

TOP Week Mentor Agreement

The undersigned,

Stichting Tilburg Orientation Program (Tilburg Orientation Program Foundation), registered in Tilburg, the Netherlands, and located on the Tilburg University campus (hereinafter “Stichting TOP”), represented in this matter by Suzanne Pluym and Joep Hurkmans

and

..... (hereinafter “the TOP Mentor”),

have agreed as follows:

A. Alcohol Covenant

I. Definitions

- a. For the purpose of these Conditions, TOP Week 2020 is defined as a student orientation week in the summer of 2020 organized by Stichting TOP.
- b. For the purpose of these Conditions, orientation week is defined as a week of activities dedicated to entertainment and instruction at one or more specific venues that have been specifically prepared for gatherings and for these activities. These venues can be offline and online.
- c. For the purpose of these Conditions, visitors are defined as persons attending a TOP Week event, i.e, participants and mentors as well as any person not working for Stichting TOP, present at an event venue before (construction phase), during (program phase), or after (clearing phase) the event.
- d. For the purpose of these Conditions, TOP participants are defined as any prospective students of a program offered by Tilburg University, Avans University of Applied Sciences, and Fontys University of Applied Sciences who have registered for the introduction week (hereinafter referred to as: TOP Week) and take part in it. (Article 2.3 of the general conditions)
- e. For the purpose of these Conditions, TOP mentors are defined as volunteers appointed by Tilburg Orientation Program Foundation, always senior students, who supervise TOP participants designated as such by Tilburg Orientation Program Foundation during TOP Week. (Article 2.4 of the general conditions)
- f. For the purpose of these Conditions, organization is defined as Stichting TOP as represented by at least two board members acting jointly and possibly by a representative authorized by the board for that purpose.

II. Legal basis and applicability

- a. The Alcohol Covenant applies to all actions and activities performed in the context of events organized or hosted by or on behalf of Stichting TOP.
- b. The Alcohol Covenant is based on the Dutch Licensing and Catering Act (*Drank- en horecawet*).
- c. TOP Week 2020 is from Monday, August 24, 2020, through Friday, August 28, 2020.

II. Alcohol policy

- a. At the entrance to each offline activity or event where alcohol is served, security, the TOP Organization, or any other third person appointed by Stichting TOP will check the identification of all visitors by checking ID/passport.

- b. At TOP activities, which are organized in cooperation with third parties, and which take place on location of the third party, the third party is responsible for checking identification of all TOP participants and TOP mentors and maintaining policy set by the Nederlandse Drank- en Horecawetgeving.
- c. At public activities and events, including but not limited to the TOP Week festival, alcohol may only be served to persons who are 18+, irrespective of whether they are involved in TOP Week.
- d. Student associations that are involved in TOP Week activities or events are responsible for checking the age of TOP Week participants, mentors, and volunteers visiting their establishments throughout TOP Week. In such cases, paragraph b does not apply.
- e. Stichting TOP acknowledges that hospitality entrepreneurs and student associations may take appropriate measures affecting TOP Week participants and mentors, who act in contravention of the Dutch Licensing and Catering Act.
- f. Mentors are expected to act responsibly towards the underage students in their group. This responsibility entails that mentors are forbidden from distributing alcohol amongst underage participants.
- g. Mentors are expected to endorse the alcohol policy of Stichting TOP, and on no account are mentors to hinder checks and monitoring by Stichting TOP in this regard.
- h. If a mentor acts in contravention of paragraph f or g, Stichting TOP has the authority to deny that mentor access to all TOP Week activities and events, and to unilaterally revoke that mentor's mentorship.

B. House Rules

The House Rules of Stichting TOP apply to all TOP Week activities and events and to all TOP Week participants and mentors. By signing this TOP Week Mentor Agreement, the mentor undertakes to comply with the TOP Week Mentor Agreement and to observe the following House Rules:

- TOP Mentors are obliged to go to all the activities organized by Stichting TOP. This way, all participants will get the chance to take part in the by Stichting TOP organized activities.
- Instructions issued by the Organization or by security staff appointed by the Organization must be followed.
- You are obliged to bring a valid proof of identity, at all times.
- Stichting TOP operates a zero-tolerance alcohol policy: no alcohol will be provided to persons under 18 years of age.
- Stichting TOP operates a zero-tolerance drugs policy: at TOP Week activities and events, it is forbidden to possess and/or use drugs.
- To ensure that these House Rules are observed, the Organization has the authority to have participants' and mentors' clothes and bags searched by the security staff it has appointed.
- To ensure that these House Rules are observed, the Organization and the security staff acting under its instructions have the authority to refuse certain persons access to one or several TOP Week activities and events.
- Stichting TOP may refuse the sale of alcohol to persons who engage in misconduct or who are drunk.
- Personal injury and damage to property will be recovered from the person responsible for the injury or damage. TOP Week participants and mentors should take out adequate accident and liability insurance.

- It is expected from TOP participants and TOP mentors to follow the prescribed measures from the RIVM and the central government concerning the new COVID-19 virus.
- TOP mentors are expected to address TOP participants, in case TOP participants do not maintain all COVID-19 measures.
- TOP mentors and TOP participants are expected to stay home and follow the online TOP program in case TOP mentors and/or TOP participants develop symptoms related to COVID-19. TOP mentors and TOP participants are expected to contact the TOP Organization, in case this occurs.
- At interdiction of entrance to the events/venues for any reason, the TOP participant and the TOP mentor will not have the right for a refund of money.
- In the incidence that the house rules are not properly followed the organisation has to take proper measures.

C. Clausule

It is expected of the TOP mentors, after signing this agreement, to commit to being a part of the complete TOP Week from the 24th of August until the 28th of August for Stichting TOP. If the TOP mentor signs off to be a TOP mentor after signing this contract or if the TOP mentor does not comply to the signed agreement, this will have consequences for the TOP mentorship for future editions of TOP Week.

Drawn up and signed in duplicate,

Tilburg,[Month date, year]

On behalf of *Stichting Tilburg Orientation Program*,

Mentor,



Suzanne Pluym
Chairman



Joep Hurkmans
Internal Affairs

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