

SHAPE Newcomers' Guide 2018



Hainaut



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SHAPE NEWCOMERS' GUIDE 2018

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Manager Editor
María José Tezanos Bustamante

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Dear SHAPE Newcomer,

My wife Cindy and I want to extend a warm welcome to you and your family! Thank you for your service and for joining us here as a member of the SHAPE international community.

As the strategic headquarters for NATO's Allied Command Operations (ACO), SHAPE is responsible for the planning, preparation, and execution of NATO's military operations. We are leading the defense of the Euro-Atlantic and the protection of our people.

Here at SHAPE, representatives from NATO Allies and partners work in close cooperation to form an integrated, international, and unified headquarters. We strive to be a highly proficient and agile command, ready and relevant to the full range of missions demanded by a changing, complex environment.

Diversity is strength, and at SHAPE we embrace it and leverage it. By living and working together, we value one another's experiences, perspectives, and capabilities. We also develop personal relationships that bind our nations together in friendship. Our diversity is building trust, which is foundational to the success of the Alliance.

Here at SHAPE, we also experience the rich culture of Belgium and the rest of Europe. I encourage you to take advantage of the many opportunities that our host nation offers. We gain a new appreciation, not only for military history, but also for the history of the values that we protect—freedom, democracy, and rule of law.

My priorities for this command are, first, to ensure that we have ready and postured forces—warfighters! Second, we must continue to strengthen the Alliance through strategic partnerships that build capacity, capability and interoperability. Third, we must continue to adapt to the complex and dynamic strategic environment. Finally, we must develop resilient service members, civilians, and their families.

Over the past 50 years, "Shapians" have created a community unlike any other in Europe. We are glad you have joined us. Again, thank you for your service and welcome to SHAPE!

Curtis M. Scaparrotti
General, U.S. Army
Supreme Allied Commander Europe

Bienvenue en Belgique

Vivre en milieu international est à de nombreux égards l'occasion de vivre une expérience des plus enrichissantes. Durant votre séjour en Belgique, la richesse de son histoire vous permettra de découvrir d'innombrables trésors dispersés au cœur de 3 régions, la Wallonie, la Flandre et la région de Bruxelles-Capitale, et d'y rencontrer des citoyens de nos 3 communautés, française, flamande et germanophone.

Permettez-moi de vous inviter à découvrir ce patrimoine belge au travers de ses nombreuses et magnifiques richesses architecturales; en témoignent les cathédrales, châteaux et autres sites historiques. Je vous invite aussi à visiter nos musées, où vous pourrez entre autres redécouvrir la variété de notre bande dessinée avec des artistes comme Hergé et Peyo et les œuvres d'artistes peintres comme Delvaux ou Magritte, pour ne citer qu'eux; autant de pôles de créativité et d'originalité qui forment indéniablement une valeur culturelle et artistique mondialement appréciée. Le folklore, omniprésent en Belgique et particulièrement dans la région de Mons, est un autre moyen pour apprendre à connaître et apprécier votre Nation Hôte: nos très nombreux carnavaux, processions religieuses et cortèges historiques dont certains sont reconnus par l'UNESCO (Binche, Alost) vous émerveilleront. Enfin, n'hésitez pas à goûter nos spécialités gourmandes telles les frites, les gaufres, le speculoos ou nos chocolats mais aussi nos bières classées régulièrement parmi les meilleures au monde.

Sa position centrale en Europe, historiquement à la croisée des civilisations latine et germanique, son multilinguisme, ses valeurs politiques, sociales et religieuses contribuent à donner à la Belgique son caractère cosmopolite et son sens du compromis qui lui est si particulier.

Je suis intimement convaincu que vous apprécierez notre hospitalité légendaire et vous souhaitez ainsi qu'à votre famille, au nom de la communauté belge, un très agréable séjour en Belgique.

Welcome to Belgium

Living in an international environment is in many respects an invaluable experience. Thanks to our history, life in Belgium likewise offers a bountiful supply of amazing finds located in the very heart of each of our 3 communities (French, Flemish and German-speaking) and our 3 regions (Wallonia, Flanders and Brussels-Capital Region).



I invite you to discover the rich heritage of Belgium, so evident in many splendid architectural gems – cathedrals, castles and other historic sites. I invite you to further discover (or rediscover) our cartoon artists such as Hergé and Peyo, or the artwork of painters such as Delvaux or Magritte, exhibited in our museums – they are just some of the many sources of creative, original expression that constitute a rich artistic and cultural legacy treasured the world over. Folklore is present everywhere in Belgium, especially in the Mons region, and it is one more way to come to know and appreciate your Host Nation, thanks to our many carnivals, religious processions and historic marches, some of which have been recognized by UNESCO (Binche, Aalst).

Finally, do not hesitate to taste our many culinary delights such as frites, gaufres (waffles), speculoos cookies, and chocolates, as well as our beers, which routinely rank among the world's best. Belgium's central location in Europe, its place in history at the crossroads of Latin and Germanic civilizations, its multilingualism and its political, social and religious values all help to lend to Belgium its cosmopolitan flair and that sense of compromise that is so characteristic of Belgians.

I am quite persuaded that you will enjoy our legendary hospitality and, on behalf of the Belgian community, please allow me to wish you and your family a very enjoyable stay here in Belgium.

Philippe Warnauts
Captain (N)

**Belgian National Military Representative
to SHAPE**



Dear Newcomer,

It is my pleasure as Commander, Base Support Group, to welcome you to our international community here at Supreme Headquarters Allied Powers Europe (SHAPE).

Our mission is to support SHAPE and other NATO tenant units, their military and civilian communities and you! No matter what your status is, military or civilian, alone or with a family, you will find that SHAPE provides the opportunity to enjoy tremendous cultural diversity and to develop unique friendships. Your duties are sure to be equally rewarding and unique.

Your assignment here will be most enjoyable if you:

- Get to know the people with whom you will be working and living, both professionally and socially. Personnel from NATO member nations, Partnership for Peace nations, as well as other nations that enjoy a special relationship with NATO, are represented here at SHAPE. The friendships you build today are sure to last a lifetime.

- Take advantage of the shopping, dining, recreation and athletic facilities provided at SHAPE. Our ability to offer diverse services and opportunities for the entire community is dependent on the support we receive from you. Your patronage is essential and the reason why we continually strive to meet your expectations. We are always interested in your feedback and your ideas – so please let us know.

- Participate in some of the roughly 30 groups organized and operated by community members with special interests in a broad spectrum of activities. Whether it is the visual or performing arts, SCUBA diving or sailing, travel or history, or something else, you are sure to find others in the community who share your interest!

- Help make SHAPE an even better place to work and live by volunteering and by getting involved in Community activities. Many of the activities are made possible because of enthusiastic and talented volunteers who offer their time and energy. They have fun while providing considerable opportunities for the community.

On behalf of the Base Support Group, please accept my best wishes for a most enjoyable tour.

William G. Jacobs
Colonel USA A
Commander BSG

SHAPE COMMUNITY MEDIA

SHAPE COMMUNITY LIFE MAGAZINE - SCL

The SHAPE Community Life magazine falls under the broad Chain of Command of Base Support Group (BSG) as an authorized unofficial magazine that is published once a month by the Morale and Welfare Branch. Our mission is to keep the community informed of events, happenings, and opportunities, both inside and outside of the SHAPE gates. We are everywhere you want to be, even if you can't make it. A broad range of topics are featured in the 12 editions that we publish each year. Each edition is distributed throughout the base as well as to several locations in Belgium. As a member of the community it is important that you contribute too!

Regardless of if you have never written an article, or if English is not your first language, our multi-lingual team welcomes articles, stories, small and regular-sized advertisements, or any items in which you feel might be of interest to the community for publication. All free of charge. Small ads for our "Classified" section are inserted for a very small fee.



Bldg. 207

065/44 4939

sclmag@live.be

www.SHAPE2day.com

SHAPE2DAY WEBSITE

The SHAPE Community Life Website, www.shape2day.com is a Section of Base Support Group (BSG). SHAPE2DAY contains useful information intended to facilitate the integration of newcomers in the community. This includes: in and out processing, housing, healthcare, education, vehicle registration, and more. In order to ensure that you are up-to-date on events happening inside and outside of SHAPE, the website also offers news about our community and about the surrounding area. It even goes so far as to offer you the opportunity to register online for various events. As Shapians you have the opportunity to write stories, send in pictures and advertise any upcoming events that might interest our community. Classified ads can be posted at a very low cost.



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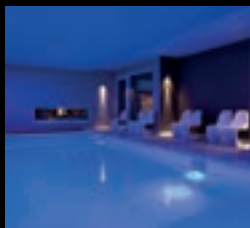
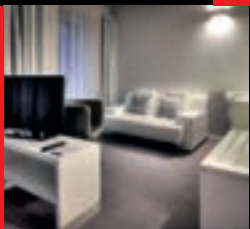
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ARRIVAL PROCEDURES

IF YOU ARE A MILITARY MEMBER

1. National I.D. Card/Passport
2. An electronically completed, signed and stamped SHAPE form 94 (SHAPE ID Card application)
3. SHAPE Form 1 (SF1 Aug 08)
4. ACE Form 107 (R) (Jul 2003)
5. NATO Personal Security Clearance certificate

IF YOU ARE A MILITARY DEPENDENT

1. National I.D. Card / Passport
2. An electronically completed, signed and stamped SHAPE Form 94, SHAPE ID Card Application
3. Copy of your marital status certificate, common law certificate or cohabitation agreement
4. For the mandatory application of a Belgian S-ID card:
 - Two colored copies of the national passport or national ID for each applicant.
 - Two copies of the birth certificate for all children, accompanied with a translation (Birth Certificate Form) stamped and signed by NMR for authentic and original (if those documents are not made in English, French, German or Dutch.)
 - Two copies of the marriage certificate or certificate of legal partnership, accompanied with a translation (Marriage Certificate Form) stamped and signed by NMR for authentic and original, (if those documents are not made in English, French, German or Dutch.)
5. Photos for the S-ID card are taken on site

**If the copies of the birth certificates and/or marriage/legal partnership certificates are not made in English, French, German or Dutch they must be accompanied with a translation stamped and signed by NMR for authentic and original.*

IF YOU ARE CIVILIAN OR NATIONAL COMPONENT

1. Same documents as a Military Dependent (see above)
2. Certificate of Assignment (which you should request from your employer before arriving at SHAPE)

IMPORTANT:

Please make sure your NSU or NMR stamps and signs the relevant forms before you visit the Central Processing Centre at building 210; otherwise you will have to return to your NSU or NMR before you can check in to be in-processed which will cause a delay in the procedure.



WHAT TO DO

If you are a military member: Check in at your National military Representatives (NMR), National Support Unit (NSU).

If you are a NATO civilian: Check in at the Civilian HR Recruitment Section (PER CHR), Consultants and Interns (Bldg. 102- Rm 224).

If you are a NATO contractor: Check in at your Divisional Security Office (DSO).

WHERE TO GO

Please visit the Family Support & Central Processing Branch (FSCEP). This is your one-stop location to register yourself, your family, and vehicle(s), manage V.A.T./T.V.A matters, customs and Belgian Federal Police matters. You can also receive your SHAPE driver's license at the FSCEP.

WHAT TO GET

SHAPE ID CARD: Be aware that it may take some time to in-process (certainly during the summer period), but this is a necessary process which all SHAPE members, contractors and civilians must complete to get your ID.

Belgian Special ID Card: Every newcomer (except Military) in Belgium must be registered on the Belgian population data base. Therefore, you need to start the application for the Belgium Special ID card (S-ID) which is released by the Ministry of Foreign Affairs. This ID is valid proof of your residence in Belgium. Military members may apply but are not obliged.



