

DO'S AND DON'TS AND PRACTICAL APPROACH “USE THE RESIDENCE (UTR)”

General

Do get in touch! – an initial meeting with us (with an outline of your proposed event and target group) should provide you with enough information to get things moving. Contact ben@minbuza.nl flagging your interest

Remember that **any event under the use the residence programme has to be approved by the Embassy** before a definite booking can be made in the Residence calendar. The event should be in line with the image of the Embassy, the objectives of Dutch trade promotion and/or public diplomacy policies, and appropriate for the venue.

Do note that the UTR programme is not meant for internal company events.

Do note that a **user agreement** setting out the conditions for the use of the residence must be signed by you as a pre-condition for the event to be approved and take place. The conditions as set out in the agreement must be adhered to. A user agreement can only be concluded after the Embassy has received a **written request** (ben@minbuza.nl) from you setting out the nature and objective of the event

Do note that depending on the nature of the event, a small administrative fee (EUR. 150,-) may be charged.

Do note that the Embassy expects close cooperation when you prepare for an event in the framework of the UTR programme.

Do note that the Embassy at all times reserves the right to deny a request.

Don't hesitate to contact us with any questions!

Planning

Do prepare a draft programme (speakers, catering etc.).

Do take into account that the premises have limited space; we can provide you with a layout of the Residence to help in the planning. The following limitations apply:

- ☐ Sit-down lunches/dinners: max 20 people
- ☐ Buffet lunch/dinner: max 40 people
- ☐ Reception/cocktails: max 60 people
- ☐ Sit-down seminar: The presentation room fits max 40 chairs

Do remember that the Ambassador must review and approve the guest list and invitation text before the invitations are sent out. Later changes in the guest list must also be approved.

You must seek the Embassy's approval if you would like the Ambassador to be co-host or for use of the official crest logo of the Embassy.

Do remember that events in the framework of the UTR programme usually take place on weekdays (f.e. 12:00-14:00 or 17:30-21:00)

Once you know which format is possible and what your wishes are: **send a formal request to the Embassy**, including the draft programme, time frame and indication of target group / guests. If your request is approved, a user agreement may then be signed.

Practicalities

Do co-ordinate with the Embassy on all preparations.

Do remember that although the Ambassador may act as a co-host to the event, the invitations will be sent in the name of your organisation, not the Embassy.

Do ask us for recommendations for additional invitees if you would like the input. Participation by representatives from Dutch and Swiss partners is generally expected.

Don't send out any invitations or save the dates before the guest list, programme and the actual invitation have been reviewed and approved by the Embassy.

Don't forget that you may have to provide AV equipment etc. for the event.

Do approve the selection of your caterer with us. We are happy to provide you with recommendations depending on your event needs.

Don't forget to check your proposed catering staff plans and menu with us. The Residence will have one staff available for the catering, but usually that is not enough.

Do note that either the Ambassador or a member of the Embassy staff will be happy to be present at the event; they at all times will have the right to be present.

Do deliver the residence in the same state that it was before.

Enjoy the event!

The rights and obligations of the UTR-user are set out in the user agreement, as concluded between the Embassy and the user. The information in this document is without prejudice to any rights and obligations as specified in such agreement.