



OPERATING RULES FOR SHORT-TERM LEASE

A. RECITALS

1) For the purposes of these Operating Rules:

- **Tenant** means a person who uses the premises in the NHV based on a short-term lease agreement;
 - **Landlord** means the company Národní dům - Kulturní dům železničářů, s.r.o., Id. No.: 45789053, with its registered office at náměstí Míru 9/820, 120 53 Prague 2;
 - NHV means the National House of Vinohrady, located at nám. Míru 9/820, Prague 2, Postal Code 120 00;
 - **Event** means an event ordered and organised by the Tenant in the premises of the NHV, for which the Tenant has leased the premises of the NHV;
 - **External Catering Provider** means a person who provides catering services during an Event on the basis of an agreement with the Tenant;
 - **External AV Service Provider** means a person who provides audio-visual services during an Event on the basis of an (*agreement - trans.*) with the Tenant;
- 2) The leased premises are located in the historical building of the National House of Vinohrady, which is a national cultural monument. Consequently, the following obligations and limitations shall apply.
- 3) The special rules set out in Parts C and D hereof shall apply analogously to external providers of other services ordered by the Tenant in connection with an organised Event.
- 4) The Tenant is liable to the Landlord for the fulfilment of all the obligations and for compliance with all the rules following from these Operating Rules.

B. GENERAL RULES FOR USE OF LEASED PREMISES IN NHV

- 1) SMOKING is PROHIBITED in all premises within the NHV.
- 2) Neither the Tenant nor the guests or other persons participating in an Event in any way may bring any live animals to the NHV, with the exception of assistance dogs for blind persons and dogs used by the Police of the Czech Republic.
- 3) The Landlord does not provide for medical service.
- 4) A prohibition of sticking any TESA tapes on the floor tiles in the corridors, on parquet floors, on the walls or on doors applies in all premises within the NHV.

We only allow pre-approved adhesive tapes that do not leave adhesive marks or not break the paint after removal. Advertising or information boards may only be placed with the Landlord's prior written consent and under the conditions stipulated by the Landlord.

- 5) It is prohibited to use an open fire (except for alcohol burner stoves for catering purposes - see Part C (3) hereof) anywhere in the NHV. Candles and/or candelabra may only be used with the Landlord's prior consent and under the conditions stipulated by the Landlord.
- 6) The layout of furniture and equipment for an Event (chairs, tables, stalls, etc.) must always be consulted with the Landlord. It is prohibited to block emergency exits; to hang anything on ceilings; and to drill or screw anything in any part of the NHV building. Installation of any furniture and/or equipment must not damage the parquet floors.
- 7) It is prohibited to use confetti, inflatable balls, bubble blowers and other entertainment equipment causing stains within the premises of the NHV. In case of breach of this prohibition, the Tenant will be charged the costs of extraordinary cleaning, including compensation for any damage thus caused.
- 8) In case of any damage to the property or the interior of the NHV, this issue shall be resolved between the NHV Manager and the Tenant immediately after the end of the Event. All relevant issues shall be recorded in a handover record and subsequently addressed by the NHV business department.
- 9) All persons providing external services for the Tenant in connection with an organised Event must comply with the occupational safety and health protection regulations.
- 10) The Landlord does not provide for parking of vehicles near the NHV, not even at the main entrance to the NHV. Any equipment for an organised Event may only be brought in through the entrance from the Slezská street (see the map in Part E hereof). Parking at the entrance from the Slezská street is only permitted for the time of unloading! Parquet floors must not be damaged in moving of equipment and supplies. After arrival, the NHV Manager on duty must always be contacted, who shall provide for an authorised person to operate the lift.
- 11) Use of a cargo lift - transportation of technical and other equipment and material weighing up to 500 kg into the premises:
 - Dimensions of the cargo lift: width 1.3 m, height 2 m, depth 1.6 m;
 - The Tenant is obliged to send to the Landlord by e-mail, 72 hours in advance, a time schedule for transportation of technical and other equipment, exhibition materials, etc. into the premises. The Landlord reserves the right to reject the Tenant's requirements in case these exceed the set limits;
 - The cargo lift may only be operated by an authorised employee of the Landlord.
- 12) At any time during an Event, the Landlord may cancel the Event and order immediate clearance of the leased premises in the NHV, especially if the Tenant's or visitors' conduct poses a risk to human health or to property.
- 13) The Tenant, external service providers and visitors to an Event are obliged to comply with quiet hours from 10.00 p.m. to 06.00 a.m. so as to avoid any noise disturbance at night, especially in the Slezská, Korunní and náměstí Míru streets.

