

> CLUB RULES

House17 - Private Members Club



As a member of House17, you're welcome to enjoy all the benefits of being part of our Club - from the five floors of our charming building to our various food and beverage offers at any time of day or night during opening hours, as well as all events and activities organised by the Club.

Not to mention the numerous opportunities to get to know your fellow members - whether by bumping into someone interesting in the various bars or by asking us to introduce you to some new contacts for your professional or private networking circle.

At House17, it's all about being part of something where ultimately, you get out what you put in. Here are some pointers to guide you along the way...



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Subscription

Membership application through duly filled-out membership application form as provided by the Club or via its website will be put in front of the Club's Board of Directors for review and approval.

Membership subscription is based on a yearly contract. The registration fee and subscription rates for all categories of membership are subject to renewal at any time by House17. Both the registration and subscription fees must be paid up front and will be required prior to full access to the Club. Failure to pay the annual subscription within 30 days of the membership contract start date will result in the member being denied admission and membership termination. Any resignations mid-way through the contract period of one year will not be refunded.

Membership renewal

Six to eight weeks prior to the annual membership expiration deadline, each member will be notified in writing by House17 with an invitation and invoice to renew their membership. Membership will automatically be suspended if payment has not been received on the renewal date of the contract. Any member wishing to resign must do so in writing or via email to House17 Reception, Event Management or to one of the General Partners of the Club.

House17 reserves the right not to invite any member to renew their membership and is under no obligation to provide a reason for this decision.

Membership card

Membership cards allow entry to House17 and should be carried by the member at all times, with the exception of corporate membership cards which shall remain at the Club's reception at all times. Membership cards can be used to start a tab in the Club. They may only be used by the member(s) registered on said card and are not transferable. Allowing another person to use a member's membership card may result in termination of membership.

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Guests

A member must be present for their guests to use the facilities or to make reservations. Each member can bring up to five guests per day to the Club for a visit, drink or meal. Reception or Event Management must be informed beforehand and the member is required to announce their guests on arrival. Members must provide Reception or Event Management with a guest list for private functions in advance. Members are ultimately responsible for the behaviour of, and will be financially liable for, their guests and all facilities used by them at House17.

During the day, any person under the age of 18 must be accompanied by an adult member. In the evenings, a person under the age of 18 is not permitted in the Club's bar areas. Members are expected to employ fair and proper behaviour when having guests coming to the Club.

Members are not permitted to have the same guests at House17 all the time; after bringing the same guests a couple of times, they are expected to suggest their guests subscribe to their own membership at the Club.

Dress Code

There is no such thing as no dress code. All members and guests must be appropriately dressed for the setting. Ties, suits, heels or evening dresses are not mandatory. Baggy, torn or excessively revealing clothes should be avoided. The dress code is to be considered as business or smart casual attire.

Bills

Members and guests must settle their bills before leaving the Club. In case of unpaid accounts or disputes, the outstanding amount will be the responsibility of the member who signed the guest(s) in. Any member who fails to settle their bill within 30 days will find their membership suspended.

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Room Booking

Every member of House17 is free to visit and book any room of the Club, for various occasions (meeting, seminar, tasting, meal, party,...) including the larger areas, i.e. ground-floor restaurant, outside terrace or third-floor bar lounge. The smokers lounge on the top floor cannot be reserved and remains open for any member's visit.

Rooms are to be booked in writing, by email or via phone call (Reception or Event Management) and will be reserved on a first-come-first-served basis and according to availability. Each room has a minimum spent requirement depending on its capacity, on the occupancy time and on the date/time of the reservation (e.g. busy periods, special dates,...). The minimum spent includes beverage and/or food consumption and varies from one room to another. The different amounts of a minimum spent for each room are provided to House17 members on request and are subject to change by the Management. The Management's decisions are final and no prior statement nor explanation need be given.

Booking Conditions & Cancellation

Any booking of a room needs to be confirmed in writing to our Reception.

For the smaller rooms i.e. meeting rooms 1 and 2, lobbies, games room and library, a confirmation needs to be provided at the latest 48h prior to the requested date. For the larger rooms i.e. restaurant, terrace and bar lounge, a confirmation needs to be provided at the latest 5 opening days prior to the requested date.

Should a meal (fingerfood, snack, breakfast, lunch or dinner) be requested for a group of 8 people or more and to be taken inside a room, House17 will propose a menu or group tariff for all of the guests which need to be confirmed in writing at the latest 5 opening days in advance. The exact and final number of guests also needs to be confirmed at the latest 5 opening days in advance.

For reservations of 5-10 people, any food cancellation less than 48h prior to the event will be invoiced in full. For reservations of 10 people or more, any food cancellation less than 5 opening days prior to the event will be invoiced in full.

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Event Planning & Privatization

Members of House17 are free to book and privatize any room of the Club according to availability and in keeping with the Club Rules that apply in this regard.

Each room has a minimum spent requirement depending on its capacity, on the occupancy time and on the date/time of the reservation (e.g. busy periods, special dates,...). The minimum spent includes beverage and/or food consumption and varies from one room to another. The different amounts of a minimum spent for each room are provided to House17 members on request by Reception or Event Management and are subject to change by the Management whose decisions are final and no prior statement nor explanation need be given.

Every member of House17 can benefit from a free service and advice of the Club's own Event Planner for the organization of their private or professional happenings at the Club.

