

## BRUSSELS SPECIAL VENUES CHARTER

The mission of the Association of Brussels Special Venues is to promote quality standards and professionalism among members, and to represent them within the Meetings & Events Industry in Brussels. The venues are characterised by their special architectural and/or cultural qualities.

The commitments outlined in this charter are applicable to all members of the Association.

Individual declaration

I declare:

- I am the authorized representative of the venue
- the venue is located in one of the 19 municipalities of the Brussels Region
- the venue is in possession of all legally required operating licenses issued by the fire-brigade, the municipality and the Brussels Region.

Commitments

- the venue has a permanent infrastructure (no marquee or any other temporary structure) with a minimum capacity of 100 people.
- the venue is financially healthy as proven by at least one annual report or feasibility study.
- the venue has been operational for at least one year at the time of joining the Association
- the venue must operate and maintain a professional up-to-date website in the main Belgian and international languages.
- the venue will refer any rental opportunities it is unable to satisfy to fellow BSV members
- the venue will feature the BSV logo in a prominent place on its website homepage.
- the venue is committed to guaranteeing full transparency to its clients in regard to its mission, responsibilities and type of remuneration.
- the venue offers at minimum bilingual customer service.
- the venue must be represented at BSV general meetings which are held 4 times a year
- the venue commits to hosting a general meeting on a rota basis.
- the venue is committed to active involvement in the association, including participation in one of the working groups, representation at international trade fairs....