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Opening Hours & Useful Info

FSCP BRANCH

Mon-Thu: 0845 - 1300 hrs
1400 - 1700 hrs
Fri: 0845 - 1300 hrs

FSCP-HOUSING MGMT SECTION

Section Head - 065/44.4681
Principal Assistant - 065/44.4248

T.V.A/V.A.T OFFICE

Tue and Wed: 0900 - 1200 hrs
Thu: 0900 - 1300 hrs
Closed Mon and Fri

SHAPE FEDERAL POLICE

Registration Section same opening hours
Contact Numbers SFPRS 065/44.51.65

CUSTOMS OFFICE

Mon - Fri: 0900 - 1300 hrs

FSCP-RGN OIC RO

065/44.33.10
Supervisor: 065/44.51.47
Car registration: 065/44.41.48
Belgian ID card: 065/44.39.33



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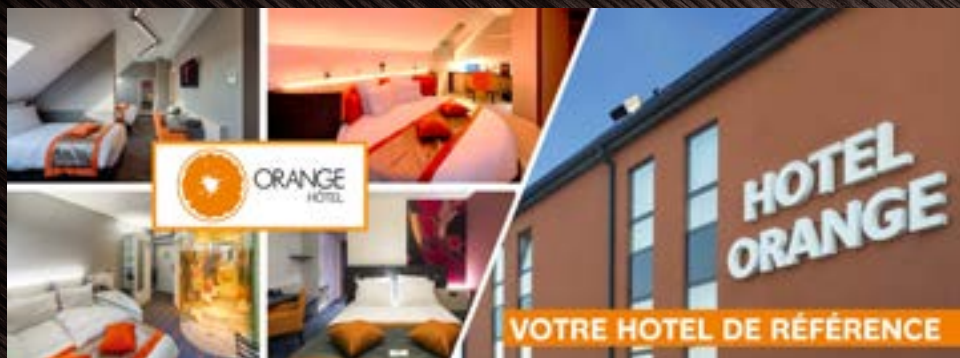


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SHAPE HOUSING

If you are looking to find a place to live close to your office and where transportation is not required for your children to go to school; on base housing is the answer. The schools and shopping center are surrounded by the two residential zones that are owned and operated by the Belgian government.

The Housing Management Section (HMS) is responsible for administration and allocation of SHAPE Village quarters; however, the Belgian government will be your landlord. Residents are expected to foster a high standard of community spirit and respect the privacy to which all individuals are entitled.



TO APPLY FOR ON BASE HOUSING

- You must be head of the household
- Accompanied by dependents
- Assigned to or in direct support of SHAPE (military and civilian)



APPLICATION RULES

- Houses may only be assigned to Officers or Civilians equivalent (to be extended to OR7 and above, in 2018)
- Officers and other ranks may apply for apartments in the SHAPE Village
- Other ranks have the precedence subject to availability
- Officers may apply for temporary apartments while they are on the waiting list for houses

**Do not plan to move into a house with your family immediately upon your arrival. Entitled personnel will be waiting several months on the waiting list for houses, sometimes over a year.*

**Following the decisions made in November, 2010 during the NATO summit in Lisbon, the support for families living off base is now the responsibility of the sending Nations. Housing Management Section (HMS) does not support residents homed or wishing to be homed on the economy. However, national housing offices (USA, GBR, CAN...) do support residents from their nationalities.*

You can search a property through local agencies or by using a web search engine such as: www.immoweb.be/en

**If you are susceptible to leave SHAPE sooner than expected, make sure there is an early termination clause in case of reassignment.*



TROOP BILLETS

Nations that have rooms available in the SHAPE troop billets are; USA, GBR, DEU, BEL, ITA, NOR, FRA, SVN, TUR, LTU, LVA, GRC. Each nation manages these rooms according to their own national procedures. Check with your national support element for more details.

For more information on-base housing visit our website at:

www.shape2day.com/arriving-leaving-shape/housing





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HEALTH SERVICES

SHAPE Healthcare Facilities



The SHAPE Healthcare Facility is an outpatient clinic that provides non-emergency medical services to the SHAPE Community being that it does not have an emergency room. In-processing is done through the Tricare office, located in the main lobby, to start eligibility for services.

AT THE TIME OF IN-PROCESSING YOU WILL NEED YOUR:

- SHAPE ID card
- Medical Insurance Card (if applicable)
- Local mailing address
- Local personal phone number
- Local work phone number

**Dependents over the age of 18 must register in person.*

Central Appointments: Mon-Fri: 0730 - 1630 hrs
Tel: 065/445886 or DSN 423-5886.

If your child will be attending the American school, the SHAPE Immunizations Clinic can give you the immunization paperwork needed for school registration if provided with the child's official immunization record. The immunization record needs to be legible and in English. For more information, dial 065/325329 or DNS 556-5329.



SHAPE HEALTH CLINIC

The multinational Health clinic staffed by medical professionals from the United States, Canada, Poland, Greece, Italy and Turkey to provide the finest outpatient medical care possible to the SHAPE community. All clinics have their own policies and operating procedures and regular patrons should enquire at their individual clinics for information. Medical services offered: Family Practice, Pediatrics, Psychiatry.

ANCILLARY SERVICES OFFERED:

- Laboratory
- Preventive Medicine
- Family Advocacy and Physical Exams
- Immunizations and Education
- Developmental Intervention Services (EDIS)
- Optometry
- Physical Therapy
- Social Work Services
- Radiology
- Pharmacy

PATIENT LIAISON

Liaisons will provide you with several valuable services including translations, answers to billing questions and any other general information.

Available Patient Liaisons can be located at:

- SHAPE Health Care Facility: 0730 - 1630 hrs
- Ambroise Paré Hospital, Mons: 0800 - 2400 hrs (business days)
1100 - 1900 hrs (weekends and holidays).

To reach the SHAPE Patient Liaison when at Ambroise Paré Hospital, simply ask for the liaison in the Emergency Room or at any information desk.

065/32.53.33 (Patient Liaison office in the SHAPE HCF) during normal duty hours 0700-1630 hrs.

If you are at another hospital, please contact a liaison at the following numbers:

- 065 41 40 09 From 0800 to 2400 hrs (weekdays)
From 1100 to 1900 hrs (weekends and holidays)
- 065 44 59 00/58 49 (Patient Liaison office in the SHAPE HCF)
From 0730 to 1630 hrs
- 065 41 40 00 or 065 32 53 31 After hours



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Elodie : 0497 42 90 22 or
elodie@titres-services.net

www.titres-services.net

FINDING A DOCTOR OR DENTIST

On weekends, the names of doctors on call are listed on the front door/window of local chemists (pharmacies) as well as local newspapers. Doctors and dentists are listed separately by alphabet in the Yellow Pages (Pages d'Or) or visit: www.pagesdor.be

CHEMISTS - PHARMACIES

Opening hours:

Mon-Fri 0900 - 1800 or 1900 hrs

There will always be one or two in each district on emergency call after hours and during weekends. A list of On Duty chemists is displayed outside their premises and published in local papers.

For more information, dial 0900/10.500 or visit: www.pharmacie.be

SHAPE DENTAL CLINIC

SHAPE Dental Clinic is a multinational clinic staffed by dental professionals from the United States, Canada, United Kingdom, Germany, the Netherlands, and Belgium who provide care primarily to active duty members. All clinics have their own policies and operating procedures and regular patrons should enquire at their individual clinics for information. Care for family members and all others is offered on a space available basis. For more information, the dental sections may be contacted at 065/32.53.28.



SHAPE HEALTHCARE FACILITY EMERGENCY TELEPHONE NUMBERS

Ambulance (French) 100

Ambulance (English) 3333

This is the number of the SHAPE Military Police who will then telephone 100 on your behalf.

Poison Center 070/24.52.45

Suicide Centre (English) 02/648.40.14

Suicide Centre (French) 0800/32.123

Pharmacy ext. 5808/5981 or fax 5889

Pre/post Dep. Health Section ext. 5044 or 5952

** To call from a civilian line, dial 065/44 and the 4 digit extension number*



HOSPITALS IN MONS

University Hospital Ambroise Paré

www.hap.be

Boulevard Président Kennedy 2 - 7000 Mons (BE)

Telephone: +32 (0)65 39 21 11

Centre Hospitalier Régional St Joseph

www.chrmons.be

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Peter Thomas

Geilenkirchen, SHAPE, 02451 634060, pete.thomas@grantandgreen.de

Fuel consumption in mpg: 45.6–22.2 (urban); 57.7–37.7 (extra-urban); 52.5–30.1 (combined);
carbon dioxide emissions in g/km: 254–142; carbon dioxide efficiency class: E–A; RL 80/1268/EEC.
Image includes optional equipment.

VEHICLE MATTERS

Your Vehicle in Belgium

The SHAPE vehicle/motorcycle registration system is a transit system which exempts entitled persons from certain requirements of the Belgian permanent vehicle registration system and issues permanent fuel ration entitlements and temporary fuel ration cards (rental cars). The granting of SHAPE vehicle registration depends upon the applicant's compliance with the required procedures. This means since you are temporarily in Belgium you are exempt from import taxes on your first vehicle registration (certain cases apply for stolen/crashed vehicles).

Reference: SHAPE Directive 100-2, Vehicle Registration and Operation.

IMPORTANT

You must register all vehicles used or located in Belgium within 7 days of the vehicle being imported into Belgium, or procurement in Belgium. It's also mandatory by Belgium Law to de-register your vehicle upon your permanent departure from SHAPE. Until your vehicle is registered, or while you are using a rental car, you may receive a temporary "vehicle-entry" pass from the SHAPE Visitor's Office (Bldg.108) or from the Family Support and Central Processing Branch Registration Section (FSCEP-RGN) Bldg. 210, Room 109-110, in order to enter SHAPE and begin the vehicle registration process, including passing your vehicle Control Technique (CT) inspection, collecting required equipment (fire extinguisher, safety vest and safety triangle) and then registering your vehicle. The CT is only required for cars older than 4 years, and it is not needed for motorcycles.

Ensure you take the necessary steps to avoid violating Belgium customs regulations and paying fines/ import taxes. Please respect the exemption agreement between SHAPE and Belgium. If you have more than one vehicle, with one vehicle registered in Belgium and another vehicle registered in another country you are violating the Belgium customs regulations. You must register all vehicles used/parked in.

FUEL RATION ENTITLEMENTS

While living in Belgium and assigned at SHAPE, entitled persons are authorized fuel rations as a privilege. To receive your fuel ration entitlement, you must register your vehicle/motorcycle on SHAPE through the Family Support and Central Processing Branch - Registration Section (FSCEP-RGN), Bldg. 210, room 109-110.

**You will receive your ration entitlement during the vehicle registration process.*

As of 2007, high visibility retro reflective jacket (safety jacket/reflective vest) must be carried inside the motor vehicle when using it on all types of roads in case of breakdown, or the immobilization of a vehicle in an area where waiting and parking are forbidden. All vehicle occupants must wear a reflective vest for safety and by law.

FOR MORE INFORMATION

065/44.4148 or 065/44.5147

www.shape2day.com/centralprocessingcentre.aspx



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Traffic Accident Guide

STAY CALM, KEEP SAFE

If you are in accident, it's important not to panic. Turn off your car engine. Turn on your hazard lights and get out of the car safely- exit from the passenger side to avoid traffic.

EXIT THE CAR SAFELY

Wear a reflective vest, secure the areas and place the warning triangle. Take all necessary measures to avoid further damage or casualties. This includes extinguishing a fire if necessary.

