

HOUSE RULES AND TERMS OF USE CIRCUS KAPEL

ARRIVAL AND DEPARTURE

Times for arrival and departure are agreed so that a manager can welcome the residents to guide the way and sign them out on the last day. At arrival we will walk through the space together and the key is exchanged.

Upon arrival and departure, the gas meter reading is recorded.

The intake-form with meter readings and registration of special circumstances is completed and signed by both parties.

PARKING

In the neighborhood of the Circus Kapel, parking is allowed only for permit holders, so there is no possibility for residents to park their vehicle nearby.

Upon arrival and departure, for loading and unloading, 1 vehicle may be parked for a maximum of 30 minutes with warning lights on, in front of the red door (#24).

Parking possibilities in the neighborhood, paid and unpaid, can be found in the attachment (P-plan)

LOCATION

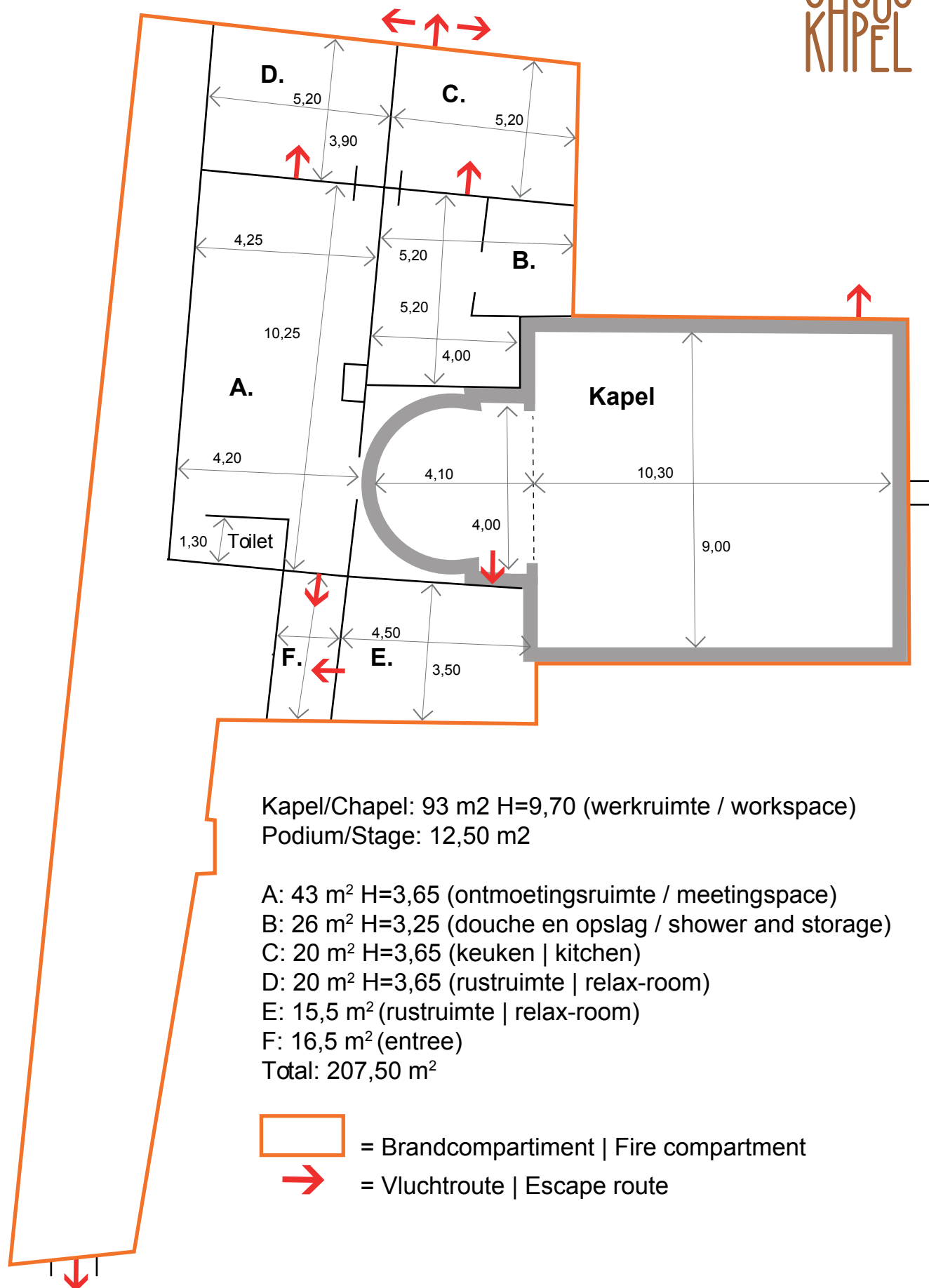
The Circus Kapel is located 1.5 km from Central Train Station 's-Hertogenbosch:

18 minutes walk, 5 minutes by bike (public transport bike/ electric bikes and scooters available in town)

The accommodation consists of a working space (the chapel), a meeting room, toilet, large kitchen and office space with bed.



The maximum capacity (presentations) according to safety standards is 50 people, including artists and staff.

Wi-Fi is available and can be used at no additional cost.



Kapel/Chapel: 93 m² H=9,70 (werkruimte / workspace)
Podium/Stage: 12,50 m²

A: 43 m² H=3,65 (ontmoetingsruimte / meetingspace)
B: 26 m² H=3,25 (douche en opslag / shower and storage)
C: 20 m² H=3,65 (keuken | kitchen)
D: 20 m² H=3,65 (rustruimte | relax-room)
E: 15,5 m² (rustruimte | relax-room)
F: 16,5 m² (entree)
Total: 207,50 m²

 = Brandcompartiment | Fire compartment
 = Vluchtroute | Escape route

FACILITIES

The large space in the Kapel is suitable for use as a rehearsal and creation space for physical work. We have the basic materials needed by performing artists available for use.

