

REGULATIONS CREW



Prohibited to smoke inside the buildings



Prohibited to make night noise on the parkings and in the hal,...



Prohibited to run vehicles on a stationary basis



Forbidden to drive vehicles in the studios



Forbidden to take water from the fire hose reels



Forbidden to enter the non-rented areas



Forbidden to clean paint brushes in the sinks



Forbidden to work or use materials outside of the rented areas



Forbidden to place materials against the facades and walls



Forbidden to stock empties or other material outside of the studios



Forbidden to load/unload inside public hallways (transpallets, flichtcases,...)



Prohibited access for pets



Mandatory to park in the parking spot

Mandatory to park on the crew/artist parking (P1 & 2)



Mandatory to throw garbage in the waste containers and sort

Mandatory to throw cigarettes in the ashtrays (outdoor)



Mandatory to clean the rented rooms brush clean



Mandatory to keep the gates and doors closed



Mandatory to forward the rigging plan for approval



Mandatory to keep doors, fire hose reels, evacuation areas and gates free

Mandatory to load and unload through the gates and in the assigned area



Mandatory to deactivate the beam detection in case of smoke or working in height

REGULATIONS

HOTEL ROOMS



Prohibited to smoke inside the buildings



Prohibited to make night noise on the car park, corridors and terraces



Prohibited to move furniture and fire extinguisher



Prohibited to sabotage the smoke detectors



Prohibited to let guest stay overnight



Prohibited access for pets



Mandatory to park in the parking spots P1 & 2



Mandatory to place your bike in the bicycle storage



Mandatory to throw garbage in the waste containers and sort
Mandatory to throw cigarettes in the ashtrays (outdoor)



Mandatory to cook under the cooker hood (apartments)



Mandatory to report damage and defects



Mandatory to keep your room and kitchen clean and cleaned up



Mandatory to keep the gates and doors closed and free



Mandatory to close the windows and doors, to turn off the lights and heating, empty the fridge when leaving



Mandatory to check out before 10AM. Badge and key have to be handed over to the AED Studios team, or according to other arrangements made with AED Studios

INFO

Site gates open 8AM - 8PM

Max permitted speed: 10km/h

Camera monitoring: info@aedstudios.com

At siren, evacuate

False smoke alarm: €500

Cleaning & replacing linen: 1x/week, extra towels: 1x/week

Lost badge: €25 / Lost key: €50 / Smoking inside: €250/time

AED Studios is not responsible for damage, theft & accidents

REGULATIONS RENTERS

-  Prohibited to smoke inside the buildings
-  Prohibited to sabotage the smoke detectors
-  Prohibited access to not rented zones
-  Prohibited to make night noise on the car park, corridors and terraces
-  Prohibited to move furniture and fire extinguisher
-  Prohibited to work or to use equipment outside the assigned area
-  Prohibited to clean paint brushes in the sinks
-  Forbidden to load/unload inside public hallways (transpallets, flightcases,...)
-  Prohibited to replace the locks and cylinders without reporting
-  Prohibited to stock dangerous, harmful and/or explosive fabrics
-  Prohibited access for pets
-  Mandatory to place your bike in the bicycle storage
-  Mandatory to park in the parking spots P1 & 2
-  Mandatory to throw garbage in the waste containers and sort
Mandatory to throw cigarettes in the ashtrays (outdoor)
-  Mandatory to report damage and defects
-  Mandatory to keep the gates and doors closed and free
-  Mandatory to close windows/ doors, turn out the lights and heating when leaving
-  Mandatory to load and unload through the gates and in the assigned area

INFO Site gates open 8AM - 8PM
Max permitted speed: 10km/h
Camera monitoring: info@aedstudios.com
At siren, evacuate
False smoke alarm: €500
Cleaning & replacing linen: 1x/week, extra towels: 1x/week
Lost badge: €25 / Lost key: €50 / Smoking inside: €250/time
AED Studios is not responsible for damage, theft & accidents

REGULATIONS

VISITORS



Prohibited to smoke inside the buildings



Prohibited to make night noise on the car park, corridors and terraces



Prohibited to run vehicles on a stationary basis



Permitted speed 15km/h



Prohibited access for pets



Mandatory to place your bike in the bicycle storage



Mandatory to park in the parking spots P1 & 2



Mandatory to throw garbage in the waste containers and sort
Mandatory to throw cigarettes in the ashtrays (outdoor)

INFO

Site gates open 8AM - 8PM
Max permitted speed: 10km/h
Camera monitoring: info@aedstudios.com
At siren, evacuate
False smoke alarm: €500
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EXTERN.
EMERG.NR.

112

What to do in case of...

FIRE ALARM Evacuation alarm goes off
Everyone leaves the building
A responsible person will check every apartment or lodge to ensure that everyone has left the building
He/She goes to the car parking to check the presence of everyone again
Nobody goes back inside the building without permission of AED Studios

FIRE Push the red button in the hallway!
Call 112
Close windows and doors
Try to extinguish by using material in your environment, safety of people have priority!
Evacuation: go to the evacuation zone
Check all rooms if someone is present
Names of absentees are called

End of the alarm: responsible of AED Studios gives permission to enter the building again

THEFT Call the permanence number 0032 475 96 97 88
Self-declaration to the police

ACCIDENT Call the permanence number: 0032 475 96 97 88
If necessary: call immediately 112

INTERN. Permanence number: 0032 475 96 97 88
EMERG.NR. Emergency number: 0032 479 89 89 80
General number: 0032 3 454 20 10

EXTERN.
EMERG.NR. 112