C. SPECIAL RULES FOR EXTERNAL CATERING PROVIDERS.

- 1) Location of catering must always be approved by the NHV Manager.
- 2) Without supervision by the NHV Manager on duty or a person authorised by him, External Catering Service Providers may not:
 - Use the cargo lift;

- Enter into any premises other than the leased premises.
- 3) It is prohibited to use an open fire in any premises within the NHV, with the exception of alcohol burner stoves. The location and conditions for use of alcohol burner stoves shall be determined by the NHV Manager in advance.
- 4) Ventilation in individual halls is limited. Where ventilation is necessary, this shall always be discussed with the NHV Manager.
- 5) It is absolutely necessary for External Catering Service Providers to have available sufficient number of personnel for removal of dishes/waste, etc. and a sufficient number of waste containers both in the utility rooms and in the premises where the Event takes place. External Catering Service Providers are responsible for disposal of all waste from the catering. All waste from catering must be disposed of immediately after the end of the Event and in any case not later than within 4 hours after the end of the Event. If the Tenant and the Landlord agree that the Landlord shall provide for disposal of waste from catering, the Tenant shall be charged a fee of **CZK 5,000 excl. VAT**.
- 6) It is absolutely necessary for External Catering Service Providers to have sufficient equipment, especially trays. The layout of furniture and equipment for an Event (chairs, tables, stands, etc.) must always be consulted with the NHV Manager, where it is necessary to ensure that:
 - a. The floor in the premises where meals are prepared and served is completely covered, up to the walls (preferably with a plastic cover);
 - b. Nothing is placed against the walls and frescoes and the minimum distance of furniture and/or equipment from the walls is maintained.
- 7) In case of any damage to the property or the interior of the NHV in connection with the provision of catering services, this issue shall be resolved between the NHV Manager, on the one part, and the Tenant and the manager of the External Catering Service Provider, on the other part, immediately after the end of the Event. All relevant issues shall be recorded in a handover record and subsequently addressed by the NHV business department.

D. SPECIAL RULES FOR EXTERNAL AV SERVICE PROVIDERS

- 1) A supervising technician must be present at the NHV during the entire term of the lease. The price for the technician's presence is **CZK 300 excl. VAT per hour**. The technician shall enable connection to local structural lighting, supervise over the assembly and supervise over connection to the local electrical network.
- 2) At least 5 days before an Event, the External AV Service Provider or the Tenant is obliged to submit to the Landlord:
 - The name of the contact person responsible for installation of AV technology;
 - Time schedule for transportation into the premises, assembly, disassembly and detailed layout of AV technology (including dimensions) and a plan of the stage location;
 - A request for use of the lift or moving up/down the stairs, placement of a diesel engine, if necessary, cabling layout, etc.;
 - A requirement for use of electric sockets;
 - A breakdown of the individual sockets load (kW, A) (only if expressly requested by the Landlord); all power distribution lines (i.e. 4400V/125A, 400V/63A, 400V/32A, but also 230V cabling) must have a valid revision certificate, which must be presented on site upon the Landlord's request; otherwise, they cannot be connected to the electric circuit.

- An overview of requirements for the provision of connections; these requirements shall be consulted with the supervising technician, who shall subsequently confirm whether or not the required connections can be provided in the required premises.
- 3) In case of use of a hazer, the times of its use must be indicated in the time schedule so that the fire alarm system (hereinafter **FAS**) sensors can be switched off. The conditions for switching off the FAS sensors are stipulated in paragraph (7) of this Part of the Operating Rules. A hazer may only be turned on after express confirmation by the Landlord that the FAS sensors have been switched off.
- 4) All structural supports - ground supports, stage supports, etc. - must be underlaid (e.g. with firm mats, etc.) so as to prevent damage to floors, walls and carpets.
- 5) Without the supervision by the NHV Manager on duty or an employee authorised by him, the External AV Service Provider may not:
 - Use the cargo lift;
 - Enter into any premises other than the leased premises.
- 6) The supervising technician shall always supervise over the following:
 - Assembly of the AV technology equipment;
 - Electrical sockets load;
 - Use of furnishing and equipment of the NHV;
 - Disassembly of the AV technology equipment;
- 7) The FAS may only be switched off under the following conditions:
 - A request for turning off the system must be sent by the Tenant to an e-mail address of the Landlord's representative (usually the relevant business manager who is responsible for the Event); subsequently, the Landlord shall decide on the possibility of switching off the FAS;
 - The fee for switching off the system is **CZK 5,000 excl. VAT**;
 - The FAS alarm system may only be switched off for an absolutely necessary period of time (for security reasons, switching off the system for a longer period of time is not possible);
 - The Landlord reserves the right to refuse switching off the FAS if the set safety requirements have not been met.

E. MAP:



1 – Main entrance

2 – Entrance from the Slezská street

By executing these Operating Rules, the Tenant expressly confirms that it has acquainted itself with their contents.

In Prague, on _ _ _

Tenant