

Procedure for parties Delft

Residents who would like to organize parties in their house or on a floor must adhere to certain conditions and must request permission from DUWO. DUWO sets requirements that are described below. If you met all these conditions, DUWO will grant permission, in principle. DUWO reserves the right to reject a request for a party at all times and we will argue this rejection in a well-founded manner.

Small party (maximum of 40 persons)

- You don't need to ask permission for a small party.

Medium sized party (40 to 100 persons)

- You need permission from DUWO for a medium sized party. You need to send the application form (completely filled in and signed), at least four weeks before the date of the party, via a contact form on our website. This form will be forwarded, for notification purposes, to the police and fire brigade. We do not process incomplete forms or forms that are not signed.
- DUWO will inform you on time whether you will receive permission for this party and we will schedule a pre- and post-inspection. The permission for the party has only been granted after DUWO have confirmed this via e-mail to the organizers of the party. A party may only proceed after we have given you a positive review as a result of the situation during the pre-inspection.

Large party (from 100 persons)

- You must report a large party to the Municipality of Delft. You must register this party at least 6 weeks before the date of the party via an application form for events on the website of the Municipality of Delft.
- You also needs permission from DUWO. You need to send the application form (completely filled in and signed), at least four weeks before the date of the party, via a contact form on our website. We do not process incomplete forms or forms that are not signed.
- Together with the municipality, the police and the fire brigade, we will see whether the safety of the visitors and the prevention of nuisance to the living environment are reasonably guaranteed. If this is the case and there are no serious reasons to decide otherwise, we will give permission for the party.
- DUWO will inform you on time whether you will receive permission for this party and we will schedule a pre- and post-inspection. The permission for the party has only been granted after DUWO have confirmed this via e-mail to the organizers of the party. A party may only proceed after we have given you a positive review as a result of the situation during the pre-inspection.
- For the construction of special facilities, for example a scaffolding against the façade, additional sanitary facilities, a construction for the purpose of the party, etc., you must request for permission to DUWO in advance. These constructions or scaffolding must be inspected by a certified company. The costs for this are for the organization of the party.

Terms and conditions

- Parties in DUWO buildings, may not be used for commercial purposes in any way. However, money may be requested for drinks if this is demonstrably cost-effective for the beverage operation.
- The party must have a private character. The residents of the building (party location) are allowed to participate in the party, as well as the introduces of the residents. There must be a relationship between the inviting resident and the guest (for example a fellow student, friend or family member).
- Advertising for the party is in conflict with the private character of the party and therefore not allowed.
- The organizers of the party are residents of the house or the floor. They only request the party to DUWO if all residents of the house or floor agree that a party is being held in the house or floor.
- The organizers are aware of fire safety measures and escape routes and must guarantee the (fire) safety at all times. The fire brigade can impose additional requirements on the party.
- A medium sized or large party may only continue if DUWO has given permission and if all requirements are met during the pre-inspection. The organization must adhere to the conditions and the number of persons for which the permission has been granted. If we found out this is deviated, a party is given for which no permission has been granted or there is serious (noise) nuisance, this can have legal consequences for the organizers and residents of the house or floor.

Attention points before, during and after the party

At a medium sized or large party, a pre- and post-inspection will take place by an employee of DUWO. The organization must be present during these inspections, offers its cooperation and must follow the instructions of the DUWO employee. If things are not right, permission will not be granted for the continuation of the party. The following points will be checked during the pre- and post-inspection.

Before the party – pre-inspection

- The party location must be empty, tidy and clean.
- Corridors, stairs and escaping routes must be completely free of obstacles. All smoke detectors must be present and must work properly. Fire extinguishers must be freely accessible and must work properly. Fire hoses and extinguishers must be sealed. Door closers must work well to ensure the compartmentation.
- Decoration must be impregnated with fire retardants. It is now allowed to keep flammable materials (such as mattresses, posters or flags) at the party location.
- Extension cords should not be damaged and not overloaded. The meter cupboard is freely accessible and empty.
- Measures must be taken to prevent (noise) nuisance. Think about the position of the sound boxes, closed doors and windows or curtains. Make sure the escaping route and emergency doors or hatches are always accessible.
- Damage to the rented property must be reported during this inspection.

During the party

- No (noise) nuisance may be caused. In terms of sound, take the applicable standards into account.
- Alcohol should not be given to minors under the age of 18 year.
- No more persons may be present than we have given permission for.
- The (fire) safety must be ensured at all times. Safety above all.
- There must be enough sober persons which can ensure that all visitors comply with the conditions.
- The organizers of the party are always responsible and liable for the behaviour of the visitors of the party. They are also responsible to ensure (fire) safety and preventing nuisance. DUWO is not liable for this. Visitors enter the party location at their own risk.
- The fire brigade and police must always have access before or during the party. They are authorized to distribute fines, to confiscate sound equipment or to stop the party if (noise) nuisance or dangerous situations are detected. The visitors of the party must follow the instructions of the fire brigade and/or police at all times.

After the party – post-inspection

- The party location and the surroundings must be clean and tidy. If this is not the case, a cleaned company will come by and we will pass these costs to the organizers of the party.
- Corridors, stairs and escaping routes must be completely free of obstacles. All smoke detectors must be present and must work properly. Fire extinguishers must be freely accessible and must work properly. Fire hoses and extinguishers must be sealed. Door closers must work well to ensure the compartmentation.
- Damage to the rented property must be reported during this inspection. The organizers of the party are liable for any form of damage, DUWO is not liable for this. Damage caused to the rented property and the costs of the repair will be charged to the organizers of the party.
- Any costs that will be charged to the organizers, must be reported to the relevant perpetrators and/or residents by themselves. DUWO will not have any involvement in this.

Application form party Delft

Organizers of the party

Name:.....

Adress+roomnumber:.....

Telephone number:.....

Name:.....

Adress+roomnumber:.....

Telephone number:.....

Information about the party

Date:.....

Address:.....

Number of visitors (including the residents):.....

We have carefully read the procedure and we will comply with it? Yes / No

Will any alcoholic beverages be sold or given away? Yes / No

How many sober and responsible persons are present at the party?

Will there be live music (including DJs)? Yes / No

If more than 100 visitors: did you register the party with the Municipality of Delft? Yes / No

How has this application been assessed and who is the contact person at the municipality?:.....

Will the neighbours be informed about the party? Yes / No

If yes, how:.....

Will there be supervision at the door/entrance to the party? Yes / No

If yes, how:.....

How is it ensured that no more visitors are present than for which we will give permission?

Will any structural adjustments be made (for example emergency exit/scaffolding)? Yes / No

If yes, which company is responsible for the certification?:.....

Please add a map with the logistical adjustments and facilities of the party. Also indicate all (emergency) exits on this map. A map is always required for a large party (>100 persons). For a medium sized party this is only necessary in consultation with DUWO.

The organizers hereby declare that the questions have been filled in truthfully, that they will comply with the requirements and they take the responsibility for a proper and safe conduct of the party.

Name:.....

Name:.....

Date:.....

Date:.....

Signature:.....

Signature:.....