APPLICATION FORM — USER AGREEMENT

Last updated: November 1, 2026

1. BILLING DETAILS (Association / Organisation / Individual)

Name: .....

Address: .....

Postal Code & Municipality: ..... VAT No.: .....

Purchase Order No. (if applicable): .....

Phone: ..... Mobile: ..... E-mail: .....

Contact Person Name: .....

Contact Person Mobile: .....

2. ACTIVITY DETAILS

Date: ..... / ..... / 20.... Start Time: ..... End Time: .....

Description of Activity: ....

Expected Number of Attendees: ..... Admission Fee (Participants): .....

Organising a public activity? [ ] YES / [ ] NO

Promotions & Social Media:

- Tag Werkhuys on social media: @werkhuysvzw
- To promote your event on our website, send details/text to: info@werkhuys.be + use our logo below

3. REQUESTED ROOM(S)

[ ] Theaterzaal	[ ] Foyer	[ ] Literair Salon
[ ] Koepelzaal	[ ] Muzieklokaal	[ ] Tussenlokaal
[ ] Zaal 12	[ ] Balletzaal	[ ] Zaal 7
[ ] Zolder	[ ] Bar Stam	[ ] Dansstudio

4. DECLARATION & SIGNATURE

By signing this User Agreement, I declare that:

1. The information provided above is complete and correct.
2. I have read and agree to comply with the House Regulations of 't Werkhuys.

Date: ..... Signature: .....

GENERAL RULES & MEASURES (Full overview in House Regulations)

• After using the room, each user (renter) must: dispose of trash in bins, sweep/Swiffer the floor, set heating to position 1 (on cold days), return furniture to original position, turn off lights, and close windows & doors.

• Bicycles, motorcycles, or scooters must be parked on the street — strictly not in the courtyard, hallways, or rooms.

• Please notify Werkhuys immediately of any issues or deficiencies in the building so we can resolve them.

• Werkhuys management reserves the right to inspect activities and enter rooms at all times.

• Incomplete/incorrect details or failure to comply with House Regulations may lead to refusal of access to Werkhuys facilities.

ROOM CAPACITIES & SURFACE AREA

Legend: (*) Increase in capacity negotiable | (!) No movement/physical activities permitted | (°) Weekends only, fixed day rate

Room / Space	Maximum Capacity	Surface Area
Theaterzaal	180 persons (*)	194 m²
Foyer	100 persons (*)	144 m²
Koepelzaal	100 persons	185 m²
Salon (!)	32 persons	64 m²
Zaal 12 (!)	28 persons	85 m²
Balletzaal	30 persons	109 m²
Tussenlokaal (!)	21 persons	63 m²
Muzieklokaal (!)	17 persons	53 m²
Zaal 7	30 persons	91 m²
Zolder (!)	43 persons	86 m²
Dansstudio	40 persons	65 m²
Bar Stam (°)	90 persons	220 m²