DON'T PUT YOURSELF IN DANGER

Use a flashlight at night. Keep a safe distance away from your car and away from the road or highway. Don't smoke or use mobile phones if there is a risk of petrol vapor in the air. Don't move any vehicle until the police have arrived, unless there is a chance of further injury if it stays in place.

CALL FOR HELP

The safety of everyone involved is always the priority. If you or anyone else has been hurt in the accident, call the emergency services immediately on 112 or SHAPE Police 065/44-3334. Be prepared to provide personal details, information concerning the type of accident, your location and casualties.

FIRST AID

Any person involved in an accident is obliged to aid casualties.

- Provide first aid if you have sufficient knowledge
- Actively assist casualties and seek for help

TAKE DOWN THE DETAILS

Once everyone involved is safe or being cared for, it's time to annotate exactly what happened. You will need to write down:

- The date, time and exact location of the accident
- The name, address and phone numbers of the other drivers
- The make, model and registration numbers of any witness, including passengers
- Details of injuries and attending police officers
- The insurance details of the other drivers

Take photos of the accident with your smartphone, showing the positions of the vehicles involved, and any skid marks and damage. If you do not have a camera on you, ask others in the surrounding area for one or draw a sketch of the scene.

**The details mentioned are included in the standardized European Traffic Accident Report forms.*

Take photos of the accident, showing the positions of the vehicles involved, and any skid marks and damage. If you do not have a camera on you, ask others in the surrounding area for one or draw a sketch of the scene.

DON'T ADMIT LIABILITY

Whether you've had a minor prang or suffered something more serious, do not admit liability. Even if you think the accident was your fault, you shouldn't discuss details of a sentiment with the other driver(s) without speaking with insurance company.

YOUR LEGAL RESPONSIBILITIES

Following a minor accident, it's possible to simply arrange a « Gentlemen's Agreement ». This agreement can be settled if there were no injuries and no damage to public property (like road signs) as a result of the accident. In order to provide all information required, you should use the standardized European Traffic Accident Report form. In these forms, the information is standardized so you are sure that the right information is passed on. European Traffic Accident Report form in different languages: Shape2day website – community – police matters.

REMINDER

Please make sure the safety and emergency equipment in your vehicle is up to date and in good condition. This applies especially for you First Aid Kit and the Fire Extinguisher. This equipment has to be maintained frequently.

DON'T FORGET

In case you have a traffic accident in and off base you always may request support from the SHAPE Federal Police.

Joint Shape Federal Police: 065 44 3334 (24 hours a day/7 days a week in French and English) Avenue de Berlin 7010 Shape.

EMERGENCY PHONE NUMBERS

Belgium Emergency Service: 100/112 via Cellular

Police: 101/112 via Cellular

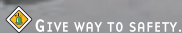
Shape Joint Police Desk (Int. Military & Federal

Police): 065/44-3334 - 065/44-3333(Engl - French)

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Tel. 063 23 05 60
www.emond.bmw.be

Louyet Mons

Rue des Sandrinettes 48
7033 Mons-Cuesmes
Tel. 065 40 02 00
www.louyet.bmw.be

SHAPE Provost Marshal Office

The SHAPE Provost Marshal Office maintains a close link with the SHAPE Federal Police. They are responsible for building relationships with the SHAPE Community, encouraging both to work together towards the common goals of improving security, law enforcement, crime reduction and safety. The International Military Police are always accessible to the SHAPE Community at all times.

The SHAPE Provost Marshal Office in close cooperation with the SHAPE Federal Police offer the following services:

- Emergency responses to any incidents on the installation 24/7
- Coordination of emergency response off the installation 24/7
- Ensuring security of the installation 24/7
- Crime reduction surveys
- Coordinating the Home Watch Program
- Providing instructional classes to the children attending the SHAPE International Schools

For emergencies you should always call the
Joint Police Desk at 065/44 3333 or 3334

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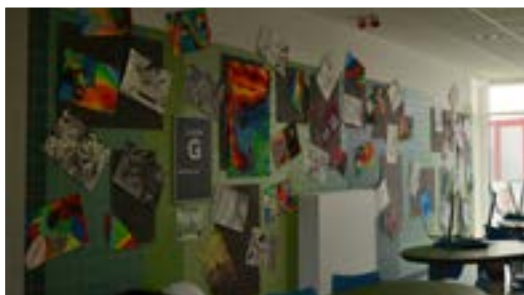


EDUCATION

SHAPE International School

The SHAPE International School (SIS) located in the 700 area, accommodates approximately 2.500 students from kindergarten to grade 12 and includes 250 staff and faculty members.

SIS is a federated complex, in which an integrated kindergarten and several national sections (ten elementary and three secondary) operate side by side under the coordination of an international General Services Unit. The national sections select and hire their own teachers and offer their traditional curriculum, as well as a wide variety of extra-curricular courses or activities, including sports, field trips and more.



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Belgian Secondary	Ext. 5708
Kindergarten	Ext. 5723
Canadian	Ext. 5985
US Elementary	Ext. 5718
US Secondary	Ext. 6930
General Services	Ext. 5726/5744
German	Ext. 5704
Greek	Ext. 7675
Italian	Ext. 5711
Norwegian	Ext. 5713
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Turkish	Ext. 6076
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**Extension numbers can also be dialled from an external phone by prefixing the extension number with 065/44*





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FISCAL PRIVILEGES

Customs and VAT in Belgium

WE WANT

- To contribute to the protection of fiscal, economic and social interests of Belgium and the European Union
- The movement, manufacturing, processing and holding of goods subject to customs and regulations
- The implementation of other regulations in connection with the main task

WE ACHIEVE

- By ensuring that the taxes we're responsible for collecting are properly levied
- By participating in the implementation of the measures for protecting and promoting the single market of the European Union
- By ensuring that the regulations are properly applied and by detecting and fighting fraud
- By giving advices to those who hold positions of responsibility at political, administrative and economic level
- By performing services on behalf of the public and taking into account their legitimate interests

WE BELIEVE IN

- The proper, flexible and honest performance of our tasks
- An active cooperation with our partners
- A constructive attitude towards change

SHAPE & NATO FOREIGN FORCES CUSTOMS

SHAPE Bldg. 210 – Room 111A

Tel: 0257/84660 or 84650 or 79497 or 64809 or 53333

GSM during Christmas holidays: 0470 76 48 09

Fax: 0257 98191 or 0257 98190

E-mail: douanes.shape@minfin.fed.be or poste.douanes.shape@minfin.fed.be

CHIEVRES A.B. Bldg. 47 – Gate 14

Tel: 0257 71440

GSM during Christmas holidays: 0470 78 85 79

Fax: 0257 95169

E-mail: post.douanes.chievres@minfin.fed.be

WHAT DO CUSTOMS DO?

In Belgium, as in the USA or any Member State of the European Union (EU), the Customs Administration deals with the importation and exportation of goods.

That is why you will have contact with us

- When you arrive at SHAPE
- When you leave SHAPE at the end of your duty
- When you bring in some goods from non-EU countries into Belgium

Do not forget also that we will deal with your car(s)

- When you import it
- When you buy it in Belgium or in another EU country
- With duty and tax exemption.
- We intervene when there are customs and excise duties!
- We DO NOT intervene when only VAT is concerned

**SHAPE members are entitled to duty and tax exemptions for their own imported goods or for purchases of reasonable quantities of some items. A complete list is available on the website shape2day.com*

WHAT DO YOU HAVE TO DO?

1. WHEN YOU IMPORT GOODS (including cars) AT YOUR ARRIVAL AT SHAPE

When you first arrive at SHAPE to take up your post, you may import all your belongings from a third country free of duty and tax, but only if some conditions have been fulfilled (proof of 6 months of ownership and use in the precedent third country of residence and no residence in Belgium before).

We call this the "moving customs duty exemption". It applies only if you came from a third country (USA, Canada, Norway, Turkey, etc.) and NOT from EU. It applies only once.

**When arriving at SHAPE to take up your post, you are also entitled to import temporarily all kinds of personal goods (including vehicles such as cars) free of duty and tax, if you make a customs declaration (NATO Form 302) and on the condition that you will re-export all these goods by the end of your posting in Belgium.*

2. WHEN YOU IMPORT GOODS AFTER YOUR ARRIVAL

On the contrary, when during your time at SHAPE you return back from a non-EU country with souvenirs (leisure travel or mission travel); you may also import some goods free of duty and tax within certain limits: Goods worth no more than 430 EUR (more or less 325 USD) and within certain quantities for alcohol beverages and tobacco products.

Visit our website about Travellers Allowances at fiscus.fgov.be/interfdan/en/citizens/voyageurs.htm.



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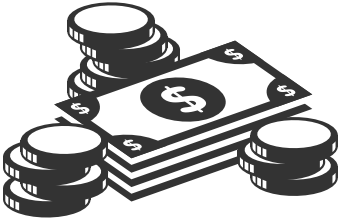
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2.1. If you're travelling from outside the European Union or from territories with a special tax status (2)

When travelling from a non-EU country or from an area with a special tax status, like any other citizen you will be subject to customs checks. If you have goods to declare, please do use the red channel. Use the green channel only if you are sure that you have nothing to declare or if you are bringing into the EU no more than the allowances mentioned here after. These allowances are granted regardless whether the goods have been bought on the domestic market or with a tax refund because of their exportation out of the country (e.g.: goods bought in a tax free shop at the airport).

Allowances for goods you bring into the EU with your personal luggage and for no commercial purpose:

TOBACCO PRODUCTS		
Cigarettes OR Cigarillos OR Cigars OR smoking tobacco	200 pieces OR 100 pieces OR 50 pieces OR 250 grams	If you are under 17, you cannot have the "tobacco products" allowances, nor the "alcohol and alcoholic beverages" allowances.
ALCOHOL AND ALCOHOLIC BEVERAGES		
Beer And Non-sparkling wines AND 4 litres And Distilled beverages and spirits of an alcoholic strength exceeding 22 % vol. ; indentured ethyl alcohol of 80 % vol. and over Or Distilled beverages and spirits, and aperitifs with a wine or alcohol base, ratafià, sake or similar beverages of an alcoholic strength of 22 % vol. or less ; sparkling wines, fortified wines	16 litres and 4 litres and 1 litre or 2 litres	
OTHER GOODS THAN THOSE MENTIONED ABOVE		
	Worth 430 EUR for air or sea travellers or 300 EUR in total for other travellers	If you are under 15, limited worth 175 EUR

2.2. Excluded goods

If you bring in goods for professional reasons, for resale or in larger quantities than normally brought in by some one for non-commercial purposes, you are not entitled to the travellers' allowances described above.

2.3. Bringing in goods exceeding the quantity or value allowances

If you are importing more than these allowances (regarding value and/or quantity), you must declare the goods to the customs authorities: you must pay the corresponding import duties and taxes on it. If you do not, you may get a fine in addition to the taxes that are due.

When the imported quantity of tobacco products, alcoholic beverages, exceeds the quantity allowances, you will only pay taxes on the quantity exceeding the allowances. If you bring in another good that is worth more than allowances for "other goods" (430 EUR or 300 EUR), you will pay taxes on the total amount.



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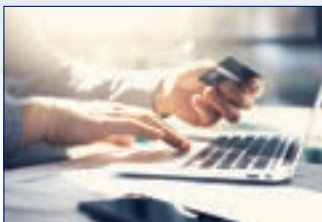
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2.4. If you're travelling from an EU country (1) with goods on which taxes have been paid

If you bring in Belgian goods on which tax has been paid in another Member State of the European Union, you do not have to pay any tax or duty on them (as all taxes have already been paid in the country where you have bought them). Travellers coming from a Member State of the EU may bring goods into Belgium without any restriction regarding quantity or value. Excise duties remain due for tobacco products and alcoholic beverages introduced for commercial purposes.

