

Brno City Museum

subsidised organization, Špilberk 210/1, 662 24 Brno, ID 00101427

Director 's Directive no. 7/2015,
which updates the

OPERATING RULES of non-residential premises in NKP Villa Tugendhat for short-term use for cultural and social events

1. Non-residential premises of the Villa Tugendhat intended for short-term use by renting them for cultural and social events (hereinafter referred to as "events") are part of this National Cultural Monument and are subject to a special regime. The nature of these events and the way in which the premises are used must not be in conflict with the historical, cultural and social importance of the monument and with the interests of its protection. The user is obliged to familiarize himself with the regime of using the premises before taking over a section of the property for use, to observe it, respect the particular regime during the preparation, course and termination of the event and to follow the instructions given by the Lessor's employees. For these purposes, the Lessor designates a responsible employee to perform the Lessor's administrative functions.
2. In order to perform the managerial function of the Lessor, necessary service work and cooperation with the Lessee in a period exceeding the regular working hours of the Lessor's employees, the Lessor shall conclude a remuneration agreement with them.
3. The use of non-residential premises for the event takes place on the basis of a rental contract that defines the specific premises, the purpose of use, the time of the event from the beginning of its preparation (delivery of material etc.) up to its completion, including returning the rented space to its original state, payments and other conditions of the event. The handover and takeover of the premises by the Lessee and the takeover of the space by the Lessor after the end of the event is recorded in a handover protocol confirmed by the Lessor and the Lessee.
4. The Lessee is obliged to use the premises and equipment only for the agreed purpose of use and to the extent agreed in the rental agreement. They are obliged without undue delay to notify the Lessor of any damage to the property, defects, breakdowns and any other facts and events that the Lessor should know as a manager of the property.
5. The Lessor or a person authorized by them is entitled to enter the premises which are being rented. The Lessor has the right to immediately terminate the use of the parts of the property and thus the event if it would result in serious injury to the participants or the destruction and damage to the property. This right also applies if such danger demonstrably exists.
6. The Lessee is obliged in particular, if required by the nature and extent of the event, to provide their own event and security staff, able to secure the proper operation and smooth running of the event. The event and security staff must receive basic information from the Lessee before the event. The event and security staff will carry out their activities when entering the rented non-residential premises and in related areas. They must ensure that both users and participants of the event do not enter premises that are not subject of the rental.
7. Any modifications or changes in the rented premises and other used items may be carried out by the Lessee only upon written consent of the Lessor. In the event that such changes or modifications are permitted, the tenant is obliged to return the premises to their original state after completion of the event, unless the Lessor stipulates otherwise. Without the consent of the designated responsible employee of the Lessor, it is not permitted to tamper

with the protected furniture or the technical equipment in any way. The Lessee is particularly obliged to take utmost care when using the premises to avoid any damage, especially to the protected heritage interior of the building, including furniture.

8. The Lessor is obliged to refrain from any action which would or could interfere with the activities of the Lessor beyond reasonable measure; they are particularly obliged to ensure that the preparation and course of the event do not interfere with the Lessor's visitor operation.
9. The Lessor is obliged to ensure a strict prohibition of smoking or any manipulation with open fire during the whole period of using the premises. Drinks and food are only permitted on the technical floor of the building.
10. The Lessee is obliged to maintain cleanliness and order in the premises they are using, both during and after the event. This duty also applies outside the leased premises, in those places in the building which the participants of the event can access. The Lessee is obliged to hand over the premises to the Lessor after the end of the event in the state in which they received them. If this is not the case, the Lessor has the right to charge the user for the costs incurred by bringing the premises into order.
11. The Lessor is responsible for any damage, destruction or theft of things found in rented premises.
12. It is the responsibility of the Lessee to ensure the observation of health and safety regulations in the rented premises, to observe the fire, hygienic and environmental protection regulations, such as waste disposal, etc. If any violation of legal stipulations or the obligations contained in the Lessor's Operating Rules or in the rental contract occurs and if any damage has thus been caused to the Lessor or a penalty has been imposed in this context, the Lessee shall be obliged to pay such damage or penalty to the Lessor in full.
13. The Lessee is obliged to ensure the observance of all legal obligations related to the preparation, organization and course of the event, such as the event announcement to the Brno-Sever district town hall, the OSA Copyright Protection Society (OSA), DILIA for theatre or literary works, an audio-visual agency etc.
14. The load of the sound system used at the event must not exceed 3 kW and disturb the surrounding inhabited area with a noise level exceeding the permitted values.
15. If the rental includes the use of electricity, the Lessor designates a responsible employee, who will supervise the connection to the electrical mains and remove any defects in the supply. The maximum power consumption of electrical appliances must not exceed 10 kW. Any manipulation with the Lessor's electrical equipment is prohibited.

Brno, 1 November 2008
Updated on 1 September 2015

PhDr. Pavel Ciprian
Director, Brno City Museum