It is not intended that the space(s) are used for crafts, construction of decor, etc. However, smaller crafts (props/ costumes, etc) are allowed.

In the Circus Kapel a black ballet floor is present

Size of the floor is 10m L x 9m W x 7.5m free height

At the floor connects the alcove, where usually the audience takes place/ the resident can set up a work (conversation) place.

A temporary rigging structure is currently built in the Kapel. This construction is 7.5 meters high and there is 1 safety mat.

The workspace is lit with TL-lights.

Mixer and amplifier are both present for use with 2 speakers placed on the wooden platform.

Electric lift/ hydraulic elevator:

The key to this machine is handed over only when people are present with certification to operate this machine. It is exceptional and only allowed to use the genie when more than 1 person is present at the location. It is forbidden to use the genie when you are alone on the site.

Residents provide themselves with food and drinks and can use the kitchen to prepare a meal.

There is a bar in the meeting space which is particularly equipped for use when receiving guests/public.

Residents can use the large kitchen for daily use and thus keep the bar in the meeting space unused and clean.

The kitchen is equipped with

- coffee machine and water boiler
- refrigerator with freezer compartment
- dishwasher
- stove



Meeting space



Kitchen

WORKING HOURS

Since people live around the chapel, it is necessary to make arrangements regarding noise control: The residents can produce (amplified) noise on weekdays from 9:00 to 18:00 and in weekends from 10:30 to 19:00. At other times it is allowed to work in the chapel until 22.00, provided that this does not cause any noise complaints.

PRACTICAL CONCERNS

The red door on the street side should never be left open.

When there is a gathering moment with several guests, someone will have to stay at the door to open and close the door each time.

Please close all windows if you leave the location for more than 4 hours.

Pets are not allowed in the Circus Kapel.

Smoking is not allowed in the entire building.

We kindly ask not to smoke in front of the entrance to the building. We recommend a short walk to visit St. Jan's Cathedral or the Casino Garden. For a longer break or walk, the nature reserve (wetlands) the Bossche Broek is nearby.

STAYING OVERNIGHT

The maximum number of persons to stay overnight in the Circus Kapel is 4.

If it is chosen to stay overnight, we offer sleeping places in the small rooms. For this, residents should email their passport copies in advance, indicating the dates they wish to stay overnight.

It is necessary to bring your own sheets, bedding, blanket, pillow and towels.

It is not allowed to bring and/or house children in residence.

HOUSEKEEPING AND CLEANING

It is the responsibility of the residents to return the used spaces in the same condition as on arrival. The time spent on tidying and cleaning should not be neglected. (Start on time to be finished before signing out with manager)

Each room used must be put in order and cleaned at the end of the residence. When the key is returned the room is furnished the same and as clean as when the key was received:

- Garbage cans have been emptied into the designated bins in the dirt alley next to the chapel.
- Dishes have been washed and put back away, floor cleaned, refrigerator emptied and cleaned, clean coffee maker, clean toilet and shower, etc....

Equipment has been turned off and materials / used cables etc. neatly stored.

CONDITIONS

- The Circus Kapel does not offer fee's to residents, nor reimbursement of transportation and travel expenses.
- The resident pays a fixed weekly rate including use of electricity and water.

A part of the use of gas is included in the weekly rate, when it is exceeded, usage is charged per cubic meter:

1 may- 30 september	50m3 included in weekly costs	Exceeded usage: Euro 3.- per m3
1 october- 30 april	200m3 included in weekly costs	Exceeded usage: Euro 3.- per m3

For the use of gas/heating we register the gas meter reading on arrival and departure and an invoice is sent to the resident after the residency period including the calculations as mentioned above.

Keep connecting doors closed as much as possible and only turn on the heating in the rooms you use.

- Key deposit: a deposit of 100 euros will be paid to the Circus Kapel upon arrival.
- If the exit inventory proves adequate, the deposit will be refunded promptly.
- Cleaning: the resident can leave the space clean. If the space is not left clean upon departure, an additional €75,- will be billed for cleaning costs.
- A contribution is charged for use of high voltage electricity.

We reserve the right to withhold part or the full amount of deposit in case of loss of keys, observed damage in used rooms and equipment, or negligence in putting in order and cleaning the rooms used during your stay.



Entrance

PRESENTATION MOMENTS

We greatly appreciate it if the residency period is concluded with a presentation moment (try out/ work in progress/ open studio). In cooperation we can arrange who and how many people can be invited. Several residents of the De Papenhulst complex, of which the Circus Kapel is a part, are interested in what kind of work is created. Through social media of the Circus Kapel, the network of Buro Piket and Festival Circolo, colleagues, artists, students of the (circus) training or other interested parties can be invited. For adequate communication, the day and time of the presentation must be determined at least 5 days in advance.

GUESTBOOK / ARCHIVE OF RESIDENTS

On the website www.circuskapel.nl, we are visualizing which residents have used the Circus Kapel and we build a database of professionals who worked with them.

Therefore, we are constantly looking for footage and residency information to post on our website and social media.

From the beginning, we are building a database of a network of contacts of experts such as technicians, dramaturgs, directors, scenographers, musicians, outside eyes, etc. who have worked in the Circus Kapel.

We ask residents to mention the Circus Kapel in all communications and in the credits of the final performance produced.



Meeting space