Most event-related requests should be directly addressed to the Event Planner via email, or to Reception where note will be taken of requests and questions in the Event Planner's absence.

Requests for small happenings (15 people or less) should be directly addressed to Reception.

For events with a minimum budget of 2.500 euros, a 50% deposit is required to be paid by the member at the latest 14 days before the date of the event. Non-payment of the deposit can result in cancellation of the event by the Event Planner and the Management.

At least 5 opening days prior to the event, the Event Planner should have obtained from the member all confirmations in terms of menu, number of guests, decoration, music etc. Should any need for change arise after this period on side of the member in terms of (but not limited to) food or beverages, it shall be at the Event Planner's discretion if the changes can be applied and if they lead to additional costs to be paid by the member.

Any event cancellation in under 5 opening days prior to the event will be invoiced in full and no refunds will be granted, unless decided otherwise by the Management.

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General Behaviour & Disciplinary Procedure

Whilst at House17 premises, members shall at all times act in a manner that is respectful and courteous towards other members, guests, staff at House17 and third parties generally. Members shall not act in a manner that is in any way abusive, harmful or offensive to such persons.

Whilst using the facilities of the Club, members should be mindful of the wishes and needs of others to do the same, and shall not abuse their right to use the facilities of House17. Members accept that House17 has a reputation to uphold, and shall not (at any time, whether on House17 premises or not), act in a manner that could bring the Club into disrepute.

Every member of House17, subject to these rules and any regulations for the time being in force, is entitled to use and enjoy (with other members) the Club premises and things provided by it. The Management will consider any complaints of infringement of the rules of House17.

All complaints will be dealt with in the strictest of confidence. Any member infringing the rules, being obnoxious to another member or engaging in misconduct, will be required to give an explanation to the Management. Complaints of misbehaviour should be made in writing to the Management. Conduct that is prejudicial to the reputation or goodrunning of House17 may result in expulsion. Such conduct includes violent or abusive behaviour, breach of the drugs policy or any unauthorised disclosure of information concerning House17, its members or their guests, including but not limited to their personal or business affairs. The Management will meet when the need arises and will consider evidence from those involved in any incident. The Management may request evidence from the complainant, the member complained of, or any witness. The complaint may be dismissed or, if upheld, the member may be warned, suspended or, in extreme cases, membership may be terminated. The Management's decision is final and no explanation need be given. Should membership be terminated, the person may not return to House17, even as a guest. Any refund of any fees in respect of the termination will be at the discretion of the Club.

Management

The Board of General Directors and Partners of House17 includes the following members:
Andrew Burrows, Eric Chinchon, Pierre Alexandre Delagardelle, Yves Deschenaux, Thomas Dürr, Ralph Radtke, Eric Van de Kerkhove and Luc Weitzel.

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Club Property

No member or their guest(s) may remove or damage the fabric or contents of House17 Club or any article belonging to the Club, its members or their guest(s). Such arising circumstances could result in suspension or termination of membership.

Drugs Policy

Neither members nor their guests may carry, consume or sell illegal substances while at House17 premises. Any person breaching this policy will be asked to leave the Club immediately and, in the case of members, their contract may be terminated. Members are responsible for their guests' behaviour.

Eviction & Exclusion Procedure

The Duty Manager may evict or exclude any member or guest whose behaviour he considers to be misconduct. The Duty Manager may exclude any guest at any time without stating a reason.

WiFi

A wireless Internet connection is available for all members at the Club, the login and password to be provided by any person from the Club's staff. All IT equipment supplied by House17 is shared by all members. Users should not expect an absolute right of privacy concerning any digital records of their Internet usage, nor a right of priority usage for any IT equipment against any other member.

Electronic Equipment, Cameras & Mobile Phones

The use of cameras or recording equipment is not permitted at the Club except by prior arrangement with the General Management, Event Management or PR Management.

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Animals

Animals, with the exception of guide dogs, are not permitted in the restaurant, terrace or any other eating area at any time, nor during House17 events or members' private events, except by prior arrangement with the Management.

Noise

Good relations with the neighbours are of prime importance to House17. All members are asked to enter, stay at and leave the Club in a quiet and orderly fashion. Any noise is to be kept to a strict minimum including, but not limited to, music, phone conversations and discussions.

Ideas & Feedback

Members should feel free to put any suggestions in writing for the consideration of the Management. All suggestions will be kept in the strictest confidence and will be evaluated by the Management.

Confidentiality

Matters discussed at House17 premises or pertaining to the Club, its members or their guests may not be used for commercial or journalistic purposes nor disclosed to any third party. Conversations held or overheard must be treated in the strictest confidence.

Disclaimer

House17 shall not be liable for any loss or injury to any member or guest or to any goods or property of either on the premises of the Club unless due to the negligence or deliberate act of House17 or any of its employees. This disclaimer does not purport to override any statutory liability which may apply and nothing shall exclude or limit liability for death or personal injury caused by negligence. Members should not leave any item overnight as House17 will not be liable, especially during closed hours.

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Interpretation of the Club Rules

In the event of any dispute arising as to the meaning or interpretation of these rules, the matter shall be referred to the Management whose decision shall be final. The Management reserves the right to make amendments to the Club Rules at any time without prior consultation. Variation or revocation of the Rules shall be deemed to have been brought to the notice of the members provided that a copy thereof is duly posted on the House17 website or made available by email or in hardcopy on request.

