



Housing Affairs Council
Event Guidelines & Application Form

Are you planning on having a party or an event where you expect around twenty people or more? Please read the information on this page carefully and submit the form on the next page to hac@ucr.nl!

Important to know

Communication

You are required to send the HAC the Event Application 24 hours before the event is taking place, which is when the HAC will discuss your application. You should also inform your neighbours, both UCR and non-UCR, at least 48 hours before the event takes place. Not doing so might lead to your event still being disapproved. Furthermore, either the main organiser or second organiser is required to reside in the Campus location where the event is held.

Nuisance

Authorisation granted by the HAC does not mean that you are allowed to cause nuisance or inconvenience to your neighbours. To prevent this from happening, the host is obliged to keep all windows and doors closed during the quiet hours. If this condition is not adhered to, the HAC may be forced to end the event. After the party all common rooms and areas, stairwells, pavements, and outside areas should be cleaned before 12:00 the next day.

Responsibility

As event host, you are responsible for all your guests and their behaviour. In case the HAC receives any complaints regarding you or your guests' behaviour, you will be held accountable, which could lead to an official warning in case of repetition. If the caretaker or the owner of the building finds that damage is caused, the event host will be held responsible. This also goes for any cleaning costs or other costs incurred after not following the Event Guidelines.

Safety

Please make sure that corridors, escape routes, and emergency doors are never blocked! If you are using decorations of any kind, ensure that they are fire proof.

Adherence to these guidelines

By signing this form, you agree to the terms outlined in this agreement. Failure to adhere to these guidelines, may result in appropriate measures taken by HAC.



Housing Affairs Council
Event Guidelines & Application Form

Location of event

Address

Date and time

from

until

Number of visitors expected

Main organiser

Address

Phone number

E-mail address

Second organiser

Address

Phone number

E-mail address

By signing this form, I declare to be aware of the HAC Event Guidelines and understanding them. The organiser(s) will be addressed as responsible person(s) in relation to all the festivities and resulting matters.

Signature main organiser

Signature second organiser

Please complete this form and send the digitally signed form to hac@ucr.nl 24 hours before the event is taking place!