

Basic conditions clubnights for promoters:

De Balie = The Venue

Promotor = The organizing party

- Maximum of 750 guests (incl. guest list and crew)
- Our venue has two dance halls for club nights: one large hall (Grote Zaal) and one smaller hall (Salon). Grote Zaal fits max. 500 and Salon max. 150 people.
- Our Foyer will be available from 00:00 as a chill-out room with tables and/or chairs. A different plan for this area can possibly be discussed. Before 00:00 we ask for rental fee/ buyout of €1000,- an hour.
- A wardrobe will be set up in the upstairs area (Bovenfoyer) of De Balie. We will provide wardrobe employees. We will ask visitors €1.50 per guarded item to the visitors. The promotor can offer this to the guests free of charge for a buyout of €1200,-.
- De Balie creates a smoking room for the guests of the club night, until legally permitted (I-I-2022).
- De Balie sets up a selling point of tokens, located in the hall at the entrance. Payment during club nights is tokens-only. These can be exchanged up to 15 minutes after the bar closes. The promotor can purchase tokens (300 maximum) with a 25% discount with our club manager. These will have to be purchased before the club night starts.
- The dressing room above the Grote Zaal can be used as a backstage area. It is located above the smoking room, so be aware of smokiness.
- The promotor provides the drink for the artists, or can purchase tokens. You can also choose to order our standard heineken bottles, smirnoff wodka, red bull and preferred sodas per tray, one month in advance. We will place your order in your dressing room.
- We can arrange a crew dinner in our restaurant up until 21:00. You will receive a crew discount of 10%. The definite number of guests have to be confirmed 1 week in advance to horeca@debalie.nl.
- The use of confetti is prohibited during the event. If you do want to make use of confetti during the event, additional cleaning costs will be applied.
- The ticket scan will run through De Balie: De Balie provides 1 employee from 11 p.m. to 3 a.m. for scanning the tickets. The scanning equipment or a smartphone with charger is provided by the promotor.
- The guest list is communicated one day in advance. The promotor receives artist straps from De Balie. When the maximum capacity has been reached, guests may not be added on the list and granted access that way on the night itself.
- The doormen are managed by the club manager of De Balie. All communication, changes in policy and requests will run through the club manager of De Balie.

- The external organization will clearly designate one single contact person. He or she will be a sober point of contact during the entire event. This person must have been present at preliminary meetings.
- At least 2 weeks prior to the event you will have to provide us a technical rider and a list of all decorations and props you will bring via e-mail. All materials brought in must be fire-resistant.
- We do not allow activities that contain open fire. Activities with a risk to safety must be explicitly discussed with De Balie. Approval must have been given before such events can take place.
- When equipment is brought in externally, an insurance must be taken out by the hiring party. It is also the responsibility of the promotor to safely store these items (or have them stored) in a lockable room. This also includes own CDJs and other sensitive equipment.
- Unfortunately, De Balie has no storage space available since we need it for our own equipment.
- Our general conditions and house rules will be applied with the exception of the cancellation conditions. These are for club nights: up to 2 months prior to the event, the event can be canceled without additional costs, afterwards an amount of €2000 (excl. VAT) will be charged to compensate for lost income.
- You rent our halls casco: this means you will bring your own technicians and equipment (light, sound etc.). When programming your event for several successive nights, the technical equipment is shared with the subsequent nights: E.g. during ADE (Amsterdam Dance Event) we always use the same supplier for the technical installation. You can rent your equipment at this company.
- A technician will be present during your entire presence (during construction, dismantling, and the night itself when necessary to us). Our technician is in support of your technical team: e.g. operating the aerial platform, access to truss, designating power points. All technical equipment is hung, operated and dismantled by the promotor. The lighting of the corridors between the halls is done by external technicians rented by the promotor. The big and small hall are available from max. 8 hours prior to the event (not before 11am) up to max. 8 hours after the event (not after 13pm). Afterwards we will need our space again for other programs, which means that all items must be gone. If you will make use of our halls after the agreed rental period, a half-day room hire will be charged.
- De Balie is not responsible for technical defects
- We handle a bar guarantee of € 8000,-. If De Balie does not make this amount on barsales, the difference will be charged to the promotor.
- Damage to any property of De Balie will be charged to the promotor.

Costs:

Casco deal : €2500, - Payment 3 months in advance

Including:

- Room rental
- Doormen
- Supporting technicians
- Cleaning service
- Bar staff / Wardrobe staff / ticketing staff
- Event coordination bars/doormen/ticketing/tokens

Excluding:

- Cleaning costs confetti: €800, -
- External technical equipment and staff

Surcharge on public holidays:

- surcharge bar staff: €2000, -
- surcharge technicians: €500, -
- surcharge doormen: €1000,-
- surcharge cleaning costs: €800, -
- surcharge cleaning costs incl. confetti: €1600, -
- Possible permits, max costs €230,-