In order to decide on the commercial nature of the goods introduced, the customs authorities may ask you some questions on the commercial status, grounds for importation, place of storage or the means of transport used as well as any document relating to these products, the kind of goods and the quantity imported according to the following indicative limits.

TOBACCO PRODUCTS		
Cigarettes (Cigars with maximum weight 3 kg each) Cigarillos Cigars Smoking tobacco	800 pieces 400 pieces 200 pieces 1 kg	(Cigars with maximum weight 3 kg each)
ALCOHOLIC PRODUCTS		
Distilled beverages (e.g. Port, Pineau des Charentes etc.) Intermediate products (Maximum 60 litres of sparkling wines) Wines Beer	10 litres 20 litres 90 litres 110 litres	(e.g. Port, Pineau des Charentes etc.) (Maximum 60 litres of sparkling wines)

***NOTES:**

1) The Member States of the EU are: Austria, Belgium, Bulgaria, Cyprus, Croatia, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

2) The EU territories with a special tax status are: the Channel Islands (Guernsey, Jersey, the Canary Islands (Gran Canaria, Tenerife ...), French Guyana, Guadeloupe and Martinique, the Åland islands and Mount Athos. The allowances for travellers coming from these territories are the same as for travellers coming from non-EU countries.


3. IMPORTATION OR PURCHASE OF PERSONAL CARS

You are entitled to:

- Definitively import but only once after your arrival at SHAPE any personal vehicle (land, air, sea) under the “moving duty procedure” if you meet the exemption conditions
- Temporarily import a limited number of 2 vehicles (see notice here under VAT chapter)
- Purchase free of VAT a vehicle in Belgium according to certain rules (see notice here after on VAT).

4. CUSTOMS FORMALITIES

To comply with customs, a customs declaration will be completed and presented at our office. With this declaration (NATO Form 302 or standard customs declaration), certain documents must be added such as title of ownership, invoice, list of the goods, insurance, SHAPE ID card. Ask your NMR or your civil authorities to complete this form.



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5. PURCHASE IN MILITARY CANTEENS AT THE SHAPE COMPOUND

You are entitled to purchase tax-free (import duties, VAT and excise duties) all goods available inside the Carrefour Shop if you can justify your entitlement by showing your SHAPE ID card. Alcoholic and tobacco products can be purchased also tax-free but within certain limits in RIS and in the Carrefour Shop (in Carrefour, only wines, including sparkling wines and beers). Anybody with SHAPE ID card but not entitled to fiscal privileges may purchase all goods available, all taxes included inside the Carrefour Shop or in shops other than RIS.

6. WARNING!

In any case that you ARE NOT ALLOWED to sell, transfer, or dispose of the items you purchased or imported under a customs procedure except as provided below.

1. If you desire to sell the item, you must coordinate with the Belgian Customs Office located at Room 111A of Building 210, SHAPE or at Chièvres, to close your case without payment if you sell this product to another entitled person or to pay duty and VAT if you sell it to any other person without tax entitlement.
2. If you PCS with the item on your person or ship the item in your household goods or luggage, there are no tax consequences. A breach of Belgian customs and tax regulations can result in fines by Belgian tax authorities and adverse administrative action by your Forces.

LINKS:

Belgian Customs & Excises: http://fiscus.fgov.be/interfdan/nl/site/customs_english.htm

Europe: <http://europa.eu/>

Europe – Customs: http://europa.eu/pol/cust/index_en.htm

World Customs Organization: www.wcoomd.org/home.htm

European Anti-Fraud Office: www.wcoomd.org/home.htm

E-cops: www.ecops.be/webforms/Default.aspx?Lang=FR

Portal Belgian Government: www.belgium.be/en/



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SHAPE VAT OFFICE

VAT Exemption

GOODS EXEMPTION

This section applies only to purchases made outside the SHAPE Base in Belgium or in Europe. Don't leave free money on the table! When in Belgium, SHAPE members can be exempted from certain taxes. So it is important to know the procedure in order to get the appropriate refunds when eligible. In Belgium you pay a tax called Value Added Tax (VAT, or TVA in French) on almost every purchase you make. It is a consumption tax, whose standard rate is 21% which is added to the purchase amount. However SHAPE sponsors depending on their status qualification can be eligible for tax-free purchases with regard to certain items and in reasonable quantity.

Items exempted from VAT include:

- Durable goods such as furniture, bicycles, personal computers, lawn mowers, and electrical appliances (microwaves, washing machines, dishwashers, etc).

Items not exempted from VAT include:

- Non-durable products (food and drinks), items to be fitted in the house (flooring, sinks, alarm systems, kitchen cabinets, etc), leisure items (cell phones and all type of phones, musical instruments, sports equipment, cameras, etc), personal items (glasses, watches, jewelry, clothing, beauty products, etc), or services (hotel bills, bank or notaire fees, cable bills, etc) are also excluded from tax exemption at the only exception of the proximity services, such as pressing of the clothes of kennel services.

To see the full list of VAT exemptions, check out the shape2day.com website.

There is a specific procedure to follow in order to receive a VAT refund for eligible exemptions:

1. When purchasing an item, make sure to get an invoice (une facture) made under the sponsor's name and address in Belgium; a sales slip or a receipt will not be accepted. The invoice must include the VAT number, the store address, and a description of the goods bought.

2. Next step, the VAT form 151 (previously form 1510) must be filled out in the sponsor's name (the

form can be found online at shape2day.com/tva-vat.aspx). The form will only be accepted if it is printed out as a two-sided document on a single page.

Two original forms are needed, filled in with the corresponding information from the invoice. The crucial piece of information on the form is the VAT number, which is nine digits long in Belgium (BE xxx.xxx.xxx). Once filled, bring the two originals of the VAT form 151 to be stamped, dated and signed by your NMR or corresponding official.

3. Next bring these two VAT forms, as well as the invoice, to the VAT office (which is room 103 in building 210, open Tuesday to Friday from 0900 to 1200 hours). After checking it out, VAT Officers will approve and stamp the form 151 and give the SHAPE member a sealed copy of the form.

4. Finally, this form should be returned to the store where the purchase was made. The store will then refund you the price of the VAT most of the time on a bank account.

Wait, there's more!

SHAPE members do not qualify for exemptions during the last six months of their stay. In order to get tax exemption, the goods must be delivered and used in Belgium while the SHAPE member is posted in SHAPE. Good purchases in tax exemption cannot be resold or given to anyone else.

Do not forget that abuse can lead to the loss of privileges. There are more details, rules and exceptions. Any questions should be addressed to the VAT office.

Congratulations! You now know how to receive VAT exemptions for qualifying items.

For more information, go to shape2day.com, click on Arriving/Leaving Section and then VAT in Belgium or visit us at the office.

VEHICLE ISSUE

This chapter is about vehicles purchased in Belgium or inside the EC exclusively. You as SHAPE Sponsors are entitled two tax free vehicles.

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SHAPE

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market
SHAPE

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- Post Office.
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- A delivery service for your special orders or for any events.

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Loterie Nationale



Opening hours

Monday to Friday :	07:30 to 19:00
Saturday :	07:30 to 17:30
Sunday :	09:00 to 13:00

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CONTACT US

GENERAL INFORMATION

@ info@market-shape.be

☎ +32 65 328 570

🌐 www.market-shape.be

f Market Shape



Monday to Friday : 07:30 to 19:00

Saturday : 07:30 to 17:30

Sunday : 09:00 to 13:00

EXECUTIVE MANAGEMENT

Jennifer DESSART

@ jennifer@bartolasgroupe.be

GENERAL INFORMATION

@ info@selexion-shape.be

☎ +32 65 328 576

🌐 www.selexion-shape.be

f Selexion Shape



Monday to Friday : 09:00 to 19:00

Saturday : 09:00 to 17:30

Sunday : 09:00 to 13:00

MANAGER

Steve DELORY

@ steve@selexion-shape.be

However, there are rules to follow, the most important being that a tax free vehicle may only be replaced after three years have elapsed from its first registration in Belgium on a SHAPE Sponsor's name.

So if you sell or transfer the ownership of a tax free vehicle before the three years period from the first registration in Belgium has expired, you will be required the payment of the VAT owed for the remaining months (36ths) of the three-years period. The only exception being if you sell the vehicle to someone entitled privileges (Shapians, NATO member). Then you won't have to pay any tax and the 3-years period will continue under the new owner's name. And more importantly, in all the cases you won't be allowed to replace that particular vehicle before the three years period has elapsed.

Also be aware that being a SHAPE member on duty, if you want to purchase a tax full paid vehicle, the VAT should exclusively be paid in the country

where it is mainly used, Belgium in this case, no matter where you purchased it.

A last word concerning vehicles you import from US or from outside Europe. If you own and use your POV for more than 6 months, you will have to prove it by providing the following documents:

- a copy of the title on your name for the ownership.
- the proof of the use of the car for more than 6 months in your country (copy of insurance contract or copy of the registration in the former country).

Providing this information, you will ensure this vehicle and this will enable you to purchase tax free cars.

Bldg. 210 - Room 103

0257/62660

vat.shape@minfin.fed.be

Tue - Fri: 0900 - 1200 hrs

Closed on Monday

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www.umzuege-max.de

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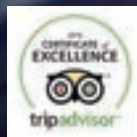
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MORALE & WELFARE BRANCH

SHAPE CLUB



The SHAPE Club is your official family restaurant at SHAPE. We offer our Community lunch or formal meals in our iTaste Restaurant (Mon- Fri 1130 - 1430).

You can also enjoy our famous "Best Burgers in Town" Black Angus Beef, tasty ribs, grilled meats, pizzas, snacks or just refreshments, in a relaxing atmosphere with your family and friends in the Blue Moon Pub, on our terrace, or even one of our many Patios. Also, you can enjoy breakfast in the Blue Moon Pub from 0730 to 1130.

Our menu includes a variety of set breakfasts and an A La Carte option with a wide variety of choices including eggs, bacon, hash browns, pancakes and

syrup or mini pastries and marmalades plus coffee, fresh orange juice or smoothies.

The Blue Moon Pub is open until 2200, 5 days per week, you can also purchase from our A La Carte menu and enjoy your evening dinner with us or for take-out! We also have bars, meeting and conference rooms, and a Ballroom for large events.

As your main Catering Facility for all your events, whether you are hosting in the SHAPE Club, or at home, please check our Catering Guide which offers a selection of all our services and menu options to suit your specific event.



EVENTS CENTRE



In the Events Centre we offer a large room for rent for any kind of event you wish to plan.

With the room rental we include the furniture required to organize your special event, refrigerators and cleaning services. There is also an audio/video system available..



Bldg.303 Rue Goodpaster
065/444133
shapeclub@shapemwb.be

B3's SPORTS BAR



The Events Centre also houses the B3's Sports Bar which is open from Tuesday to Saturday evenings. Come and enjoy our DJ and Karaoke Friday night events, as well as our regular themed parties and of course the wide variety of Belgian beers available, pool, darts and the warm smile of our friendly staff. Watch your favorite sporting events on our big screen while enjoying the Sports Bar atmosphere.

**Alcoholic drinks will only be served to customers age 18 and over.*

Tue - Thu: 1700 - 2200
Friday: 1530 - 0200
Sat: 1600 - 0000
Tue-Sat 1700-1800
Happy Hour (25% off)

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From 11:00 am to 06:00 pm

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www.tonishop.be

SILVER SPOON HQ Cafeteria

General Information

Located within the SHAPE Main Building 102, the Silver Spoon Cafeteria facility provides excellent catering services to the SHAPE Community, official guests, and visitors. With the capacity to seat up to 350 customers, it's flexible and varied services serve to make the Silver Spoon an indispensable hub for its many valued customers.

