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Pursuant to Articles 28 and 29 of the Statute of the Public Institution in Culture Fortress of Culture Šibenik, the Expert Council of the Public Institution in Culture Fortress of Culture Šibenik, promulgates at the tenth meeting, held on 12 May 2020, the following:

Book of Regulations for the Renting of Locations

Managed by the Public Institution in Culture Fortress of Culture Šibenik

Article 1

This Book of Regulations governs the methods and conditions for renting and using the locations of the two fortresses in Šibenik managed by the Public Institution in Culture Fortress of Culture Šibenik (hereinafter referred to as: Institution). The locations of both facilities can be rented to legal entities and natural persons (hereinafter: User) for their usage, provided that the method and purpose of the usage of these locations do not interfere with regular work and activities of the facilities and do not harm the reputation and dignity of both facilities.

Article 2

The facilities that can be rented partially or completely are:

1. St. Michael's Fortress
2. Barone Fortress

Article 3

The Institution shall keep the discretionary right of assessment which events and/or legal entities or natural persons damage the reputation and dignity of the facilities, as well as the right of not renting the requested location for usage.



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The Institution independently decides on the permit and conditions for partial or complete closure of the fortress for daily visits, as well as it decides on the conditions of the space usage outside regular working hours or on public holidays and on Sundays.

Article 4

The prices for renting of locations and the technical equipment and inventory rental are stated in the Price List, which is an integral part of this Book of Regulations and can be found in Appendix 1.

Within the price for renting the facilities, the Institution is obliged to provide an event coordinator at the location, the use of sanitary facilities and cleaning before and after the event.

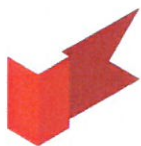
Article 5

If the preparation and load out of the event production interferes with the regular daily visit, they are included in the time of the space usage.

Article 6

The rent for the facilities is paid on the basis of a previously signed Contract according to the following dynamics:

- **Model 1:** 25% of the complete rent price for the facilities no later than seven (7) business days after signing the contract (down payment) and a submitted debenture or a blank debenture or a payment guarantee for the remaining 75% of the complete rent price; upon the realization of the event, the Institution issues a final invoice for the space rental decreased of the paid down payment, which the User is obliged to pay within the specified due date, whereby the Institution will return the submitted debenture.



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- **Model 2:** 100% of the complete rent price for the facilities no later than seven (7) business days after signing the contract.

The user is obliged to submit a payment confirmation to the Institution immediately after the payment.

Article 7

In case of cancellation of the Contract on Renting of Locations by the User, regardless of the payment models specified in Art. 4 of this Book of Regulations, the Institution retains 25% of the total amount of the fee for renting of locations.

Article 8

Article 4 of the Decision on Procedures in Case of Thunder Storms in Outdoor Premises of the Fortresses in Šibenik (reg. no 157-1/17), dated 18 October 2017, stipulates that the Director of the Institution has the authority to order the closure of one or both fortresses and cancel the planned/agreed event, as soon as *realistic conditions of thunder storm endangerment occur*, which are determined under these conditions and according to the official data of the National Hydro Meteorological Act or the Metealarm:

- *If on the same day when a cultural, business or other event of a special type is scheduled on one of the fortresses mentioned:* a thunder storm - a meteorological phenomenon followed by thunder, heavy rain or pluvial, and intensified wind - is within a radius of 100 km from the locations St. Michael's and Barone fortresses in Šibenik 3 (three) hours before the official start, or
- *if there are no scheduled events on the fortresses the same day:* if a thunder storm - a meteorological phenomenon followed by thunder, heavy rain or pluvial and intensified wind - is located in a radius of 100 km from St. Michael's and Barone fortresses in Šibenik at any time during the regular working hours of the fortresses.

In case the Institution cancels the usage of the booked facilities, the paid funds will be returned to the User.



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Article 9

In case of an agreed postponement of the agreed upon term for the renting of locations, the Institution will propose to the User a new term under the same conditions specified in the originally signed Contract for the renting of Locations.

Article 10

The Director of the Institution retains the discretionary right to rent the facilities at prices lower than those provided by this Book of Regulations, or can approve a discount to individuals or groups of significant importance for the work of the Institution, such as senior state or foreign officials, business partners and the like, and individuals, groups or various event organizers having patronage or the support of the founder, the City of Šibenik.

In case of realization of the event according to the conditions from paragraph 1 of this Article, the User is obliged to pay fixed costs as follows:

- HRK 1,000.00 + VAT if the event does not interfere with the daily visit and St. Michael Fortress or Fortress Barone remains open to the public during the event
- HRK 1,000.00 + VAT per hour if St. Michael's Fortress or Barone Fortress is closed for public

Exceptionally, if the event is of a humanitarian nature, the Director of the Institution reserves the right to provide the space free of charge.

