

TENANT GUIDE PILAR BOX

The conditions in this tenant guide apply to companies and organizations that organize events in the PILAR BOX

NPO PILAR

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PILAR is an open, artistic laboratory in Brussels, located at the VUB. You can rent the PILAR BOX, our multipurpose concert and theatre venue, for your own activity or event. This guide tells you everything you need to know as a tenant.



PILAR makes the PILAR BOX, a multipurpose concert and theatre venue, available for rent. The BOX has a maximum capacity of 300 people. There is an extendable stand with 90 seats. The PILAR BOX is located on the ground floor of the PILAR building and is accessible through the entrance hall.

The PILAR BOX features:

- a stage measuring 7m wide and 5m deep
- +-100 lockers for cloakroom
- sanitary facilities: gender-neutral toilets, consisting of 4 urinals and 6 toilets, including 1 accessible to wheelchair users
- a bar

The backstage features:

- a loading and unloading area
- a kitchen, equipped with a sink, fridge, electric stove, oven and microwave
- 2 dressing rooms with showers, sinks, couches, tables, chairs and lockers.

PILAR

What kind of activity can you organise?

The PILAR BOX is suitable for events such as concerts, theatre performances, parties, lectures, debates, film screenings and more. When requesting the venue, please describe in detail the set-up of the event.

Please note that the president of PILAR asbl (or his delegate) can refuse admission:

- if it can be foreseen with a high probability that the planned activities will not take place peacefully and/or will cause damage to people or property;
- if the aim of the activities is contrary to public order or morality;
- if the aim of the activities is clearly contrary to the values of the Vrije Universiteit Brussel, as defined by the Board of Governors, or contrary to the principles of Free Research;
- when previous tenant activities have led to disruptions, a new rental application will first be reviewed before it is approved. In that case, an explicitly motivated refusal will be communicated to the tenant in writing.

When can you rent?

Rentals are possible on weekdays and weekends, if they do not conflict with PILAR events.

When requesting the venue rental, a PILAR staff member will communicate the available rental dates in the period that's preferred by the tenant. Rentals are not possible between Christmas Day and New Year's Day. To avoid inconvenience, one latenight event (after 10pm) is allowed for rental per week on Friday or Saturday evenings, excluding study and exam periods (see academic calendar VUB).

Pricing

Pricing varies on the type of event and needs during the rental. Pilar has fixed prices for each package. Possible discounts may be valid (ASBL, VUB-internal). For a price estimation you can easily fill out the form at rentpilar.brussels.

Additional costs:

All packages, except ESSENTIAL, include the use of all available equipment. A technical rider can be received on request. Musical instruments, such as piano or drums, are not available at Pilar. These must always be rented.

The concert hall includes a 7m by 5m stage. If the stage is not wanted during the venue hire, it can be discussed with production to remove the stage. Additional fees will be charged for this.

Pilar provides 2 garbage bags. The tenant sorts waste correctly (residual waste, PMD, paper and glass). The tenant places the waste in the waste containers opposite the kitchen. Bring extra rubbish bags if necessary.

Events after 10pm with over 120 attendees must provide external security during the event (included in NIGHTLIFE-package).

License to play music is to be requested by the tenant through [MyUnisono](#).



How to make a reservation?

Fill in the form at rentpilar.brussels and you will receive a price estimation within 5 business days. For additional questions or a tour at our venue, sent an e-mail to pilar.verhuur@vub.be.

Please note that inquiries regarding price estimates will be directed to our website to complete the request form.

Indicate the period you wish to rent in the application form. A Pilar staff member will then suggest the available rental dates. (You can rent the PILAR BOX up to 12 months in advance, at least 10 working days before the event).

If a suitable date is found for the venue rental, you will receive via e-mail the rental agreement and house rules for use of the PILAR BOX. Please return these signed documents to pilar.verhuur@vub.be within 5 business days. If you wait longer, the reservation expires and the date becomes available again. The venue rental is officially agreed when the documents have been correctly signed.

Cancellations

If you cancel the venue rental after you have signed the rental contract and more than 30 calendar days before the event takes place, 50% of the rental price will be invoiced.

If you cancel the venue rental after you have signed the rental contract and less than 30 calendar days before the event takes place, 100% of the rental price will be invoiced.

Food & drinks

When hiring the PILAR BOX, drinks must be purchased exclusively from BAR PILAR. It is forbidden to bring your own drinks. If you choose the Pilar Box, you will be put in contact with the bar manager.

If you have other questions about Bar Pilar or would like to make a reservation for tables please email your request to barpilar@vub.be.

Catering must be provided by the tenant himself. Food trucks or food stands are only allowed around the PILAR building after Pilar's permission.

Marketing & tickets

Pilar does not promote external events on their website or socials (Facebook & Instagram). The tenant is free to use the entrance hall and bar for printed promotional material.

The tenant is free to choose how to sell their tickets and through which platform. Pilar does not offer their own ticketing- or online payment system.