Breakfast (0800 - 1000 hrs)

Our breakfast menu includes an 'a la carte' selection of all your breakfast favourites, cooked to order by our highly regarded chefs, as well as an extensive 'continental buffet' including freshly baked breads and pastries.

Lunch (1130 - 1400)

The versatile cafeteria boasts a selection of dining options, which can be enjoyed in the dining area or packed 'to go' by our helpful staff. The dining options include:

Hot Menu Bar

The buffet comprises a selection of up to six hot meal options, varied daily, including a fish, meat or poultry choice, with fresh vegetable or rice side orders.

Soup Bar

Prepared daily, from the freshest of ingredients, the Silver Spoon offers two soups, available to enjoy in our restaurant, or to go.

Sandwich Bar

Our helpful staff will prepare your sandwich to order from your choice of bread and filled from the extensive range available.

Salad Bar

As a healthy option, the salad bar allows our customers to choose from the pre-prepared salad boxes, or to self-serve from our varied range of fresh salads and cold cuts. The salad selection is then charged by weight at our customer service point.

Pizzeria

Our experienced chef will be pleased to build your pizza, to order, from our extensive range of toppings.

Fast Food Bar

For the customer in a hurry, our fast food bar prepares a selection of favourites. From burgers to steak sandwiches, and the Belgian specialty 'frites' our selection has something for everyone.



Bldg. 102
065/44 5114
silverspoon@skynet.be



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between 9.00 and 17.00



Offer valid from 01/01/2018 to 31/12/2018 for any subscription to a VOO service and exclusively for any person domiciled in Shape for a connection in Shape.

RENDEZ-VOUS

The Rendez-Vous is located in the Shopping Centre next to the Carrefour. We proudly serve Starbucks Coffee!

We provide a variety of sandwiches made with different kind of breads, wraps, different salads. For hot food; panini or any sandwich can be toasted, croquet monsieur, pasta (bolognese, 4 cheese, carbonara), soup. You can find also sodas, water, juices, sports and energy drinks... For those who prefer beer we serve all the regular Belgian beer, German, Dutch, Italian ...

In the morning, croissants and pain au chocolat or other pastries will be served with a Fresh orange juice. For something sweet donuts, waffles, candy bars and frangipane can be purchased.

In the Summer, the freezers are full of different kinds of ice cream. The wifi is available for all and free of charge. For meetings, conversation groups, a room can be reserved free of charge. In the Summer the patio with its chairs and umbrellas is the place to sit and enjoy the good weather.



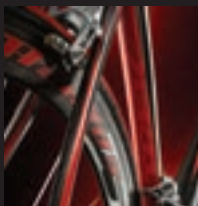
Bldg 505 Shopping Centre
065/44 5220 or 3775

rendezvous@shapemwb.be

Mon-Fri: 0730 – 1900 hrs

Sat: 0900 – 1600 hrs

Sun & SHAPE Holidays: 0900-1300 hrs



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Saturday: 9h - 18h30 Tel: + 32 (0) 65 84 27 37

WWW.ESPACEBIKE.BE

CONTINENTAL MESS

The Continental Mess is located in Building 311. We are open from Monday to Friday to serve breakfast and lunch. We have a capacity of 200 seats, and during the summer, an additional 50 spaces on the beautiful terrace with a pergola. The Continental Mess is staffed by a professional team of Belgian military cooks. We are very proud to serve you as members of the host nation.

BREAKFAST (0700-0900) Mon-Fri

For breakfast, our team offers you a « Continental Buffet » every day. You have a large choice of different pastries, breads, eggs, etc. We also propose once a week (see Menu of the Month) either an English breakfast, pancakes, fried bread, or mini-burgers.

LUNCH (1130 - 1330) Mon-Fri / Tue (1115-1330)

For lunch, we are always trying to choose a variety of dishes to please everyone. We also provide you with a fantastic fresh salad bar. Every day, you can choose different kinds of starters and desserts.

Every Tuesday we prepare an excellent quality grilled beef steak with our famous Belgian fries. Twice a month, we also propose on Wednesday's a large variety of homemade pizzas. Coffees and teas are included in our lunch's price. You can also find the month's menu on our Facebook's page.

AUTHORIZED CUSTOMERS: (see SD5-15)

All OR's including visiting, TDY and dependents
NATO B1-B4 including visiting, TDY and dependents
All LWS/LWR/LWF/DCB personnel SIS personnel
All equivalent NCO's from Belgian Federal Police.

**Any personnel not included in the categories above are NOT authorized to dine in the Continental MESS.*



065/44 4741
contimess@skynet.be
Facebook: Mess CONTI

RATIONED ITEMS STORE - RIS

The RIS is the place where you can find a wide range of liquors, tobaccos and wines from many different countries. It also includes a perfumes, cosmetics, skincare and accessories (bags, jewels, watches...) department with famous brands. You can also buy TOTAL petrol cards in the RIS.

Rationed Goods

A valid SHAPE ID card (AMIS Card) must be presented to the cashier when purchasing rationed products.

The cashier will then scan your card on the NSTEP device and adjust the balance. Customer is then asked to enter his/her PIN code in order to confirm the transaction.

This system is used to control entitlements of the following items:

- o Spirits and liquors above 22% of alcohol content
- o Cigarettes, Cigars and Tobacco
- o Wines, Champagnes and Sparkling Wines
- o Fuel Cards

NSTEP allows purchasing rations within a 12 week-window: 8 weeks in the past and 4 weeks in the future. NSTEP adjusts balances each Sunday; it looks 9 weeks in the past and expires unused rations.

Perfumes/Cosmetics/Skincare/Accessories yearly balance

Each customer with a valid SHAPE ID card (AMIS Card) is entitled with a yearly amount to purchase items from the Perfumes, Cosmetics and Accessories department.

That yearly amount depends on the duration of the customer's tour of duty (Max. 4.320 €/1 year). The balance appears on the receipt you receive after every transaction.

Important!

Please note that there is an expiration date on petrol cards. After that date, the card will be unusable and refunds will not be accepted ("Use it or lose it").



Bldg. 506 - Shopping Centre
065/44 5628

shaperis@skynet.be

Mon-Fri: 1030-1800 hrs

Sat: 1000-1600 hrs

Sun: Closed

Renting furniture... a smart decision!



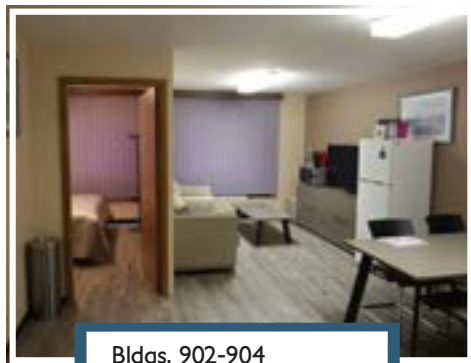
www.in-lease.com

We provide: furniture, appliances,
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With or without buying option.

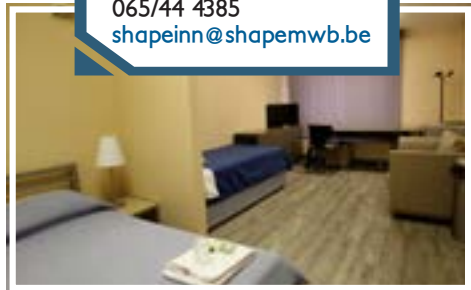


Contact: Marc Hul • marc.hul@in-lease.com • T +32 (0)3 238 74 66 • M +32 (0)475 636 022

SHAPE INN



Bldgs. 902-904
065/44 4385
shapeinn@shapemwb.be

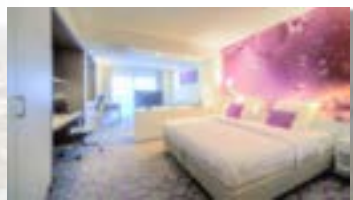


Since the arrival of SHAPE at Casteau, the SHAPE Inn, built in 1967 to house unaccompanied Allied Officers, has come a long way. Over the years, many improvements have been made to enable the Inn to meet the needs of the entire SHAPE Officers' community.

Military and Civilian equivalent personnel, arriving and departing with their dependants or on temporary duty, are offered excellent accommodation, in a safe and pleasant environment, at the lowest rates available in the area.

Located in Bldgs. 902 and 904, with a total of 93 rooms, the SHAPE Inn is ideally placed, close to Headquarters, the SHAPE Club and the Shopping/ Recreation areas. Every morning, a Welcome Coffee will be offered to customers. If you desire good accommodation at reasonable rates, reservations for newcomers or TDY personnel, then the Inn is at your service.

Mon-Thu: 0830-1300, 1400-1645 hrs
Fri: 0830-1200, 1300-1445 hrs
Closed: Sat, Sun & SHAPE Holidays



Info : www.lido.be +32 (0) 65 32 78 00



Info : www.ibis.com +32 (0) 65 84 74 40



Discover our different kinds of rooms
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Special rate for ACO and SHAPE members.

PIZZA BOWL



The SHAPE Pizza Bowl is a United States Bowling Congress sanctioned 12 lane bowling center. It consists of AMF synthetic lanes, pin decks and approaches, AMF 82-90 pinsetters with micro-processor chassis, AMF seating arrangements and Qubica automatic scoring.

The Pizza Bowl is open seven days a week and provides services for eight leagues, consisting of ladies league, a youth league and adult evening league. In between the organized bowling, there is ample time for open leisure bowling and Glow bowling on Friday & Saturday nights. Lockers are available to rent on a yearly basis. The Pro Shop offers many choices of bowling equipment and your bowling ball can be drilled on site. A state-of-the-art drill press for drilling balls is used.

Bowling birthday parties, complete with party favours, shoes and bumper bowling are perfect for the younger family members. Teenage or adult birthday party celebrations can also be catered for. Reservations for parties must be arranged through the manager's office, Monday to Friday, from 0800 to 1700 hours.



The snack bar facility has modernized equipment, seating arrangements and posters and offers a variety of pizzas, burgers, chicken items, various sandwiches, and soft drinks. The bar area stocks a wide variety of beer, wine, alcohol and soft drinks.

Bowling is a highly competitive sport for many youngsters and adults. It is also an enjoyable form of physical recreation and family entertainment enjoyed by the many different nationalities of the SHAPE community. Bowlers of all skill levels and ages will enjoy the SHAPE Pizza Bowl.

WHY NOT COME AND JOIN THE FUN?

Snack Bar Hours
Mon-Fri: 1130 – 2100 hrs
Sat-Sun: 0900 – 2100 hrs

Bar/Lanes Hours
Mon-Fri: 1130 – 2300 hrs
Fri-Sat: 1200 – 2330 hrs
Sunday: 1200 – 1900 hrs



SHAPE ALLIANCE AUDITORIUM

The SHAPE Cinema, a 685 seat theatre, was transformed in Nov 2013 when a new digital projection and sound system was installed which enabled the latest Hollywood blockbusters to be screened in both 2D and 3D format.

The cinema provides a convenient on base opportunity to see the latest films on the big screen at a reasonable price.

A refreshment stand is available for each performance. Fresh 'American style' salted popcorn, soft drinks and a variety of top selling sweets are there for your enjoyment.

The cinema managers, projectionists, and refreshment stand workers can be recognized by their distinctive blue shirts; they make every effort to ensure that the moviegoers enjoy their viewing experience. They are in fact often film fans themselves and are pleased to be able to provide the refreshments and strive to provide an excellent movie experience. We look forward to seeing you!



