



Reservation Rules /Pub

1. The /Pub can only be booked by email. A completed registration form, which can be found on the website of the /Pub, is also mandatory for every reservation and must be confirmed by the /Pub Board.
 - (a) Events of the study associations CH and ETV that are discussed during meetings are no longer subject to the obligation of a registration form.
2. When booking the /Pub, a “first come, first served” policy applies.
 - (a) Whoever requested a certain date for reserving the /Pub first, will be assigned the date.
 - (b) There is no priority for any event.
3. Reservations for the /Pub should be requested at least two (2) weeks before the desired date.
4. It is not possible to exclusively reserve the /Pub during the regular opening hours of the /Pub (Wednesdays and Thursdays from 16:30).
 - (a) Major events from the study associations CH and ETV can take place once a quarter after consultation from 19:00 on Wednesday or Thursday. These reservations should be requested at least four (4) weeks before the desired date.
 - (b) It is possible to exclusively reserve the Back/ after consultation from 16:30 on Wednesday or Thursday.
5. The closing time of the /Pub is 00:00. This is the time when each event must end and visitors must leave the room. This time does not include cleaning, which can still happen after this time.
 - (a) A later closing time is only possible in consultation with the faculty. This must be requested at least two (2) weeks in advance.
6. Reservations must be known to the other Board members by means of: the reservations overview, which can be found on the Drive (called ‘Jaaroverzicht’), or via the calendar, that can be found on the website. Important events should be mentioned in the Board meeting.
7. Cancellations for the /Pub can be requested no later than five (5) working days before the desired date.
 - (a) If this happens at a later stage, costs for the event that already have been made by the /Pub Board will be charged to the organizer.
 - (b) If this happens at a later stage, costs for the barkeepers/BHV’er(s) for the planned evening will be charged to the organizer.
 - (c) In good consultation with, and with written approval from the /Pub Board, it can be decided to deviate from the rules above.
8. Should the situation arise that the /Pub Board has to cancel a reservation, an attempt will always be made to do this two (2) weeks before the relevant date. Costs incurred by the /Pub Board will in this case be paid by the /Pub.
 - (a) In case of force majeure, the /Pub Board reserves the right to cancel a reservation at a later date.