

I2.1

Annex č. I2.1 SR 2025/03/BOZP

PROTOCOL ON THE HANDOVER OF INFORMATION AND INSTRUCTIONS FOR ENSURING OCCUPATIONAL SAFETY AND FIRE PROTECTION

Annex to the Agreement on Short-term Rental of the Premises of Moravské divadlo a Moravská filharmonie, p.o., for holding cultural, educational, or other similar events.

Prepared in accordance with the relevant provisions of Act No. 262/2006 Coll., the Labour Code, Act No. 133/1985 Coll., on Fire Protection, and Decree of the Ministry of the Interior No. 246/2001 Coll., on Fire Prevention.

Name, company ID, and address of the company or individual (hereinafter the „Hirer“):	
Event name (as stated in the Agreement):	
In order to hold the event, the Hirer shall use the following premises belonging to Moravské divadlo a Moravská filharmonie (hereinafter the „Lessor“):	
The Hirer shall operate the Lessor's premises from - to:	
Name and contact information of the Lessor's employee responsible for coordinating OSH and Fire Protection (hereinafter "Coordinator"):	Rostislav Czmero, OSH and Fire Protection Officer tel: 723255001 rostislav.czmero@mdmf.cz
Name, position, telephone, and email of the Hirer's appointed representative for the event:	
Name, position, telephone, and email of the Lessor's responsible representative for the event:	
HIRER'S DUTIES AND OBLIGATIONS	
A. <u>Prior to commencing activities in the Lessor's premises, the Hirer is particularly obliged to:</u>	
a) to the necessary extent, inform its employees, contractual partners, and other affected persons about information and instructions for ensuring personal safety and fire protection, as set out in Annex I2.2 of this Protocol.	
b) no later than 10 days prior to the event:	
<ul style="list-style-type: none">• submit to the Coordinator a description of their own high-risk activities that could, as a consequence, endanger the health or life of Lessor's employees or third parties in the Lessor's premises.• submit to the Coordinator a copy of the written protocol for fire-proofing the used stage decorations.• submit to the Coordinator a written request for an exemption to use open flames for stage purposes (sample request available at www.mdmf.cz).	
<small>Note: Based on risk assessment, the Coordinator is authorized to limit or prohibit the Hirer's activities listed under A.b)</small>	
B. <u>During their activities in the Lessor's premises, the Hirer undertakes to:</u>	
<ul style="list-style-type: none">• follow the information and instructions stated in this Protocol.• immediately cease their activities at the Lessor's request if the Hirer's actions or omissions directly endanger the health or life of persons or property.• be fully responsible for any damages caused by their own fault resulting from failure to comply with mandatory legal provisions and the Lessor's internal regulations on occupational safety and fire protection.	
SIGNATURES OF STATUTORY REPRESENTATIVES OF THE PARTIES	
..... Stamp, date and signature of the Hirer's representative Stamp, date and signature of the Lessor's representative
DISTRIBUTION LIST:	
Lessee – Annex to the Agreement, Hirer – Annex to the Agreement, OSH and Fire Protection Department (MDMF) – OSH and Fire Protection documentation	

I2.2

Annex I2.2 SR 2025/03/BOZP

INFORMATION AND INSTRUCTIONS PROVIDED FOR ENSURING OSH AND FIRE PROTECTION IN THE LESSOR'S PREMISES

- Take care, to the best of your ability, of your own safety and the health of others directly affected by your actions.
- Familiarize yourself with the operating and visitor regulations of the Lessor's buildings before using the rented premises.
- Familiarize yourself with the risks present in the Lessor's premises and the measures taken to protect against them, to the extent directly related to the performance of your activities in the Lessor's premises (list of risks for individual activities, including mitigation measures, is freely accessible to the Hirer at www.mdmf.cz).
- Use only the designated entrance and exit to the Lessor's building.
- Ensure proper supervision of persons unable to assess the consequences of their actions through a responsible authorized person. Operational premises are not intended for unsupervised children.
- Do not bring electrical appliances, tools, materials, or other items into the Lessor's building unless absolutely necessary for your activities.
- Remain only in areas designated to you by the Lessor; enter other areas only with the knowledge of the Lessor's designated responsible employee.
- Follow safety signage and instructions of responsible Lessor personnel in work and other premises.
- Access the stage only on the instructions of the stage manager or stage master. Detailed conditions for presence on stage and the concert hall platform are outlined in MDMF internal regulation – "Ensuring the Safety of Artistic Performances" (freely accessible to the Hirer at www.mdmf.cz).
- Do not interfere with structural, interior, mechanical, or electrical equipment, or media distribution systems.
- Store personal items, materials, equipment, and tools only in locations designated by the Lessor.
- Maintain order and cleanliness in all areas where you work or stay.
- Do not use any equipment that clearly exhibits defects that could endanger persons or property.
- Do not tamper with stage technology or other technical equipment of the Lessor without the knowledge of the Lessor's responsible personnel.
- Before using technical equipment managed by the Lessor, familiarize yourself with their manuals, maintenance instructions, and relevant local operational safety regulations.
- Immediately report to the Lessor's designated responsible employee any visible defect that could endanger health, life, or property.
- Electrical appliances, tools, and extension cords must have a valid inspection according to ČSN 33 1600 ed.2. Present proof of inspection upon request.
- Report any injury sustained in the premises to the Lessor's designated responsible employee. Treat the injury and record the incident immediately in the MDMF Injury Log (first aid kit and injury log located at the Lessor's reception).
- Smoking and open flames are prohibited in the Lessor's indoor premises.
- Do not consume alcohol or abuse other addictive substances on the Lessor's premises (see §§ 8,9 Act 379/2005 Coll.).
- Only use stage decorations fire-proofed in accordance with ČSN 73 0831 ed.2 – Annex E.
- Do not block escape routes, access to fire safety equipment controls, extinguishing agents, electrical panels, water and heating shut-offs, machine rooms, or energy distribution systems with materials or objects.
- Do not obstruct the proper function of installed fire safety closures (fire doors, fire gates, fire curtains); do not damage or misuse installed fire protection devices or fire-technical equipment.
- Familiarize yourself with fire alarm directives, evacuation plans, and the Lessor's fire regulations, and follow them in case of fire or other emergencies (fire documentation freely accessible at www.mdmf.cz).
- Upon leaving the rented premises, check the condition of the area, ensure lights and electrical appliances are turned off, water, windows, and doors are closed; notify reception or the Lessor's designated responsible employee of your departure.