Article 11



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In case of exceeding the scheduled time for renting the facilities, the User will be issued an invoice for each subsequent started hour according to the valid Price List, which he is obliged to pay within the specified due date.

In case of exceeding the announced number of people, the User will be issued an invoice by the price category from the valid Price List in accordance with the actual number of participants, which he is obliged to pay within the specified due date.

Article 12

The User is allowed to record and photograph the area of the rented facility. Videos and photographs can be used for private purposes only and must not be publicly reproduced or used for other purposes, except if otherwise agreed with the Institution.

The Institution, in prior agreement with the User, has the right to use photographs if, but the possible use of the photographs for public purposes must be previously agreed with the User.

Article 13

Smoking is prohibited in all indoor areas, and pyrotechnics are completely prohibited on both facilities.

Candles, torches, lumins and other sources of fire which are used exclusively for the purpose of interior or exterior decoration are allowed only with prior agreement and approval of the Institution.

Article 14

All third parties involved in the preparation and execution of events must be pre-approved by the Institution.



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Article 15

For each event that includes musical performance, the User is obliged to promptly report the musical performance to ZAMP and submit the proof of report to the Institution no later than seven (7) business days before the scheduled date for using the facilities. In case of violating the Copyright Act, the User shall bear the legal consequences.

Article 16

The User is obliged to abide by the regulatory noise level. In case of planning to exceed the permissible level, the User is obliged to obtain permission from the competent department of the City of Šibenik.

Article 17

The User undertakes to respect the existing condition in the facility that is rented for usage and cannot take any actions that would change the current condition in any way.

Upon completion of the event, the User agrees to restore the rented facility to its condition in which it was before the usage.

Article 18

The User is obliged to pay the full amount for any possible damage on the fortress facilities caused by the User, its guests, or third parties hired by the User.

The amount and type of damage will be determined by a three-member committee convened by the Institution at the expense of the User.



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Article 19

The Book of Regulations shall enter into force on the day of its adoption.

Upon entry into force of this Book of Regulations, the *Book of Regulations for the Renting of Locations Managed by the Public Institution in Culture Fortress of Culture Šibenik*, adopted on 13 November, 2017 (ref. no. 10-6/17), shall cease to be valid.

In Šibenik, 12 May 2020.

Ref. no: 1-6/20



Gorana Barišić Bačelić
director



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Appendix 1

Price List

The indicated prices refer to the renting of facilities per hour.

NUMBER OF PARTICIPANTS	PRICE FOR THE FIRST HOUR OF RENTING THE SPACE FROM 21 SEPTEMBER TO 20 MAY	PRICE FOR EVERY EXTRA HOUR OF RENTING THE SPACE FROM 21 SEPTEMBER TO 20 MAY	PRICE FOR THE FIRST HOUR OF RENTING THE SPACE FROM 21 MAY TO 20 SEPTEMBER	PRICE FOR EVERY EXTRA HOUR OF RENTING THE SPACE FROM 21 MAY TO 20 SEPTEMBER
Up to 25	1.625,00 HRK/h	625,00 HRK/h	1.785,00 HRK/h	785,00 HRK/h
26 – 50	3.250,00 HRK/h	1.250,00 HRK/h	3.565,00 HRK/h	1.565,00 HRK/h
51 - 100	6.500,00 HRK/h	2.500,00 HRK/h	7.125,00 HRK/h	3.125,00 HRK/h
101 - 150	9.750,00 HRK/h	3.750,00 HRK/h	10.690,00 HRK/h	4.690,00 HRK/h
151 - 200	13.000,00 HRK/h	5.000,00 HRK/h	14.250,00 HRK/h	6.250,00 HRK/h
201 and more	Price on request	Price on request	Price on request	Price on request

The price of renting the facilities beyond regular business hours or on public holidays and on Sundays is increased by 20%. The working hours of the fortresses can be found on the official web-site of the Fortress of Culture Šibenik <http://tvrđjava-kulture.hr/>.

The prices include VAT.



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Appendix 2

Price list for the rental of technical equipment

TEHNIICAL EQUIPMENT	RENTAL PRICE
Screen 16:9 , 365 x 210cm (back + front)	500,00 HRK
Screen 4:3 , 203 x 152 cm (front)	300,00 HRK
Projector - Optoma Eh 505 / 5000 ANSI, DLP	1.000,00 HRK
Pointer	50,00 HRK
Sound system and mixer	500,00 HRK
Pulpit microphone or wireless microphone	300,00 HRK
Smart TV	150,00 HRK
Laptop	150,00 HRK
Longline lighting cable	20,00 HRK per meter
Flipchart	150,00 HRK
Pulpit	200,00 HRK
Folding chairs – black or gray	15,00 HRK per chair

The rental price includes a technician at the location.

VAT is included in the prices.



