

## **Rental and Cancellation Terms and Conditions**

- Small or one-time reservations (less than €100) are paid by card at the counter.
- Taking an option is possible when the request is made at least 14 days before the reservation date. For this, the following applies: If another party is interested in the same room, the option will expire within 48 hours. The option holder will receive an email to convert the option into a final reservation in a timely manner.
- It is not allowed to rent rooms for external courses or workshops.
- The regular rooms are equipped with a piano, chairs, and a sound system. The multifunctional spaces are equipped with tables and chairs, a projector with a VGA connection, and a TV screen with an HDMI connection. You are responsible for further setup.
- To comply with fire safety regulations and maintain our usage permit, it is not allowed to place furniture from the rooms in the hallway.
- When leaving the room, you must stack chairs and place them against the wall. This also applies if they were not stacked when entering the room. You are expected to leave the space tidy. We will charge a cleaning fee of €50 for negligence.
- The tenant must vacate the room at the agreed-upon time. The key(s) must be returned to the reception at the reserved end time.
- Smoking, eating, cooking, or drinking are not allowed in the rooms.
- Percussion, drums, and bagpipes are not allowed in the rooms, nor is amplified music, except for singing.
- Between 11:00 PM and 7:00 AM, loading or unloading is not allowed at the request of the police and neighbors.
- The tenant is responsible for the placement and connection of materials such as a projector, a small sound system, a flip chart, or musical instruments. Reserved materials must be picked up and returned by the tenant at the reception or from a designated location. The materials will not be set up and/or connected. We will charge an extra €10 for each device/instrument that remains. For chest organs and harpsichords, €25.
- All rentals with commercial interests for one or more people are charged at the full rate (no discount is applied). In this case, the student percentage does not apply.
- Confirmation will be sent by email and will show the room(s), price, and time. Only emails with this content can be considered confirmation.
- Parnassos is located in an old, monumental building with interconnected wooden floors and half-brick partition walls. This means that tenants and users of the building may experience noise from each other. If the tenant has an activity where other sounds in the building are undesirable, the tenant can contact the management department to discuss the best option.
- The pianos in the rooms are tuned according to a fixed schedule and at least four times a year. The tenant can request an extra tuning if they desire a recently tuned and pure piano. The costs are at least €80, depending on the timing of the tuning.
- For a rental, the General Terms and Conditions and house rules of Parnassos apply.

## **Additional Bar Rental Terms**

- The bar must be rented for a minimum of three consecutive hours, unless it follows regular opening hours.
- Closing time is no later than 2:00 a.m.

- The bar can accommodate 120 people (65 seating places).
- Bar staff only serve drinks at the bar, so there is no table service. Staff cannot be used as an extension of your own organization.
- Glassware must not leave the bar (i.e., it should not be taken to the rooms).
- Strict sound limitations apply in the bar: Amplified bands or DJ sets are not allowed unless the DJ set uses our amplification and limiter (82 dB).
- When using the kitchen, the tenant must leave everything clean within the rental time. For catering, leftovers must be cleaned up or disposed of.
- The furniture has a fixed arrangement. The tenant may change it at will and partly move it to another room (by appointment). At the end of the reservation, the tenant must return the furniture to its original fixed location.
- In case of negligence, Parnassos may charge cleaning fees.
- Own snacks are allowed but must be cleaned up by the tenant. Staff should not be inconvenienced.
- In consultation with the bar, a self-selected caterer may deliver meals in the bar. You or the caterer must provide plates and cutlery.
- Parnassos is not liable for damage or loss of your property.
- Glassware from the bar may not be taken. We will charge for glasses that are found in the building after a rental or are missing.

#### **Additional Theater Hall Rental Terms**

- Parnassos' technical team must be informed of the content of the performance or event before the reservation date. Contact [technik.parnassos@uu.nl](mailto:technik.parnassos@uu.nl) well before the reservation date. You can also contact this email address for special effects.
- A Parnassos technician must always be present during the technical setup and the activity.
- When using technical facilities, you must follow the instructions or guidance of the technician.
- The tenant is responsible for ticket sales and public announcements through flyers or posters. Parnassos does not provide additional promotion services.
- The use of open fire, fog, steam, and smoke is not allowed.
- You may only use impregnated (fire-resistant) fabrics.
- Food and beverages are prohibited in the hall.
- Confetti, glitter, fake snow, and the like are not allowed.
- Decor must be manageable and must not scratch the floor
- Emergency exits must always be accessible.
- Lifting according to ARBO standards is allowed.
- Always use personal protective equipment.
- Internet access is available. You can log in for free on the UU-visitor network.
- The room must be left tidy; otherwise, we will charge cleaning fees.

#### **Cancellation Terms and Conditions**

Cancellation can only be done via email: [verhuur.parnassos@uu.nl](mailto:verhuur.parnassos@uu.nl). Cancellation by phone is not valid.

**Upon cancellation:**

2 weeks or more in advance -

Between 1 and 2 weeks in advance -

1 week or less in advance -

**Tenant pays:**

no cost

50% of the rental cost

100% of the rental cost

**Additional Bar Cancellation Terms****Upon cancellation:**

2 weeks or more in advance -

Less than 2 weeks in advance -

Less than one week in advance -

**Tenant pays:**

no cost

50% of the rent or turnover guarantee

100% of the rent or turnover guarantee

**Additional Theater Hall Technical Cancellation Terms****Upon cancellation:**

More than 1 month in advance -

2 weeks to 1 month in advance -

48 hours to 2 weeks in advance -

48 hours or less in advance -

**Tenant pays:**

no cost

50% of the estimated man-hours

75% of the estimated man-hours

100% of the estimated man-hours