

CONDITIONS OF RENTAL

for the lecture hall of the Kunsthaus Zürich

1. The organizer must be named, and the lecture hall of the Kunsthaus specified as venue, on all publications in connection with the event.
2. Posters may not be affixed to the door of the hall except on the day of the event. It is the responsibility of the lessee to ensure that they are removed cleanly. Decoration in the hall is permitted subject to consultation with the relevant staff of the Kunsthaus. Damage to the walls and ceilings caused by nails, staples and the like must be avoided.
3. Goods may be delivered only via the main entrance to the lecture hall. Permission for commercial vehicle access for the purpose of delivering and removing installations and catering materials must be obtained from the lessor. No permission is required for passenger cars.
4. Smoking is not permitted in the lecture hall or the adjoining foyer. Where banquet-style seating is installed, the distance between rows of tables must be at least 1.40 m. Escape routes and passageways must have a minimum width of 1.20 m.
5. No stickers or other adhesive devices may be attached to the chairs. Chairs that are linked together may not be disconnected and arranged in a circle.
6. Parking on Heimplatz is not permitted.
7. Liability for dirt and damage to furnishings, fixtures and fittings inside and outside the rented property lies with the lessee. Any incidents must be reported without delay, and in any event no later than the next day.
8. The person responsible for the event will receive a briefing from the Kunsthaus technical services. If he/she is provided with a key, he/she will be responsible for ensuring that the hall is left correctly following the event (windows and doors closed, lights switched off) and for returning the key. In the event of loss, the costs of replacing locks and keys will be invoiced.
9. Normal and emergency exits as well as the associated escape routes must be kept free at all times and must be capable of being used without additional tools. At no time may they be obstructed by seating or other objects. Decorations must consist of fire-resistant materials that will not drip or release poisonous gases in the event of fire. They must be attached in such a way as to ensure that the safety of persons and escape routes in the event of fire is not impaired. Structural and operational changes, such as the erection of tents and decorations and the installation of special effects, must be notified in advance to the fire authority (*Feuerpolizei*). The placement of barbecue and cooking equipment, in particular any powered by liquefied petroleum gas, must be agreed with the fire authority.

10. Any checks carried out by the fire authority will be made without notice. The costs arising from such checks will be borne by the lessee.
11. The lessee will also be responsible for the costs arising from attendance by the police and fire service resulting from the triggering of the alarm by the lessee.
12. The rental fee includes two inspections/meetings at the venue. Any further visits to coordinate and organize the event will be invoiced on a time-spent basis.
13. If requested by the lessee, technical assistance may be provided in respect of the microphone and loudspeaker equipment. Any costs arising will be borne by the lessee.
14. The lessee must ensure that official night-time noise restrictions are complied with, and insist on such compliance.
15. Use of the cloakroom is subject to agreement (see rental agreement).
16. The rental agreement must be completed, signed and returned within fourteen days of receipt, failing which the booking will lapse.
17. If the contractually agreed event does not take place, compensation must be paid to the lessor as follows: In the event of cancellation between one month and one week before the event: 50% of the rental fee for the hall. In the event of cancellation during the last week, the full rental fee will be due and payable.
18. If the contractually agreed event does not take place, compensation must be paid to the lessor as follows: In the event of cancellation up to one month before the event: 50% of the rental fee for the hall. In the event of cancellation during less than one month before the event, the full rental fee will be due and payable.

Zurich, February 2016