

[T29]

Table ul. 29, 21 000 Split

Platform Culture Hub Croatia, OIB: 41234620191

SPACE TERMS OF USE

Before starting to use the T29 space, all users are required to sign a usage agreement that contains the conditions described below.

FEES

T29 usage fees:

- standard users: 20 eur / hour for less than 8h of use per month
- regular users: 15 eur / hour for 8 or more hours of use per month

Note: minimum use of the space is 1 hour. The listed rates refer to full hours - for example, in the case of 2:30h request for use, the price is calculated for the full 3h. The exceptions are regular users, but in that case it is important that their total number of hours in the month is a full number.

Users are obliged to include in the reservation the time they need for preparation and clean up.

In the event that the activity takes longer than planned, the User is obliged to inform CHC as soon as possible. The extension of the reservation will be possible depending on the availability of the space, and the User is obliged to pay the amount for the additional hours upon receipt of the additional invoice.

PAYMENT

In order to confirm the reservation, the User is obliged to pay the invoice before the implementation of the activity, i.e. within two days of receipt of the invoice. It is preferable to send the confirmation of payment after making the payment to the

e-mail address: t29split@gmail.com. If CHC does not receive the payment within the specified period, it reserves the right to transfer the appointment to another user.

CANCELLATION POLICY

Terms of change or cancellation:

- in case of cancellation of the reservation more than 7 days before the reserved date, CHC keeps 30% of the total amount. Instead of cancelling, the user can choose the option of changing the reservation date without charge.
- In case of cancellation of the reservation less than 7 days before the reserved date, CHC retains the total amount. Even in this case, instead of cancelling, the user can choose the option of changing the reservation date without charge.
- In case of cancellation of the reservation 3 days before the reserved date, CHC keeps the total amount, and in that case it is not possible to change the date.

The refund of the total amount of the reservation is possible only in exceptional cases of the User's incapacity in cases of illness, death case or similar cases of "force majeure", for which the User is obliged to present proof.

BUSINESS

Users of the T29 space are obliged to ensure their own legal business, i.e. possess all necessary permits and/or legal status for the implementation of activities. Users carry out their activities at their own risk and CHC is not responsible for any legal consequences.

In cases where it is necessary, for example when the activity takes on the characteristics of a gathering of a large number of people, the User is obliged to declare the public event to the local authorities and inform the CHC beforehand.

"KEY HANDOVER" PRINCIPLE

Space T29 is used on a "key handover" basis meaning you get the key and use the space on your own. The way to collect the key is organised between the responsible persons of CHC and the User. The key can be picked up 15 minutes before the start of using the space. CHC is responsible to provide the premises in a neat and clean condition and with functional items and equipment (described below). Upon arrival at the premises, the User assumes responsibility for it and the equipment it contains. Also, the User is obliged to inspect the space before starting to use it and report the condition found,

i.e. any existing damage. While using the space, the User commits to use the space and equipment responsibly and with care, and to ensure that all participants in the activity do the same. In the event of any type of damage occurring during the use of the space, the User undertakes to inform CHC and cover the costs of any damage. CHC undertakes to inspect the premises after the User's activity and if anything is damaged, to immediately record the situation and notify the User. The User undertakes to leave the space in the same condition as it was found, i.e. to clean all types of dirt and garbage created during the activity.

SECURITY

When arriving at the premises, the User can turn on the T29 neon sign and use the air conditioning if necessary. When leaving the premises, the User is obliged to turn off the aforementioned and to ensure that the premises are locked and that the key is handed over according to prior agreement with CHC.

EQUIPMENT

T29 space contains following equipment:

- four modular tables
- 20 folding chairs
- 4 stools
- 6 tabourets
- 1 carpet
- 4 yellow curtains, 1 grey curtain
- kitchen (no cooking facilities) with coffee and tea machines (Users bring their own supplies of coffee/tea unless previously agreed otherwise)
- neon sign
- air conditioner
- metal shelves for storing items in the storage
- metal cart for various materials
- flip chart board with papers and markers
- basic office supplies
- clothes rack
- plants

Users are obliged to secure all other equipment and material necessary for the implementation of their activity. Users are not able to leave any equipment, material or works created during the activity in the space after the usage. CHC does not assume responsibility for the User's belongings. Any forgotten items found after using the space, the User is obliged to collect as soon as possible in PROSTOR at the address Plančičeva 2. We store things for a maximum of 7 days.

If there is a need to use technical equipment such as a projector, media player or screen, the User can previously request the loan of the equipment, which will be provided depending on availability and for which the User also signs an agreement stating the responsibility for any resulting damage.

ADDITIONAL SERVICES

In addition to providing the space, CHC also offers additional services:

- the presence of a person from the CHC team to assist in the implementation of the activity. The role of that person may include helping with the preparation and cleaning of the space, "hosting" (welcoming guests/participants), providing information and similar activities as agreed. This service is charged 10 eur/hour.
- coffee, tea and/or a cold snack. This service is charged 3 euros per person, depending on the number of participants.
- photography. Depending on the availability of CHC collaborators, it is possible to organise a photo shoot of your activity, and the price of the service depends on the collaborator's tariffs.
- PR and communication services. Depending on the availability of CHC collaborators, it is possible to request help in this field, and the price of the service depends on the collaborator's tariffs.

The aforementioned services must be requested before the start of the activity.

CONTACT

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