



## INFORMATION SHEET AND RESIDENCY CONTRACT

Name:

Address:

Website:

National ID Number:

Residency from to

Title:

Show scheduled for:

### Financial:

ZSenne ArtLab is a philanthropically funded space, a place to inspire artists of all disciplines where they can develop and showcase their projects. The former non-profit organization was dissolved in 2025, as its subsidies ceased.

To maintain the same level of service to artists, a contribution of €200 per week towards energy and maintenance costs is requested.

### Insurance:

ZSenne has public liability insurance. The artist acknowledges having read the insurance policy.

All artists and/or organizations using the space must take out their own public liability insurance for all their actions and activities, including all possible consequences. The artist-user must take out the necessary public liability insurance for all their actions during their residency at ZSenne.

Equipment and/or artwork brought to ZSenne are not insured against damage or theft. Residents must take out their own insurance for this purpose. Residents must be vigilant and close all doors and windows, as thefts have been reported. It is forbidden to make fire inside in any way, to introduce explosives and other similar dangerous materials, etc.

### Copyright:

The artist authorizes the use of photographs, videos, and audio from their residency and its presentation by ZSenne and their team for print publications, mailings, and on the ZSenne website, as well as for promotional activities in the press, social media posts, etc.

### Promotion

ZSenne Artlab is written and pronounced with two capital letters, referring to «de Zenne» and «La Senne,» the names of the nearby underground river. Please take note.

The artist will provide ZSenne with promotional materials for their residency as soon as possible.

If the resident wishes, they will create a page or event on Facebook and other media. Before publication, the project will be submitted to the ZSenne representative for approval and, if necessary, translation into Dutch, the mandatory language of communication.

### Transportation and Residency:

The artist is responsible for transporting their equipment and installation.

During their residency, the artist is responsible for opening the premises. They will receive a key



for the front door and a remote control for the roller shutter located in front. The roller shutter is equipped with a lock that must be closed upon departure to prevent it from being raised. The remote control for the other shutters must always be present in the room. The resident will replace all broken light bulbs.

**Exposure:**

At least one public display is desired.

**Sale of artwork:**

If the artist sells a work created and exhibited in the ZSenne non-profit organization's space, they will pay a 10% commission to ZSenne to cover energy costs. They will be invoiced.

**Electrical equipment:**

Track lighting. Front room:

- Max. 500W circuits with voltage adjustment
- 1 fixed circuit (fixed light/neon and video and/or sound power supply)
- 4 x 3 220V sockets

Room behind TKintstraat:

- 1 max. 500W circuit with voltage adjustment
- 1 fixed circuit

Room behind Anneessensstraat:

- 1 max. 500W circuit with voltage adjustment
- 1 fixed circuit

Small room behind the restrooms:

- 1 fixed circuit

Sockets: The blue wires are the usual live wires. Colors: See the sign near the switches at the basement entrance: black for fluorescent lights, other colors for dimmable spotlights.

**Equipment:**

Vacuum cleaner, hot air blower, stovetop, glasses, and plates.

The vacuum cleaner must be emptied after use. The stovetop and glasses must be kept clean.

**Heating:**

- The heating is manually controlled via the thermostat next to the toilet door, as the space is frequently used at irregular hours.

- Only the + and - buttons can be used to adjust the temperature.

Normally, the radiator valves are set to position 2 or 3, which does not need to be changed.

- The temperature can only be adjusted via the thermostat located next to the toilet entrance.

- The < and > buttons on the thermostat should not be used, as they change the heating times according to preset values. In case of a heating failure, the resident should first check for any pressure loss in the unit in the basement. Information regarding refilling is indicated on the unit itself. Always turn off the water supply immediately after restarting the unit.

- Smoking is prohibited inside. In the event of a public event, residents must provide ashtrays out-



side.

Restroom on the right, switch inside, middle wall on the right.

- When leaving the room, always check that the heating is turned down and all lights (basement, restrooms, facade) are off.
- All side windows were installed in 2015. They are click-in windows with a ventilation function, and both sashes can be opened. Handle the windows with care; never twist or force them. If there is a problem, notify the manager immediately.

### **Safety:**

The neighborhood is not safe; thieves are quick and efficient. Always make sure the front door is closed. Do not leave any windows open while you are away, even in the click position, and do not leave valuables on display.

Always close them carefully after finishing.

One of the keys on the key ring is used to open the window locks, which were installed after a burglary involving a lifted shutter and a broken window. This prevents the handle from being opened. When a window is opened, it must be carefully closed afterward.

### **Empty garbage bags and bottles:**

NOTE: Waste must be sorted: white (unsorted waste), yellow (cardboard and paper), blue (cans, cartons, plastic bottles), or glass. - Wednesday evening: white, yellow (paper), orange (food scraps)

- Sunday evening: white, blue
- Residents must bring their own garbage bags.
- Residents must bring their own toilet paper.
- Please do not leave full garbage bags in the basement; they are easy to forget and will stink for two weeks.
- A glass container is located at the end of the street, in Zennestraat. Residents must return all empty bottles to the end of their residence.

### **Basement:**

- The basement can be used for temporary storage of equipment during the residency. However, as the basement is humid, please do not leave electrical appliances, cardboard, or paper in it.
- At the end of the residency, no waste, packaging, or other items should be left in it.

### **Penalties:**

Failure to comply with the above rules may result in a fee corresponding to the time or cost of repairing the error or omission.

For example: leaving holes in walls, forgetting to dispose of trash and empty bottles, or materials left over and used during the residency, failing to replace broken light bulbs, etc.

An invoice will be sent to the resident for these fees.



For approval,  
Date:  
The artist/resident,

For approval,  
L.E. Rooman  
Coordination