

Amsterdam Conference Centre



Notification form events

Beurs van Berlage aims, just like you, to make your event a great success. Especially in the area of security. In order to get a feeling of your event and its visitors, we ask you to fill in this form, indicating the nature of your event, your guests or visitors and third parties. On this basis we can, if necessary, take additional measures.

We thank you in advance for taking the trouble. Together with you, we are counting on a successful event.

Contact details applicant

Name organisation	
Name contact person	
Address	
Postal Code and Place	
Country	
Telephone number	
E-mail address	

Parties involved

Are parties other than the Beurs van Berlage and its preferred partners involved in the organisation or execution of this event (organisers, security, entertainment)?

Yes

No

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Name organisation	
Nature of involvement	
Name contactperson	
Address	
Postal Code and Place	
Telephone number	
E-mail address	

Name organisation	
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24 UUR VAN DE RECLAME

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Event

Date event	
Please describe the nature of the event.	
How many guest / visitors do you expect?	
What is your visitor's profile?	
What is the average age?	
What is the male / female ratio?	
Which nationalities will be present?	
Is it a business or private event?	
Is there a common profile?	
How can people obtain access?	Free admission Invitation Upon presentation ticket Payment at the entrance Other:
Are the contact details of your guest / visitors known in advance?	Yes No

Is there a (possible) increased risk among the guests / visitors? (Think of mutual animosity, drugs or excessive drinking, a party or event that might call for demonstrations or other actions)

Yes No

Explanation:

Based on your information Beurs van Berlage will define its scenario and schedule security staff. If there is an increased risk profile, specify below the measures taken by you to manage this risk (or add your risk assessment and safety plan).

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Explanation:

Letter of agreement

You hereby agree to have read the rules of the Beurs van Berlage and will take the necessary steps to ensure that your guests / visitors will comply with the house rules (house rules are posted on different places in the building and also on the website).

Because the Beurs van Berlage is situated in the so-called 1012 area, and the city of Amsterdam is one of its shareholders, the Beurs van Berlage uses an integrity clause to prevent criminogenic activities. With the signing of this form you agree to conform to this clause and have filled in this form truthfully.

Place	
Date	
Name	
Signature	

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