

Terms and Conditions

Article 1

1. These Terms and Conditions specify the rules of lease by Wrocławskie Przedsiębiorstwo Hala Ludowa Sp. z o.o. (hereinafter: "WP Hala Ludowa") of premises of the Wrocław Congress Centre (hereinafter: "WCC") in the Centennial Hall Complex.
2. The provisions hereof are binding upon all Lessees, subcontractors employed by them and participants of "events" organised by Lessees.

Article 2

1. In terms of organisation, lease of premises of the Wrocław Conference Centre belongs to the competency of the Sales Department of WP Hala Ludowa Sp. z o.o.
2. Lease of premises of the WCC is possible after agreeing the date and scope of lease with the Sales Department and conclusion of a relevant Lease Contract.
3. Premises are booked by the Lessee on the basis of the Notification Sheet form.
4. The Notification Sheet includes in particular information regarding the date of payment and the amount of advance required by booking a given notification;
5. On the basis of a filled out Notification Sheet and paid advance the Sales Department draws up a draft Lease Contract.
6. In the event of resignation from booking 30 days before a planned event the Lessee has the right to claim reimbursement of the advance. After this period the paid advance is credited to the Lessor's account.
7. Premises are released to the Lessee after payment by the Lessee of the entire amount due for the lease of premises on the basis of a delivery and acceptance report – the report form is provided in **Annex no. 1** to the Contract.
8. Under the lease of premises WP Hala Ludowa shall provide to the Lessee:
 - a. lease of the agreed premises;
 - b. equipment of the premises in accordance with the Lessee's order;
 - c. availability of toilets;
 - d. availability of a cloakroom, as agreed with the Lessee;
 - e. availability of parking places, with stipulation that the Lessee shall be bound by the provisions of point 12, 13 and 14 of the **Terms and Conditions regarding External Premises** and the provisions of the Lease Contract;
 - f. provision of own supervision, fire safety, OHS, evacuation, technical and electrical services conditioned by the needs and safety regulations during the event organised on the premises of the WCC, with stipulation that the cost of employment of the aforementioned services shall be incurred by the Lessee; costs of employment are calculated on the basis of hourly rates applicable in WP Hala Ludowa; service costs described in the preceding sentence shall not cover working hours of employees of WP Hala Ludowa, i.e. from 8 a.m. to 4 p.m. which are included in the amount of the rent;
9. the Lessee assumes liability for any damage caused during the event/occasion organised by the Lessee until its completion and return of the premises.

10. The Lessee is obliged to immediately inform the manager of the Sales Department of WP Hala Ludowa or other person appointed by this manager on an ongoing basis during the lease about any events that have impact on safety of persons present on the premises or threat to the substance of the building.
11. Detailed terms and scope of responsibility of the Lessee and WP Hala Ludowa related to conclusion of the Lease Contract are regulated in the Lease Contract.

Article 3

1. Persons present on the premises of the WCC are not allowed to smoke tobacco and use intoxicants, bring hazardous and flammable materials.
2. Bringing bicycles to the premises of the WCC is forbidden.
3. WP Hala Ludowa Sp. z o.o. bears no liability for any items left unattended in the WCC.
4. Conducting any commercial activity (trade, catering, advertising etc.) requires conclusion of a relevant contract with WP Hala Ludowa Sp. z o.o.
5. It is forbidden to enter with or bring animals to the premises of the WCC – except for thematic fairs and exhibitions devoted to animals on which they constitute an integral part of the exhibition.
6. Persons who destroy equipment or devices of the WCC shall bear material liability for destruction made.
7. It is forbidden on the premises of the WCC to pose by one's behaviour any threat to one's own or others' health.
8. Occupational Health and Safety as well as fire safety rules must be strictly observed on the premises of the WCC.
9. Persons breaching public order or rules hereof will be removed by security services of the WCC. Irrespective of activities undertaken by security services, WP Hala Ludowa Spółka z o.o. reserves the right to take action under the law in order to institute proceedings conducted in misdemeanour cases.
10. The management and services of the WCC and the security services thereof supervise observance of these Terms and Conditions. All persons present on the premises of the Centennial Hall must submit to their orders also in matters not covered by these Terms and Conditions.
11. Complaints and requests may be entered into the Centennial Hall Book kept in the lodge of the Centennial Hall or submitted personally to the Director of WP Hala Ludowa between 8 a.m. and 4 p.m. on business days.

I declare to have read the contents of these Terms and Conditions.

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Signature of the organiser, date