

Terms and conditions

The following standard conditions apply when organizing an event.

(Conferences can decide whether additional conditions may apply).

Events

We distinguish different types of events. When in doubt about the event type you can contact Conferences.

Type	Description	Deadline	To be supplied
1. Small, without facilities	<ul style="list-style-type: none"> Not commercial. Maximum of 150 persons. Without amplified music and electricity, water and toilets. Outside the designated and licensed catering locations. For example: events like barbecues and picnics. <p><i>These events will be handled by Real Estate.</i></p>	Min. 48 hour before start	<ul style="list-style-type: none"> Application form Map of the event Explanation
2. Drinks and/or private events with facilities	<ul style="list-style-type: none"> Only accessible for members of the association. By invitation only. Max. 250 persons Outside the designated and licensed catering locations. For example: drinks for members of associations. <p><i>Up to 150 people: Real Estate will facilitate these events.</i> <i>Other events will be handled by Conferences</i></p>	Min. 8 weeks before start	<ul style="list-style-type: none"> Application form Map of the event Explanation
3. Standard events with or without overnight stays	<ul style="list-style-type: none"> Events with a maximum capacity of 1000 persons Outside the designated and licensed catering locations. For example: small concerts, fairs, exhibitions. <p><i>These events will be handled by Conferences</i></p>	Min. 16 weeks before start	<ul style="list-style-type: none"> Application form Map of the event Roadmap with safety paragraph in accordance with TU/e format including attachments
4. Overnight stays	Campsite	Min. 8 weeks before start	<ul style="list-style-type: none"> Application form Map of the camp site Explanation

5. Large events	<ul style="list-style-type: none"> All events with more than 1000 persons <i>These events will be handled Conferences.</i> 	Min. 18 weeks before start	<ul style="list-style-type: none"> Application form Map of the event Safety plan in accordance with TU/e format including attachments
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Process

1. The event can only take place after agreement between the TU/e and the organizer about the map of the event area, safety and evacuation plans. The organizer of the event will have to provide these plans at an early stage.
2. Events must be requested via the application form on the website in accordance with the above terms.
3. The organizer of the event is responsible for the municipal permit application and/or exemptions, and the costs involved.
4. Permits and/or exemptions may only be requested once Conferences gives permission for the event and the plans.
5. Requests for power and water supplies and fences must be requested at Conferences TU/e, at least two weeks before the start of the event.
6. Request for waste containers must be requested via [Facilitator](#) (Schoonmaak & afval – Aanvraag-Evenementencontainer).

Time

7. Events may occur between 9:00 AM and 11:00 PM. Deviation from these times is only possible with written confirmation from Conferences. Afterwards, the field must be left clean and empty.
8. Different times may apply during exam periods. Contact Conferences for more information.
9. If necessary, Conferences and TU/e Safety & Security are authorized to stop an event at any time.

Organization

10. The organizer of the event will be held responsible for the safety of the event. They will have to show that they are aware of the risks and ensure the deployment of a trained Emergency Response Team and/or professional first aid personnel and, if necessary, security guards during the event (section 26).
11. The organization must deploy a safety officer during the event (event types 3, 4 and 5).
12. Safety and working conditions must be monitored by a designated person from the organization during set-up and dismantlement.
13. All employees/volunteers of the organization must be sober while performing their duties.

Emergency routes

14. Emergency routes must be made in public areas and at all times accessible for emergency services.
15. The emergency route is at least 3.5 m wide and 4.2 m high.

Constructions

16. Arrangements must be made with the suppliers of constructions and tents what to do in the event of a storm or imminent collapse of the construction as well as the (telephone) accessibility of the supplier in case of an emergency. Conferences must be informed thereof in writing.

Rules with respect to the TU/e campus

17. All organizers must adhere to the parameters/framework as described by Location details, which

can be found on the website.

18. On campus the use of glassware (outside the buildings) is not allowed. Only sustainable cardboard, plastic or tin containers are allowed.

19. Open fire is not allowed (also applies to fire pots). Only gas bbq's are allowed.

20. After the event, the terrain and the environment must be cleaned up immediately. The area will be checked by Real Estate. If the area is not properly left behind, Real Estate will clean up and/or repair the site at the expense of the organization.

21. Event areas must be set up in accordance with 'Besluit Brandveilig Gebruik en Basishulpverlening Overige Plaatsen'. Contact Conferences for more information.

Alcohol

22. The organization has the responsibility not to serve alcohol to persons under the age of 18.

23. The organization has to show how they will prevent that minors can buy/get alcoholic beverages and/or alcohol will be supplied to minors.

24. It is allowed to serve alcohol to persons of 18 years and over from 4:00 PM onwards, unless otherwise agreed upon in writing with Conferences.

25. If you want to serve or sell alcoholic beverages outside an official catering location or terrace (with a beverage and catering license) you will have to apply for a 'Ontheffing art. 35 Drank- en Horecawet' at the Municipality of Eindhoven. Serving alcoholic beverages is only allowed under the supervision of someone who has completed IVA (Instructie Verantwoord Alcoholschenken).

Security

26. Event organizers must think about the number of security personnel they want to deploy (event types 2, 3, 4 and 5). TU/e Safety & Security can help organizers by determine the number and positions. After approval of the deployment schedule by Conferences you can contact HSG Security (partner of TU/e) to hire security personnel. General terms and conditions of purchase of TU/e are applicable.

Safety

27. The emergency number for incidents and medical emergencies is **040-2472222**. The TU/e Security Center will contact external emergency services if necessary.

28. The distance between foodtrucks and/or constructions should be at least 5 meters.

Sanitary facilities

29. The organization is obliged to have sufficient sanitary facilities in the proximity of the event.

- a. For events that are open for less than 6 hours: 1 toilet per 100 women, 1 toilet per 500 men + 1 urinal per 150 men.
- b. For events that are open for more than 6 hours but with little/no alcohol and/or food sales: 1 toilet per 85 women, 1 toilet per 425 men + 1 urinal per 125 men.
- c. For events that are open longer than 6 hours, with a lot of alcohol and food sales: 1 toilet per 75 women, 1 toilet per 400 men + 1 urinal per 100 men.

30. The total number of toilets will be decided in accordance with Conferences.

31. The mobile toilets may only be installed just before the event and must be removed within 24 hours after the event (on working days).

32. The mobile toilets must be locked up when not in use.

33. For outside areas, facilities in the buildings cannot be used, unless permission is given by the building administrator.

Sound

34. Amplified music is only allowed after written approval of Conferences.

Costs

35. The use of the TU/e campus is free of charge for TU/e students and staff, in case the activity matches with TU/e purposes.

36. Costs for deployment of TU/e Safety and/or Security will be charged to the event organization.

37. It is possible that costs will be charged for work or deliveries done by or on behalf of services of the TU/e for an event. The actual costs will be charged to the organization.

Others

38. In all cases not provided for in these terms and conditions, Conferences will decide.