The venue is also used for live events such as large touring shows and concerts and change of command ceremonies and school assemblies. Movies are shown throughout the year, usually with ten films scheduled each week, from Wednesday to Sunday.

The current film schedule offers showings on Wednesdays, Thursdays, Fridays, Saturdays and Sundays. Highlights often include children's and family movies. The schedule of films and show dates is published a week in advance and can be found on www.shape2day.com website.





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SHAPE PERFORMING ARTS CENTRE



The SHAPE Performing Arts Centre offers a variety of theatre programming to serve the diverse international communities on SHAPE. The SHAPE Players perform four productions annually, which always include at least two musicals, a comedy and a drama.

It is located in building 207 a short distance from the Berlin Gate entrance. The facility was renovated during the summer of 2006, elevating the audience seating, painting the auditorium and refurbishing the seats for comfort. The theatre lobby has been completely redesigned in 2008. The facility also serves the NATO Community for training, conferences and special service events as well as special cultural presentations.

The SHAPE Players have been honored with numerous awards for their outstanding productions and were the recipients of the 2009 Ivring Berlin Award for Outstanding Entertainment Excellence.

The SHAPE Performing Arts School is opened three times a year offering several weeks theatre workshop where children from ages 5 to 18 are brought through every steps of a musical production, including acting, singing and dancing sessions.

It is the mission of the SHAPE Performing Arts Centre to present diverse theatre programming which stimulates, educates and entertains the SHAPE International Community.

Entertainment Director: Daniel LaMorte
Facility & Ops Manager: Olivier Galloo

Bldg. 207 Unit 21420 Box 9998
065/44 3312
www.shapeplayers.net

SHAPE LANGUAGE CENTRE



SHAPE, with its diversity of linguistic communities working and living together is a great place to learn languages. With this in mind and in accordance with its mission, the SHAPE Language Centre offers the entire international community a wide range of language programmes.

CONVENIENT LOCATION:

- A stone's throw from your office and SHAPE housing area
- Safe environment and parking
- Bright, nicely furnished classrooms
- Welcoming staff to advise you in English, French, Spanish and Polish
- A really international school attended by all nationalities, dependants (16+), military and civilian employees

Bldg 211

065/44 4971

E-mail: languagecentre@shapemwb.be

ADMIN: Mon-Thu: 0830 – 1630 hrs

CLASSES: Mon-Thu: 0900 – 1930 hrs

(According to schedule)

Closed on Fri-Sat-Sun

WIDE-RANGING PROGRAMME

- Year-round language programme for adults
- Three sessions (Spring - Summer- Autumn)
- Morning, lunch time, afternoon and evening programmes to allow everyone to attend (according to teacher's availability)
- Individual tuition when requested (according to teacher's availability)
- Special courses when requested

TUITION:

Classes in French, English and a variety of other languages such as German, Italian, Spanish, Turkish, Russian, etc at various levels upon teachers availability

- Preparation for Cambridge examinations
- Teachers are qualified native speakers
- Small international study groups (between 7 and 14 students)
- Reasonable fee
- Free NMR sponsored classes in Turkish
- 50% discount for dependant newcomers on their 1st French or English complete beginner course

ADDITIONAL SERVICES:

- Books used in class can be bought at the Centre
- Tests for placement in the appropriate group
- Entry tests for English examination classes
- Library free of charge for SLC students

SESSIONS:

SUMMER SESSION: July or August - Intensive classes in English/ French

FALL SESSION: September to January (all languages)

SPRING SESSION: February to June (all languages)

ENROLLMENTS:

Re-Enrollments: 3 weeks before the session begins.

New Enrollments and placement tests

(by appointment only):

2 weeks before the session starts for French

1 week before the session starts for English



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SHAPE INTERNATIONAL LIBRARY

Make your first stop at the SHAPE International Library. We offer a variety of materials in a number of NATO languages for leisure reading and educational needs. In addition to books, we loans DVDs as well as music CDs, video games and their accessories, audio books and language learning materials, all free of charge to members.

So if you want to relax with a book, learn a new language, listen to music or watch a film, you will find something for all ages and tastes. The library subscribes to digital book, audio book, video, music and magazine services for patrons wishing to utilize portable devices such as Kindles, Nooks, iPods and iPads. Members may browse through our daily international newspapers and a selection of popular magazines from several countries. Patrons can also enjoy the Library Gallery, which features original work from a local artist each month. Computers with access to the Internet are available for patrons' use as well as free wireless Internet access. In the study room, you will find a quiet place to study alone or with a small group.

Bldg. 307, Community Activity Centre
065-44-5631 or DSN 314-423-5631
mwr.shape.library.info@us.army.mil
www.library.eur.army.mil/shapeinternationallibrary
Mon-Fri: 1000-1800 hrs
Sat: 1000-1500 hrs
Closed on Sundays & SHAPE holidays



Membership is open to all US Military and Department of Defense ID cardholders and their dependents, SHAPE ID cardholders.

DON'T MISS OUR ACTIVITIES!

- **The Kids' Book Club:** popular fiction for elementary school-aged children (grades 2-6). Second Thursday of each month at 1630 hrs.
- **Page Turners:** book discussion group for adults. Third Wednesday of each month at 1730 hrs.
- **The Preteen/Teen Book Club:** popular young adult fiction for children and teens (grades 6-12). Third Thursday of each month at 1630 hrs.
- **Toddler Story Time:** for infants and toddlers through 2 years old. Every Tuesday at 1000 in the Children's Room of the library.
- **Preschool Story Time:** enjoy stories, finger plays, songs and lots of giggles for children ages 3-6. Every Tuesday at 1615 in the Dome Room of the Events Centre, Bldg. 303.
- **Summer Reading Programme:** every summer for children and teens.

**Patrons may utilize the library's outside book drop to return materials when the library is closed.*





WELCOME TO THE WATERWAYS OF HAINAUT

Discover impressive heritage near La Louvière during a guided boat trip or ride yourself an electric boat on the historic Canal!



© H.C.T. - G. Sgaurino

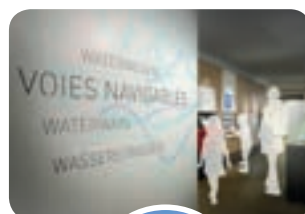
Book a boat for your event and navigate on the historic Canal du Centre with crossing of 4 hydraulic lifts, mobile bridges and the giant boat Lift, an unique excursion in Hainaut!

STREPY-THIEU NEW

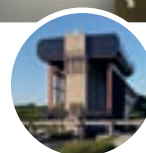
In July 2018, visit the Interpretation Center dedicated to the history of Belgian inland navigation
"Waterways of yesterday, today and tomorrow"



© Antheus-H



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<http://voiesdeau.hainaut.be> - info@voiesdeau.hainaut.be - +32(0)78/059.059

SHAPE Trips and Tours

New in Europe and want to explore?

New in Europe and want to explore? SHAPE Trips & Tours is the right place for you! We offer affordable trips and we plan it all! We specialize in travel groups, we do not book individual trips but we will gladly help you to plan a great trip for your organization.

We vary our trips in order to meet the desires of the many different people here at SHAPE. Some of our trips are transportation only, we drop you off and the time is yours to explore at your leisure. Others are guided tours of castles, museums historical sites and more.

We visit popular places such as Paris, London, Amsterdam in Europe but this is not where we stop! We offer every year new destinations in exotic countries such as Peru, Vietnam, India and China. Mediterranean Cruises are also offered in the summer and you don't want to miss our great Christmas market offers and the New Year's trips.

Trips are open to all SHAPE/NA TO ID cardholders and their guests. For your convenience, we accept Visa, MasterCard, Bank contact, and Euro. Alternatively, you can also charge your reservations to your credit card over the telephone.

For more information, come by our Trips and Tours office in the Community Activity Centre, Bldg. 307.



Bldg. 307
065/44 3884
shapetripsandtours1@gmail.com
Mon-Thu: 0900-1700 hrs
Fri: 0900-1530 hrs
Closed: Sat, Sun, and SHAPE Holidays



SHAPE Business Centre

A service brought to you by SHAPE MWB to meet your business needs including:

- Binding
- Business Cards
- Black&White and Color Photocopying and Printing
- International Shipping
- Faxing and Scanning
- CD Burning
- Laminating
- Passport Photos

Bldg. 307, Room 117
065/44 4254
shapebusinesscentre@gmail.com
Mon-Fri: 1300-1800 hrs



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© HCT - C. Gaspenter



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© Bière de Chimay S.A.



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Hainaut

Discover the Province of Hainaut attractions purchasing your tickets at reduced prices via TRIPS AND TOURS !!!

In search of cultural activities?

Artistic cities, cathedrals, belfries, museums: you are bound to fall in love with our Culture. The Marble Museum in Rance, the Royal Museum of Mariemont, the Pottery house in Châtelet and the Centre of Engraving and the Printed Image of La Louvière organize many educational activities dedicated to families.

Want to live a moment of castle life ?

The castles of Seneffe and Chimay will bring you back to a prestigious past.

Curious about the industrial soul of your home Province?

Discover an exceptional mining heritage at the Grand-Hornu, Bois-du-Luc and Bois du Cazier.

Feeling like activity in nature?

The site of the Eau d'Heure lakes is the place by excellence. It's the largest site of its kind in Belgium, nestled in between forests and meadows.

Many other leisure activities are to be discovered in the tourist brochure of Hainaut available in your Travel Agency.

Fédération du Tourisme de la Province de Hainaut
31, rue des Clercs - 7000 Mons

Tel. : ++32(0)65/36.04.64 - Fax : ++32(0)65/33.57.32

Email : federation.tourisme@hainaut.be - www.visithainaut.be



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Hoyas.subaru.be

Modèle illustré: Subaru XV 2.0i-S EyeSight Premium



6,4 – 6,9 L/100 km @ 145 – 155 g/km
INFORMATION ENVIRONNEMENTALE : AR du 19/03/2004
WWW.SUBARU.BE

SHAPE ARTS & CRAFTS CENTRE

MOSAIC CLASSES - Roos
artsandcraftsshape@gmail.com

POTTERY BY HAND - Magda
artsandcraftsshape@gmail.com

DECOUPAGE - Emiliana
artsandcraftsshape@gmail.com

ACRYLIC PAINTING - Tanya
artsandcraftsshape@gmail.com
 (for children & adults)

GLASS PAINTING - Ioana
artsandcraftsshape@gmail.com
 (for children & adults)

PHOTOGRAPHY - Tim Clark
timphoto@gmail.com

QUILTING, PATCHWORKING& SEWING - Romana
www.romipatch.com



CAKE DESIGN - Lina
info@linasbakery.com

BOBBIN LACE - Romana
artsandcraftsshape@gmail.com

POTTERY ON THE WHEEL - Paul
artsandcraftsshape@gmail.com

COLLAGE & MIXED MEDIA - Sarah
artsandcraftsshape@gmail.com

JEWELRY MAKING - Paola
dvt.paola@gmail.com

BASIC CERAMICS - Magda & Isabelle
 Tues-Thu: 0900-1700
 Fri: 0900-1500

FRAMING - Damir
 Mon-Thu: 0900-1700
 Fri: 0900-1200

**Please note that most of the classes can be given on dates and times that is convenient for both student and teacher. *Please call or come in for more information. Ceramics and framing classes are offered by request. Once you finish the class you can come, work by yourself. *Most of the supplies required can be obtained directly from the Arts and Crafts Centre or the instructor, however, if you are given a class handout listing supplies needed for your first class, please ensure you purchase the supplies well in advance of the starting date. *Registrations are taken over the telephone but are only confirmed upon payment of the class fee in Euros. *Payment of the class fee must be made 24 hours prior to the start class.*

SHOP & ENGRAVING

The SHOP provides all the needs for SHAPE apparel and SHAPE gifts as in fleeces, T-shirts, plaques, trophies and much more. All your gifts can be personalized with our own engraving machine and our own embroidery machine. The Shop is also famous for YANKEE Candles and accessories.

