:postbus.rvb.grafelijkezalen@rijksoverheid.nl)

The Grafelijke Zalen & Johan de Witt House 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.

#### **2.4 Option for making available**

The user is granted a (free) option for a period of at most 14 days if the house is available. During this period, the Grafelijke Zalen & Johan de Witt House Agency and the user exchange information, such as the general terms and conditions, 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 house/floor, room, salon. 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.

#### **2.5 Submitting written request**

Requests for making the Johan de Witt House available should be addressed to:

**Grafelijke Zalen & Johan de Witt House Management Agency**  
**postbus.rvb.grafelijkezalen@rijksoverheid.nl**

The request for making the Johan de Witt House available should also include the possible need for **assembly and disassembly days**.

#### **2.6 Preparation of and advice on decision to make available**

The preparation of the decision to make available is carried out by the Grafelijke Zalen & Johan de Witt House Management Agency.

#### **2.7 Decision to make available**

If the Director General decides to make available, the decision - also invoice - will be sent by e-mail to the applicant.

#### **2.8 Sending back the signed decision/also invoice and general terms and conditions**

The signed documents - the decision/also invoice and the general terms and conditions - must be sent back to the Grafelijke Zalen & Johan de Witt House Management Agency within **5 days** after the date of the decision:

**Grafelijke Zalen & Johan de Witt House Management Agency**  
[postbus.rvb.grafelijkezalen@rijksoverheid.nl](mailto:postbus.rvb.grafelijkezalen@rijksoverheid.nl)

## **2.9 Payment of invoice**

- a. If the user is a department, the costs will be set off on the basis of the allocation formula as referred to in **2.2**.
- b. The other users receive a decision to make available, which is also the invoice, from the Management Agency.

## **2.10 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. As written notification an e-mail can be send to the Grafelijke Zalen & Johan de Witt House Management Agency at the e-mail address: [Postbus.rvb.grafelijkezalen@rijksoverheid.nl](mailto:Postbus.rvb.grafelijkezalen@rijksoverheid.nl)
- b. If the making available already granted is cancelled by the user, the costs already 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.

## **2.11 General Information Grafelijke Zalen & Johan de Witt House**

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

## **3. General provision concerning the use of Johan de Witt House**

- a. Meetings in the Johan de Witt House are organised with due observance of the general terms and conditions set. These terms and conditions form part of any agreement for making available and apply to arrangements and agreements between the user and the third parties.
- b. RVB's Director General reserves the right to refuse requests or end meetings in the event the general terms and conditions (or the documents referred to in the foreword by way of substantiation) are violated.
- c. The user declares that it agrees that persons who violate these general terms and conditions may be 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, the Director General of the RVB shall have the right to make a binding decision.

### **3.1 Safety requirements**

- a. The maximum number of visitors/invitees in the Johan de Witt House is limited in connection with fire safety. The maximum numbers of participants can be requested from the Grafelijke Zalen & Johan de Witt House Management Agency.
- b. When setting up, account must be taken of the fact that escape routes and emergency doors are kept clear at all times; the scenario referred to in part 1 including the layout plan is tested for this requirement.
- c. A smoking ban applies within the Johan de Witt House (*Tobacco Act 2002 201 Section 10, 1998 572 Sections 2 and 3*).
- d. 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.
- e. 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.
- f. The user ensures 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.
- g. Instructions issued by the Managers, security staff, the police, fire brigade and the Municipal Health Service (GGD) must be complied with immediately and strictly.
- h. It is not allowed to independently enter a floor/room/salon other than the reserved floor/room/salon without the Manager's supervision.
- i. The Manager of the Johan de Witt House 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.
- j. Public and unsecure WiFi is provided inside the Johan de Witt House; its use is therefore entirely for a user's own risk.

### **3.2 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 Johan de Witt House do not prejudice its 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 assembly, use and disassembly of the layout of a meeting in order to prevent damage to persons, the Johan de Witt House and the inventory.

### **3.3 Liability**

- a. A user to whom the Johan de Witt House has been made available is liable for all direct and indirect damage caused to the building, the immediate surroundings and the inventory including art objects, resulting from a failure to comply with these general terms and conditions 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 or other personnel 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 accept 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 giving in use (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 Director General of the RVB decides to close the Johan de Witt House in connection with an increased threat. On the understanding that such a decision is made in consultation with the Ministry of General Affairs that 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 Johan de Witt House, the user is required itself 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 the general safety and other conditions 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 and other employees are aware of these general terms and conditions.
- i. The party granting use is not liable for any damage whatsoever that is caused by the use of public WiFi.

### **3.4 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 the Johan de Witt House. The user cannot recover the costs incurred from the party granting use.

### **3.5 Submission of the scenario and drawing(s)**

- a. The user is obliged to lay down in a scenario the agreements made with the Grafelijke Zalen & Johan de Witt House Management Agency regarding the preparation and course of the meeting. The scenario is submitted to the Manager by e-mail at least 1 week before the start of the meeting. The Manager of the house has the right to reject all or part of the proposal on the basis of the scenario and any necessary drawings if the general terms and conditions have not been complied with. The event can only take place if the scenario and any necessary drawings have been approved.



### **3.6 Contractors and subcontractors**

- a. All (sub)contractors involved must comply with all statutory requirements that apply to them.
- b. All (sub)contractors must be aware of the general terms and conditions subject to which delivery may take place in the Johan de Witt House.

### **3.7 Layout and cleaning**

- a. The user is responsible for the planning of the build-up and the layout of the rooms. 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 to be 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 disassembly and the collection 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 to 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 Johan de Witt House, it is not allowed to clean the areas with cleaning agents brought in by the user.

### **3.8 Delivery and collection of goods**

- a. Goods intended to be used in the Johan de Witt House 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 "3.1 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.

### **3.9 Audio-visual 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.
- 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. The user must arrange itself for audio-visual 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 brought in by the user 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 the Johan de Witt House does not provide wires, reels, cables, etc. to the user or third parties.

### **3.10 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 the reception takes place.
- d. Storage of goods is possible to a limited extent in consultation with the Manager.
- e. Accessibility of 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 and the kitchen and equipment entirely clean.

### **3.11 Media recordings**

- a. No photographs and/or audio-visual recordings may be created of the Johan de Witt House for commercial purposes.
- b. If it is desirable to take photographs and/or create audio-visual recordings for cultural-historical purposes, such is only allowed with due observance of the 'Grafelijke Zalen & Johan de Witt House Media Protocol' and with the written approval from the Netherlands Government Information Service (RVD).

### **3.12 First Aid**

- a. Emergency exits and escape routes must be accessible and free from obstacles at all times.
- b. During meetings that are attended by more than 50 persons, 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.
- d. It is the case for the Johan de Witt House that other sound facilities may only be used in consultation with the Manager.

### **3.13 Use of public areas**

- a. The Municipal contact centre of The Hague should be contacted for obtaining a municipal permit.

### **3.14 Unforeseen cases**

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

adopted on .....

The Director General of the Central Government Real Estate Agency,  
mr. drs. A.W.H. Bertram