

USE REGULATIONS AND CONDITIONS OF THE SPACES OF THE CULTURAL CENTRE LA NAU OF THE UNIVERSITAT DE VALÈNCIA

Rent

The signature of the reservation document for the transfer of spaces of the Cultural Centre La Nau implies acceptance of the following conditions and rules of use:

1. Proceedings for the space rent formalisation:
Formalise the reservation by e-mail (reservesnau@uv.es). This pre-reservation is free of charge and has a deadline (10 days from its reception to confirm)
2. Fill in the reservation document for the transfer of spaces in which the applicant
 - a. will specify the dates, timetables for the activity, as well as the time spent on assembly and dismantling, and the tax data.
 - b. Both parts shall sign the agreement.
3. For the confirmation of the reservation, the contracting part will pay 20% of the rental price in advance. In case of cancellation by the contracting part, this quantity will not be returned. The confirmation of the reservation will be effective once done this payment. The remaining amount, will be paid to the CCLa Nau once realised the act.
4. The rate includes:
 - a. Ordinary use of electrical energy.
 - b. Basic Cleaning. It does not include the removal of additional elements during assembly, during disassembly or at weekends and public holidays.
 - c. Internet connection eduroam h
 - d. Technical equipment according to the technical specifications of each space (audio, video, pc, public address system...).
 - e. An audiovisual specialist to operate facilities whenever it is not a weekend or a public holiday (additional cost)
 - f. In artistic performances, sound check will always be carried out at times agreed with the CCLaNAU. Any other service (auxiliary personnel, security service, space adaptation, simultaneous translation, etc.) will be at the client expense and will appear on the application form. In this case, client and CCLa Nau will agree on the best procedure for doing it. If the services are directly contracted by the client, the contracting company will have to act in accordance with the indications of the CCLaNAU General conditions and rules of use:
5. The client will be in charge of the reception, customer service and entry control.
6. Any catering service outside the cafeteria must be carried out in accordance with the guidelines laid down by the CCLa NAU.
7. It will not be possible to access the rooms with food or drinks.
8. Materials or posters may not be glued, nailed, hung or attached to the

- walls.
9. The client is responsible to maintain the facilities in the same condition as they were before use.
 10. The client shall bear the cost of any damage caused to the space or material provided.
 11. The client will have to submit the programme of the activity, the written description of the event and the plans for placing the furniture in advance: three weeks in the case of small events and one month in the case of large events.
 12. The client will appoint a responsible person as a responsible for the functions of collaborating, organising and to act as speaker with the responsible of CCLa NAU. The person in charge will be also responsible that the act will be realised in accordance with current regulations on safety and prevention of occupational risks.
 13. It will not be possible to exceed the capacity set by the CCLa NAU in each space. Security service of CCLa NAU will have the final word on this point.
 14. The emergency exits, emergency signs and fire extinguishers must not be blocked, obstructed or covered under any circumstances, alarm buttons, fire detectors, or any other element of security and prevention.
 15. Electric facilities can not be modified without prior authorisation by CCLaNAU.
 16. The hall furniture can not be modified without prior authorisation.
 17. The use of air fresheners or chemicals is not permitted.
 18. During the night acts, responsible must be careful not to disturb their neighbours, especially with regard to the volume of the music and noise in general, from the assembly of the event (sound check), until the attendees have left the premises of the CCLaNAU.
 19. The CCLa NAU can cancel the act if the decibels are higher than permitted in the municipal ordinances or if it causes apparent discomfort in the neighbourhood. The night acts that will be realised in the CCLaNAU must finish no later than 23:30h. In order to extend the event beyond this time, the express authorisation of the CCLa Nau will be required.
 20. The assembly and disassembly of the facilities. The assembly of the event must be carried out in accordance with the approved project. It must be in accordance with the instructions of the responsible person of the CCLaNau in all cases where this is not provided for.
 21. Disassembly: when the act is finished, the renter undertakes and is responsible for removing any element that is part of the assembly.
 22. The collection of material will be realised on the day of the event. If it is not possible, it will be realised the next working day. If any material is left behind, the customer shall bear the costs of its removal. The CCLaNAU will not be responsible of the material that the client does not collect.
 23. If during the period of occupation the applicant wants to carry out any activity not specified in the application form, they will have to request the express authorization of the CCLaNAU to realise it.
 24. The use of the foyers and areas for the passage and distribution of visitors will always be subject to the needs of the CCLaNAU and its

- public, respecting at all times the established timetables and the regulations of the CCLaNAU.
25. Insurance. The organising entity will have civil liability insurance for the development of the activity in the CCLaNAU. Also it will be liable for all damages, material, personal and moral, arising from the holding of the activity, assembly and/or disassembly work or any other act that is attributable to it, leaving the CCLaNAU exonerated of any liability in this regard.
 26. If the client wants to set up other assets, will have to attach a list of these on the application form (Appendix nº. 1)
 27. Images and communication elements: The location of the signage must be previously agreed with the CCLaNAU.
 - i. Posters, advertisements or announcements of the activity can be placed on the premises of the space requested, always on the supports determined by the CCLaNAU.
 - ii. Signalling may not block any emergency exit or safety and prevention elements.
 28. Any use of the CCLaNAU logo must be made in accordance with the guidelines established by its responsables.
 29. The client undertakes to submit a project of the planned assembly and the draft of the materials of dissemination of the act, so that the CCLaNAU can watch over the corporate image of the centre.
 30. **Other issues.** The CCLaNAU reserves the right of admission and declines any responsibility regarding the content and development of the acts that the external organizers have presented, understanding that they have complied with current legislation both in form and content. If circumstances of force majeure make it advisable, the Cultural Centre reserves the right to cancel a specific event or show.