BIRTHDAY PARTY

Friday 1600-1800 hrs

Saturday 1030-1230 hrs

You provide the cake and the drinks, you choose an activity for the children, we organize this activity and when you pick up your children, you have a nice clean house.



Bldg 307
 065/446049
artsandcraftsshape@gmail.com
 Mon-Thu: 0900-1700
 Fri: 0900-1530
 Closed on weekends and SHAPE holidays.

Share your skills with the SHAPE Community!
 SHAPE Arts & Crafts is always looking for
 new instructors!

DECATHLON

MONS

DECATHLON MONS - RUE DE LA POIRE D'OR, 7033 MONS

LUNDI - SAMEDI : 9H - 19H30

SHAPE

VOTRE MAGASIN
DE SPORT
A SEULEMENT
10KM

DECATHLON

DECATHLON MONS, LA QUALITÉ,
TOUJOURS AU PRIX LE PLUS BAS !



 BTWIN

 DOMYOS

 Kalenji

 Quechua

SHAPE SPORTS & FITNESS SECTION

SERVICES OFFERED

The Sport and Fitness Section provides a variety of programmes and services, from aerobics to weight training facilities. To use the athletic facilities and programmes, you must have a valid SHAPE ID card authorizing access to SHAPE Sports & Fitness Facilities.

MAIN GYM – Bldg 313

Situated opposite to the main entrance into the 100 area, the Main Gymnasium houses a sports hall, swimming pool, racketball (squash, etc.) courts, fitness suite, aerobic, dance studio, wet and dry changing areas with single-sex saunas.

SWIMMING POOL

The swimming pool is 25 meters in length. Children under 14 years of age must be accompanied by an adult of at least 18 years of age. There is no charge for use of the swimming pool.

Bldg. 313
065/445325
Shape2day.com/sport.aspx
ShapeSportsandFitness
Mon-Thu: 0530-2100 hrs
Fri: 0530-1800 hrs
Sat-Sun/SHAPE Holidays
0900-1200 hrs

FITNESS SUITE

The Fitness Suite offers a wide variety of aerobic and weight lifting equipment in this facility. Fitness Training routines and advice are available upon request. Users must be 18 years and over.

FREELANCE INSTRUCTORS

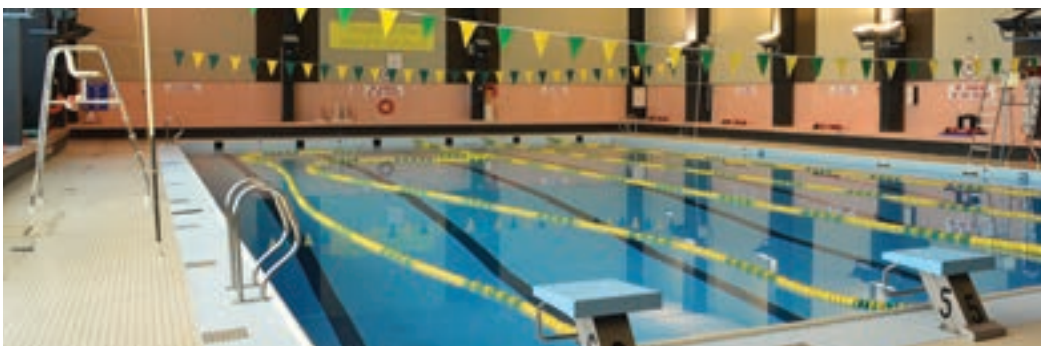
Freelance instructors offer an ever changing choice of classes (Yoga, Baby and Kids' Yoga, Zumba, TBC, Ladies Fitness) that can be attended by anyone authorised to use the facilities. There is a fee associated with these classes. Sporting and leisure activities are displayed on bulletin boards throughout the Sports & Fitness Dept. Facilities.

SAUNA

The Main Gymnasium currently has separate male and female sauna facilities. All displayed instructions must be followed. The minimum age for use of the sauna is 18 years. Mon-Fri: 0530-2030 hrs. Sat-Sun and SHAPE Holidays: 1000-1530 hrs.

MAIN GYM ANNEX – Bldg 301

It houses the free-weights equipment and Cardio Area. Users must be 18 years and over.



TENNIS – Bldg 404

There are 2 indoor tennis courts and 4 outdoor tennis courts. Contact ext. 5325 to reserve a court.

SACEUR SPORTS

The SACEUR Sports Competition has a true International feel and is a genuine chance to represent your country at any one of a number of different sports/activities. The events are held on the last Thursday of each month throughout the year. Example of the SACEUR Sports events are: Racket Sports, Swimming, Volleyball, Biathlon, Dodgeball, Football, Tennis, Athletics (Track & Field), Orienteering and Super Stars. Anyone who is interested in representing and/or supporting their nation should contact their National Sports Representative or the Sports & Fitness Department at ext 5325.

SHAPE HALF MARATHON

The SHAPE 1/2 Marathon and Children's Mini Marathon is one of our events that encompass the whole community and usually it takes place in March. It is open to all fitness levels and may be used as a kick start to a healthier lifestyle. Many

Shapians are keen to undertake this challenge, but are in need of a little help or encouragement.



MAKE-A-WISH

In support of the international children's charity Make-A-Wish, which grants wishes to terminally ill children, SHAPE Sports & Fitness hosts an annual 24 Hour 'Fun Relay'. Words cannot begin to describe this truly international event which had nearly 4000 participants from across the entire SHAPE Community every year. Runners of all ages, sizes and abilities do their bit to help a dream come true! This event, held in May, is growing every year and really should not be missed.



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SHAPE INTERNATIONAL BAND

The SHAPE International Band is a unique, inter-service and international military band that represents the SACEUR, SHAPE and NATO in concerts throughout Europe.

The Band's primary mission is to act as a ceremonial band to honour the many distinguished visitors to SHAPE. They also promote NATO's message through concerts, national celebrations, and community festivals.

Originally founded in 1983 as a voluntary musical organization, the band was officially activated in 1985. Today the band consists of 14 enlisted military members from Canada, France, and the United States and is supplemented with volunteers.

This group of dedicated musicians perform as soloists and create numerous diverse ensembles: NATO Jazz Orchestra, NATO Jazz Alliance, Gruntz, Task Force X, Groove Summit, Ceremonial Band, Brass Ambassadors, and NATO Trio.

Bandmaster Alex Dvorak leads the SHAPE International Band. He is the only enlisted bandmaster in the USA Army and has over 30 years experience directing, leading and participating in musical organizations.

Though we speak many languages here on SHAPE, the band speaks the universal language every nation understands: Music! Whether it's Jazz, Pop or Big Band music, the SHAPE International Band embodies the true spirit of SHAPE and the NATO alliance. Learn more about this unique organization at:

www.shapeband.be as well as on their Facebook page.



Maître Samuel Panis

Local attorney at law

Provides legal advice in English and French.

Rue Grande 11, 7070 Le Roeulx
064/44.18.36 or 071/54.02.48
s.panis@avocat-panis.be

SHAPE OUTDOOR RECREATION & EQUIPMENT RENTAL CENTRE

The Army ODR programs offers diverse, healthful, vigorous, and comprehensive outdoor recreation activities and instruction for active duty, family members, civilians and other authorized patrons. The ODR programs build a sense of community, promote skill development, and provide for stress relief and enjoyment, while contributing to military mission readiness through adventure and challenge-type activities that test functional fitness and motor skills and enhance unit cohesion. Soldiers and family members enjoy an enhanced quality of life through participation in new and/or ongoing lifetime leisure outdoor pursuits.

SHAPE Outdoor Recreation (ODR) provides many opportunities to you and your Family and friends to discover the wonders of living in Europe. Outdoor Recreation offers a wide range of instructional activities to introduce you to the beautiful nature in the surrounding area: Rock climbing; Caving; Biking; Ski/ Snowboarding; White water rafting; Windsurfing; Deep Sea Fishing and much more. Let the rush of adrenaline surge through you as you maneuver through and along some of the best terrains and areas in Europe. Our staff is well trained and fun to be around.



THEY WILL MAKE SURE THAT YOU HAVE A FANTASTIC TIME!

PRICE LIST

Mon & Fri: 0900-1730 Tue-Wed: 0900-1400

Phone: 065-225-246 Bldg. 504

Call or visit us for extended rentals, special Services or just for any question

OUTDOOR EQUIPMENT

	Daily	weekend	Monthly
SHADE TENT 150 SQM (10x30)	25	30	1000
SHADE TENT 250 SQM (10 SHX30)	30	40	1200
SHADE TENT 350 SQM (30x30)	40	60	2000
SHADE TAIL FOR TENT	2	4	10
TENT SET (INCLUDES REMOVAL)	8	8	20
TENT TABLE	2	4	12
BENCH	2	2	8
SHADE COVER			

	Daily	weekend	Monthly
WOLF BARKING GRILL	5	10	30
GRILL (TRAILER GRILL)	10	40	1200
LARGE GRILL (OR GRILL)	50	60	1800
COLOR GRILL & MEDIUM	2	4	10
COLOR LARGE	3	6	15
PARTY COLOR (1/2) (1/2)	4	8	16

	Daily	weekend	Monthly
SHOOTS	10	10	30
COLOR SHOT SET	12	18	60
SHOULDER SET	6	18	40
SH BOOTS	3	6	15
WOMAN BIRD	6	10	25
HELMET	3	2	5

	Daily	weekend	Monthly
SHADE EQUIPMENT			
PORTABLE SPEAKERS	20	30	100
MICROPHONE	10	20	50
AMPLIFIER / MIXER	40	60	150
PORTABLE LIGHTS	8	10	25

	Daily	weekend	Monthly
CAMPING TENT	8	10	25
SLEEPING TENT	8	10	25
LIGHTWEIGHT BED	8	10	30

ENTERTAINMENT

	Daily	weekend	Monthly
DISC Jockey / MC / DJ / MC	15	20	500
UNLIMITED HAPPY HOUR	15	20	500
UNLIMITED BURNY GARDEN	15	20	500
SHINE TALK	20	40	600
WOLFPENAL SET	5	10	25
WOLFPENAL SET	2	4	10
FLY (OF-WAY) SET	2	4	10

SHADE EQUIPMENT

	Daily	weekend	Monthly
WOLF BARKING GRILL	5	10	30
GRILL - HOME	5	10	30
LARGE GRILL	10	15	40
MEDIUM GRILL	10	15	40
SHADE GRILL	10	15	40
ENTERTAINMENT (CNC)	5	8	20

	Daily	weekend	Monthly
SHADE EQUIPMENT			
SHADE TENT 150 SQM (10x30)	25	30	1000
SHADE TENT 250 SQM (10 SHX30)	30	40	1200
SHADE TENT 350 SQM (30x30)	40	60	2000
SHADE TAIL FOR TENT	2	4	10

	Daily	weekend	Monthly
SHADE EQUIPMENT			
TENT INSTALLATION FEE	20	30	40
SHADE TENT FEE	10	15	30
SHADE TENT FEE	10	15	30

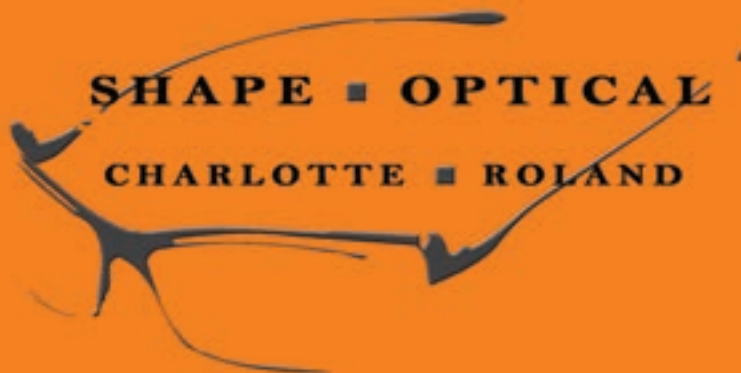
SHAPE OUTDOOR RECREATION

SHAPE GROUP II ACTIVITIES

These organizations, requested by the SHAPE Community, are for the general education, sport, recreation and welfare of SHAPE military and civilian personnel and their dependants, including the personnel of elements assisting or supporting SHAPE (e.g. NMRs, National Support Units) and their dependants.

