

## GENERAL INFORMATION ON RENTALS

- 1) The client (hereinafter referred to as the “Hirer”) submits a rental request for a hall or movable items through the *Request Form*. All items and services that the Hirer may order from MDMF are listed in the MDMF Price List.
- 2) Reduta Hall has a total of 500 seats (364 on the ground floor, 136 in the balcony). Mozart Hall offers approximately 100 seats, with a total capacity of up to 200 people.
- 3) Dressing rooms for performers are included in the rental price when renting a hall. The organization provides five lockable dressing rooms. The Hirer must indicate in advance how many dressing rooms will be required.
- 4) In the *Request Form*, the Hirer specifies which services are required. **Operation of the reception desk** (reception service, entrance service for visitors via the theater entrance, and supervision of MFO’s stewarding service), **cleaning, maintenance, and stage preparation are included in the hourly hall rental rate** and do not need to be ordered separately by the Hirer.
- 5) **The organization offers the following services:**
  - hall technician – mandatory for public events (entire rental period)
  - fire safety supervision – mandatory for public events
  - stewarding service - mandatory for public events
  - cloakroom service - mandatory for public events
  - box office operation - optional
  - bar service – optional for events with an intermission
  - loading / unloading technician
  - piano tuning – mandatory when renting a piano
  - tuner's assistant during recording - optional
  - extra cleaning (beyond the basic service)

The client (Hirer) is required to indicate which MFO services they wish to use before signing the Agreement. Prices for individual services are listed in the current Price List.

- 6) **Fire service is mandatory for events with an audience.** The fire service (2 personnel) arrives one hour before the event to inspect the premises and usually leaves half an hour after the event. **Similarly, for events with an audience, stewarding service and cloakroom personnel must be selected.** The required personnel are: 4 stewards and 6 cloakroom attendants for full hall occupancy. Personnel are provided exclusively by the organization. For events in Mozart Hall, typically 1 firefighter, 2 stewards, and 2 cloakroom attendants are scheduled. Reduced staffing may be arranged individually. **For receptions (gatherings with refreshments), 1 firefighter, 1 steward, and 1 cloakroom attendant are present.** Stewards and cloakroom staff arrive one hour before the event and leave half an hour after the event, or after all visitors have departed and the premises have been inspected. **The Hirer must inform MFO’s stewarding service manager, or their representative, of all changes or extraordinary circumstances.**
- 7) Advance ticket sales via ticket portals are chosen and managed by the Hirer. If selling wheelchair-accessible seats, the first or last 5 seats in the first row must be blocked (seats must be uninstalled if occupied). The seating plan for Reduta Hall is available on the MFO website

(<https://www.mfo.cz/pronajmy/reduta/>). If wheelchair-accessible seats are sold, the Hirer must notify MFO no later than 2 days before the rental date.

- 8) **If the Hirer selects the “box office” service, MFO will provide on-site sales (1 hour before the concert).** The box office operator remains on-site for the entire event.
- 9) For safety reasons, it is currently not permitted to add temporary **extensions** to the hall.
- 10) Halls are **wheelchair-accessible**. Wheelchair users can be accommodated in place of 5 seats in the first row (right and left). Attendance of wheelchair users must be known in advance, and the seats must be removed. Again, if wheelchair-accessible seats are sold, the Hirer must notify MFO at least 2 days before the rental date.
- 11) **The organization provides a hall technician for rentals**, present from the beginning to the end of the agreed rental period. Extra lighting or sound adjustments are not included in the standard service. The hall technician operates only the organization’s technical equipment.
- 12) Requirements for **stage lighting and sound** must be arranged separately or provided by the Hirer. **The cost of these services is not included in the rental price.** The presence of a sound engineer must be notified in advance, as there is no sound booth in the hall. Pre-agreed seats may be reserved for sound equipment in the hall (ground floor: rows 14 and 15, 5+5 seats; balcony: the same number of seats). **The use of these seats and the presence of a sound engineer must be arranged prior to the commencement of advance ticket sales.**
- 13) **Refreshments for performers may be provided by the MFO bar operator. The MFO production team can provide contact details for the bar operator in Mozart Hall.**
- 14) **Access to the MFO building** is possible between 09:00 and 18:00 via Horní náměstí only with a pedestrian zone access permit, which must be requested from the relevant department of the Statutory City of Olomouc or, in exceptional cases, directly from MFO. The access permit is valid solely for unloading and loading materials of the Hirer and parking is prohibited. Without a permit, access is possible via the administrative entrance to Moravské divadlo (tř. Svobody street).
- 15) **Transport of materials** required for the event must be carried out via Divadelní street using the transport cart available upon request. The organization does not provide moving assistance unless requested in advance. This service is provided by the orchestra technicians (2 persons) or additional assistants. The service is chargeable (see the current Price List). **The Hirer** must instruct these workers on proper handling of equipment and **is expected to have insurance against potential damage.**
- 16) **Parking** is available at nearby public parking lots. The organization does not have sufficient reserved spaces. The nearest parking is at Hotel Trinity – Parkoviště pod Horním náměstím (paid).
- 17) **Food and beverages are prohibited in the foyer of Reduta Hall.** Receptions are permitted only in Mozart Hall. The Hirer must coordinate with the bar operator if using the bar during receptions. The maximum number of persons for a reception is 200. Refreshments for performers can be arranged directly with the bar operator; requests are handled separately (Hirer – MFO bar operator).
- 18) **For visitors (audience), the main entrance is via the foyer of Moravské divadlo, using the left staircase, or the side entrance via Divadelní street** (also accessible by personal elevator); access is allowed one hour before the event. Public access to the hall is generally 30 minutes before the scheduled start of the event.
- 19) **Opening the bar** in Mozart Hall is free of charge. The bar operates if the event has an intermission, and is also open before the event. Payment at the bar is in cash immediately.

- 20) Musical instruments may, in exceptional cases, be rented for use outside MDMF's building; technical equipment may not.
- 21) Rented movable items may only be used for the event for which they were rented and may not be lent to third parties.
- 22) **Piano tuning vs. tuner's assistant:** Tuning refers to a single comprehensive piano tuning before the rental period (approx. 1 hour – one-time fee). If further tuning is required during the event (e.g., recording), a tuner's assistant must be booked. They will be present and available for the agreed duration. Each retuning session is estimated at 20 minutes.
- 23) The organization does not promote the Hirer's events unless agreed otherwise. Marketing support offers are provided to the Hirer upon request. Full-scale promotion (posters, leaflets, online advertising, etc.) must be arranged by the Hirer.
- 24) **Advertising banners** may only be hung on the balcony above the stage in the hall; in the foyer of Reduta Hall, roll-ups or advertising stands may be displayed. Presentation is possible only **by prior agreement** (must be included in the *Request Form* requirements).

#### **Hall Rental Discount**

- 1) The Hirer may request a discount on hall rental. To submit a request, the applicant must complete the form available on the MFO website (RENTALS section) and provide justification. **Discounts do not apply to services.** The rental price is finalized by an authorized member of MFO staff.
- 2) Requests must be **submitted before signing the Agreement, preferably 40 days prior to the event.**
- 3) After completion and signature, the form shall be e-mailed to the MFO Production Department. An authorized member of MFO staff shall then review the request and, if all is in order, calculate the rental price. Following management approval, the authorized member of staff shall inform the Hirer of the decision. **There is no legal entitlement to a discount.**

Information updated as of 15. 1. 2026.