

SHORT-TERM RENTAL OF THE PREMISES OF THE MORAVIAN PHILHARMONIC OLOMOUC

ORDER FORM

HIRER:	EVENT:
Organization / Name and surname:	Event name:
Registered address / Place of residence:	Rental date:
Contact address (if different from registered address or place of residence):	Rental duration (from-to, incl. preparation and vacating of the premises) <sup>1</sup> :
ID:	Event duration excluding preparation (concert, performance etc.)
VAT ID:	

REQUESTED PREMISES <sup>2</sup> :	YES / NO	SERVICES <sup>3</sup> :	YES / NO
Reduta Hall - whole (500 seats)		Box office operator	
Reduta Hall - ground floor (364 seats)		Loading / Unloading technician	
Mozart Hall only		Piano tuner (with piano rental)	

INFORMATION ABOUT THE EVENT SCHEDULE – atypical activities during the event, planned reception/catering, autograph session, etc.:

<sup>1</sup> The Hirer shall state the duration of the rental, including the time required for preparation and vacating the hall. The rental fee therefore includes the preparation period, the event itself, and the time necessary to vacate the hall. The hall must be vacated immediately after the end of the event. It is not permitted to vacate the hall on the day following the event.

<sup>2</sup> In its promotional materials, the Hirer shall refer to the premises as **Reduta Hall, Olomouc** or **Mozart Hall, Olomouc**; where appropriate, the additional specification **MDMF building** may be included. **Please note that the name 'Moravian Philharmonic Olomouc' as well as the abbreviation 'MFO' are protected trademarks.** The use of the name of the Philharmonic in a manner that could mislead the audience is undesirable.

<sup>3</sup> A receptionist/doorman, fire safety service, hall technician, ushers, and cloakroom attendants are always present; only their number is specified in subsequent communication with MFO production. The Hirer shall arrange sound engineers and lighting technicians independently. Please inform us of their presence!

MUSICAL INSTRUMENTS:	Please mark your chosen instruments with YES	TECHNICAL EQUIPMENT:	Please mark your chosen equipment with YES
Petrol piano, tuned		Projection Screen Sencor STS 244S 2,6x2 m (2020)	
Steinway piano, tuned		Epson EPSON EH-TW7000 Projector (2020) (with Wi-Fi module for video/presentation streaming)	
Yamaha clavivova (digital piano)		AV Stumpfl Vario32 FP Projection Screen 16:9 3,65x2,1 m (2022), screen size 421 cm, front projection	
Harp		Wireless microphone SHURE QLXD24E/SM58-S50	
Double bass - 4 strings		Professional orchestra chairs (adjustable) <sup>4</sup>	
Double bass - 5 strings		Desk lamps 45-pcs set	
Contrabassoon		Stanchion barriers with retractable belts	
Tuba		Soundproof plexiglass for stage 170x100 cm (set)	
Glockenspiel		Soundproof plexiglass for stage 150x100 cm (set)	
Xylophone		Bistro table with tablecloth (for receptions)	
Vibraphone			
Marimba			
Timpani			
Bass drum			
Snare drum			
Tam-tam			
Cymbals			
Crotales			
Drum set with stool			

<sup>4</sup> in addition to the standard furniture, 65-pcs set

**The Hirer is obliged to familiarize itself with the conditions of short-term rental:**

- 1) The Hirer may make a preliminary reservation of the halls no more than six (6) months prior to the anticipated event date. The Agreement shall then be concluded at least one (1) month prior to the commencement of the rental. In the event of significant changes in the operation of the organization or a change of the event date on the part of the Hirer prior to the execution of the Agreement, both parties are obliged to inform each other without delay and agree on an alternative date. In the event of cancellation of the event after the execution of the Agreement, the procedure shall be governed by the provisions of the Agreement (see section Cancellation / Withdrawal).
  - 2) The premises of MFO shall not be accessible earlier than the booked time. Access to the MFO premises shall not be permitted without the presence of the Hirer's appointed representative!
  - 3) The actual commencement and termination of the rental shall be supervised by an authorized employee of the organization and the Hirer's appointed representative. Any exceeding of the agreed rental period shall be mutually communicated. If the agreed rental period of the halls is exceeded, an additional charge shall be invoiced to the Hirer. An overrun of up to 30 minutes is tolerated without an increase in the rental fee (for multi-day leases, up to 30 minutes per day).
  - 4) The Hirer is unconditionally obliged to comply with the provisions of the Agreement, arrive at the organization's premises at the specified time, and follow the instructions of the organization's appointed employee.
  - 5) In order to ensure occupational health and safety during cultural activities, the employees of the organization as well as the Hirer (including its staff) are obliged to comply with the safety regulations set out in Annex No. 2 to the Agreement.
  - 6) Activities in the MFO halls are, by law, classified as activities with increased fire risk due to the number of persons present in a single space. For each event organized by the Hirer, the organization shall provide trained ushers, cloakroom attendants, and a preventive fire patrol. These services are mandatory add-on services. The number of staff depends on the season and the occupancy of the hall.
  - 7) Smoking is prohibited on the organization's premises. The use of open fire on the organization's premises is not permitted without prior approval. When using open fire, the instructions of the fire supervision present at the event must be followed.
  - 8) Refreshments are not permitted in the Reduta Hall foyer. In the Mozart Hall, refreshments purchased at the MFO bar are permitted. In the event that the Hirer uses the organization's bar for receptions, the Hirer is obliged to arrange that separately with the bar operator.
  - 9) In the case of a social gathering related to an event in the Reduta Hall, the rental rate for the Reduta Hall shall be charged according to the ordered rental period for the event, followed by the rental rate for the Mozart Hall according to the ordered rental period for the social gathering.
  - 10) The transport of materials required for the performance within the MFO premises must be carried out via the entrance from Divadelní street. If the Hirer uses the services of MFO technicians, the Hirer is obliged to instruct these employees on the handling of the entrusted equipment. It is expected that the Hirer is insured against potential damage.
  - 11) The Hirer is obliged to inform the head of the MFO ushering service or their representative of any changes and extraordinary circumstances arising during the rental.
- 12) For the purpose of operational supervision of the event, MFO may reserve the right to receive up to two (2) tickets to the event free of charge.
  - 13) Any damage to the MFO premises or its equipment shall be compensated by the Hirer.
  - 14) The Hirer is obliged to promote the event in accordance with the proposed designation of the hall (see Note 2, section Requested Premises) and, at the same time, to indicate the true organizer of the event in a visible manner so as to avoid confusion among the audience, making it clear that the organizer is not the Moravian Philharmonic Olomouc.
  - 15) Rental of musical instruments is subject to approval by the Deputy Director for MFO and the relevant head of the instrument section (unless it concerns keyboard instruments), depending on the current condition of the instrument and its availability on the given date.
  - 16) The organization expressly prohibits the use of musical instruments rented in this manner outside its premises.
  - 17) Loaned movable items may be operated only by trained personnel. The organization expressly prohibits any unprofessional handling of rented musical instruments and the organization's technical equipment.
  - 18) The organization shall claim compensation for any damage caused by the Hirer to the organization's musical instruments and technical equipment.
  - 19) Musical instruments and technical equipment shall be handed over at the beginning and returned at the end of the rental by authorized employees of both parties, designated by mutual agreement prior to the commencement of the rental. The rental period for movable items begins at the moment the item is prepared and handed over to the Hirer (usually at the start of the hall rental period) and ends upon the return of the item to the Lessor (usually at the end of the hall rental period).

<b>HIRER'S SIGNATURE:</b>		<b>DATE:</b>	
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