SHAPE 1st International Scout Group
SHAPE Alumni Association
SHAPE American High School Scholarship Committee
SHAPE Archery Club
SHAPE Badminton Club
SHAPE Boosters Club
SHAPE Bowling Association
SHAPE Boy Scouts of America (troop 325)
SHAPE Bridge Club
SHAPE District Girlguiding UK / Guides & Brownies
SHAPE Football Club
SHAPE 16
SHAPE Girl Scouts of USA SHAPE Golf Association
SHAPE Health Care Facility Association
SHAPE International Angling Club
SHAPE International Association of Former NCOs

SHAPE International Chapel Centre Charity (IC3)
SHAPE International Cycling Club
SHAPE International Thrift Shop
SHAPE International Women's Club
SHAPE Military History Association
SHAPE Mom2Mom Global
SHAPE Officers Association
SHAPE Parent-Teacher-Student Association (PTSA)
SHAPE Rocquencourt Chowder Marching & Darts Society
SHAPE Rugby Club SHAPE SCSF Mutual Aid Fund
SHAPE Share-A-Meal SHAPE Sub Aqua Club
SHAPE Tennis Association
SHAPE Toastmasters International
SHAPE Top III
SHAPE Travel Group
SHAPE Volleyball Club



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Tel: 065/44.56.21

SHAPE RECYCLING CENTRE

The SHAPE Recycling Centre informs you that the following materials may be disposed of at this location.

CARDBOARD AND PAPER

All paper and cardboard products should be placed in the compactors. There is no need to separate papers and cardboards e.g. newspapers, boxes, magazines, etc.

GLASS PRODUCTS

All types and colours of glass go into the same container. It is not necessary to remove labels and metal rings. Sorting of glass will be done at the processing centre. Chinaware and ceramic items are not accepted.

PLASTIC MATERIAL

It is not necessary to remove the caps or labels. Plastic items that are non-recyclable and cannot be accepted: Bottles or containers for syrup, butter or other grease or fat based products, cup type containers for yoghurt, custard, pudding, sour cream, preserves, cheese, meat, salad and other similar food products, plastic bags or other thin plastic wrapping, and Styrofoam trays or materials. These plastic products are not recyclable and are simply disposed of by burning at the plant. They should be disposed of in appropriate bags and collected at the time of the regular rubbish collection.

METAL

There are two metal containers, one for aluminum cans and other metal tins; labels do not have to be removed, the other one is for scrap metal only.

BATTERIES

Small batteries may be dropped in a small yellow metal box near the container for special household waste. Car batteries will be stored by the Recycling Centre staff in the covered 20M3 special waste container.

USED CAR OIL

Will be poured by the Recycling Centre Staff into the 1,000 litre oil container near the covered 20M3 special waste container.

TOXIC WASTE

Any toxic material, such as cleaning fluids, paints and other toxic waste, should be left in their original containers and dropped in the container for special household waste. They will be stored by the Recycling Centre staff in the special waste container.

UNWANTED HOUSEHOLD ITEMS

Old clothes, blankets, leather bags and shoes go into any of the three CURITAS containers located in the compactor area.

Since 1995, the SHAPE Recycling Centre has had three CURITAS beige containers in operation.

These containers accept:

- All old clothing (men, women, children) .
- Linen and bedclothes.
- Old shoes, bags and other leather articles.

These items will be:

- Re-used in second-hand shops and in third-world and disaster-stricken areas.
- Transformed into rags or stuffing for mattresses and car seats.
- Re-used as fibres for insulation material. Please make sure that items dropped into the containers are packed or tied up. Recycling of old clothes and leather will protect the environment against further pollution caused if these products were to be burnt or thrown out.

These containers are installed free of charge and all profits made from the recycling process are donated to the Oeuvre Beige du Cancer.



NOT ACCEPTED!

Regular waste, large household items, electronic and electric equipment, construction waste, yard waste and wood. These items have to be disposed of by the owners in the local recycling centres such as Jurbise or Obourg or Jemappes. Details of the location and information on the recycling procedures for this area can be found on the following website:

www.idea.be/Show.aspx?Pageld=spc/parcsconteneurs

Your Housing Office can also provide you with information about your local recycling centres, bulk or personal trash process.

**Be aware, when you buy and delivered any new electrical appliance, the shop has the obligation to take away (free of charge) your old appliance.*

SHAPIANS ARE KINDLY REMINDED THAT THEY SHOULD NOT:

- Leave their children unsupervised when using the Recycling Centre. Access ramps between containers are sometimes slippery and the paper compactor's hydraulic press while in motion, may represent a serious potential hazard to unattended children.
- Use the Recycling Centre as a short-cut between the shopping facilities car park and Avenue de CO PENHAGUE.
- Drop material off outside of the Recycling Centre outside of business hours. This may constitute a violation of Belgian law and subject you to significant fines. Items left may be searched to determine ownership and to locate the owner.

The SHAPE Recycling Centre has also installed a number of satellite recycling centres throughout the SHAPE area on request with the intent to help protect the environment. The satellites consist of 240L containers for paper/cardboard, glass, cans and plastic as well as 770L containers for cardboards.

HOW TO USE THE SATELLITES RECYCLING CENTRES

The satellites may only be used for the recycling of:

- **PAPER:** Only paper, newspapers, magazines
 - No greasy paper, no pizza boxes, no styrofoam cups, no plastic wrappings (around catalogues or magazines ...).
- **CARDBOARD:** Small cardboard boxes must be folded; big cardboard boxes must be cut and folded.
- **GLASS:** Only glass bottles
 - No chinaware, no ceramic items, no panes of glass, no mirrors, no neon tubes, no lamps.
- **CANITIN:** No spray.
- **PLASTIC:** Only plastic bottles
 - No plastic bags, no plastic wrappings.

The satellites recycling centres may, under no circumstances, be used for waste disposal. Should you request more information about the SHAPE Recycling Centre and/or the recycling satellites, please call Francesco Canu, SHAPE BSG-ISS, on extension 4253.

INFRASTRUCTURE, STORAGE AND SUPPLY BRANCH (ISS) – PDO Sales

The Property Disposal Office (PDO) conducts, on a monthly basis, sales of written off property in Bldg 201. The PDO office is open every day from 9h00 to 11h30 (Francesco Canu or Sylvie Cassez ext: 4253 or 4294)

It is possible to buy at fixed price furniture, mess items, tools, GSM and data processing equipment such as PC, screens, printers, scanner, laptops, etc. Payment in cash only.

PDO also conducts in conjunction with the Receiver of the Mons Property Office vehicles sales by public auction once or twice a year.

Bldg. 512 (adjacent to the Carrefour Shop)
Mon-Thu: 1000 - 1250 and 1330 - 1750 hrs
Fri: 1000 - 1250 hrs and 1330 - 1650 hrs
Closed on Sat, Sun and SHAPE holidays

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■ 0495 251 568
■ entreprises@walcom.be
or nato@walcom.be



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**It's all about
what matters to you**

SHAPE CONCESSIONAIRES

Concessionaire facilities are located in the Shopping Area, the Main Building (Bldg. 102) and next to the In-Processing Building (Bldg. 250):

- The Shopping Centre is mainly open from Monday to Saturday; however, the grocery store is also open on Sunday morning and during SHAPE Holidays.
- Tax-free shopping is available at the grocery store, the Gas Station and the Dry Cleaning. There is automatic cash and an exchange machine provided by the Bank in the Shopping Area.
- There is also a Bookstore and Barber Shop, providing a convenient service for those personnel working in the Main Building Complex.
- In Bldg. 250, next to the In-Processing Building (Bldg. 210), within the industrial area, you will find Insurance Company.



BOOK STORE

Bldg. 102

Tel: 065/31 10 02



GROCERY STORE

Bldg. 505

Tel: 065/32 85 70



BANK

Bldg. 102

Tel: 065/44 67 89



DRY CLEANING

Bldg. 505

Tel: 065/35 70 58



BARBER SHOP

Bldg. 102 & 504

Tel: 065/44 5498 or 5983 or 2614



INSURANCE

Bldg. 250

Tel: 065/44 53 55



FLOWER SHOP

Bldg. 504

Tel: 065/44 56 23



GAS STATION

Bldg. 304

Tel: 065/32 83 00 or 02



OPTICAL SHOP

Bldg. 504

Tel: 065/44 56 21

HOURS OF OPERATION



MWB OPS	Mon-Thu: 0830-1730 Fri: 0830-1530	065/44 8340 or 8341
SPORTS & FITNESS CENTRE	Mon-Thu: 0530-2100 Fri: 0530-1800 Sat-Sun: 0900-1200	065/44 5325
OUTDOOR RECREATION & RENTAL CENTRE	Mon & Fri: 0900-1730 Tue-Wed-Thu: 0900-1400	065/22 5246
EVENTS CENTRE	For reservations, call the SHAPE Club	065/44 8301 or 4133
B3's	Tue-Wed-Thu: 1700-2200 Fri: 1530-0200 Sat: 1700-0000	065/44 4133
CONTINENTAL MESS	Mon-Fri: 0700-0900 Breakfast 1130-1330 Lunch	065/44 4741
SILVER SPOON	Mon-Thu: 0730-1630 Fri: 0730-1530	065/44 5114
RENDEZ-VOUS	Mon-Fri: 0730-1900 Sat: 0900-1600 Sun: 0900-1300	065/44 5220
SHAPE CLUB	Mon-Fri: 0730-2200	065/44 4133
PIZZA BOWL	Snack Bar: Mon-Thu: 0730-2100 Fri-Sat: 1130-2130 Sun: 1200-1900 Bar & Lanes: Mon-Thu: 1130-2300 Fri-Sat: 1130-2330 Sun: 1200-1900	065/44 5697
ALLIANCE AUDITORIUM	Information available at SHAPE2Day.com	065/44 5697
RATIONED ITEMS STORE	Mon-Fri: 1030-1800 Sat: 1000-1600	065/44 5628
SHAPE INN	Mon-Thu: 0800-1645 Fri: 0800-1445	065/44 4385
LANGUAGE CENTRE	Mon-Thu: 0830-1630	065/44 4971
LIBRARY	Mon-Fri: 1000-1800 Sat: 1000-1500	065/44 5631
PERFORMING ARTS CENTRE	Tue-Fri: 1300-1800	065/44 3312
BUSINESS CENTRE	Mon-Thu: 1300-1800	065/44 6395
ARTS & CRAFTS	Mon-Thu: 0900-1700 Fri: 0900-1530	065/44 7175
TRIPS & TOURS	Mon-Thu: 0900-1700 Fri: 0900-1530	065/44 3884



Welcome

