

**GENERAL TERMS AND CONDITIONS**  
**for external events in the House of Music Hungary**  
Effective from June 12, 2026

**1. General provisions**

1.1 Lessor details

Lessor's name: **House of Music Hungary Public-Benefit Non-profit Limited Company**  
Headquarters: 1146 Budapest, Olof Palme sétány 3.  
Your mailing address: 1386 Budapest, Pf. 910.  
Court of registration: Court of Registration of the Registrar of Companies  
Company registration number: 01-09-371951  
Tax number: 28742838-2-42

(hereinafter referred to as **“the Lessor”**)

1.2 Facility data

Facility name: **House of Music Hungary** (*in Hungarian: Magyar Zene Háza; hereinafter referred to as: “Facility” or “House of Music Hungary” or “MZH”*)  
Facility address: 1146 Budapest, Olof Palme sétány 3.

- 1.3 These General Terms and Conditions (hereinafter referred to as **"GTC"**) set out the general terms and conditions of the lease of certain premises of the Premises (hereinafter referred to as **"the Lease"**) and the services provided by the Lessor to the Lessee (hereinafter referred to as **"the Services"**) between the Lessor and the Lessee (hereinafter referred to as **"the Lessee"**) as defined in the contract containing the specific terms and conditions (hereinafter referred to as **"the Contract"**).
- 1.4 The legal relationship for the Lease and the provision of the Services between the Lessor and the Lessee (hereinafter referred to as the **"Parties"**) is established by signing the Contract by the Parties on the terms and conditions set out in the Contract and these GTC.
- 1.5 In the event of a conflict between the specific terms and conditions of the Contract and the GTC, the provisions of the Contract shall prevail.
- 1.6 By entering into the Contract, the Lessee declares that he/she has read and accepted the terms and conditions of these GTC.
- 1.7 These GTC are drawn up in English language and the Contract is concluded in English language accordingly.
- 1.8 The Lessee expressly acknowledges that the Lessor is entitled to unilaterally amend these GTC and the rules and other documents referred to in these GTC. Any amendment to these GTC or other documents will be published by the Lessor on [www.zenehaza.hu](http://www.zenehaza.hu).

**2. Facility**

- 2.1 The Facility is the exclusive property of the Hungarian State, so its (partial) lease is possible only in accordance with the provisions of Act CVI of 2007 on State Property (hereinafter referred to as the **Act on State Property**) and other relevant legislation.
- 2.2 The Contract may be concluded without competitive tendering pursuant to Section (2) of Paragraph 24 of the Act on State Property.
- 2.3 Access to the Facility by vehicle requires an access permit. The conditions for applying for a permit are available on the website of Freight Traffic - Budapest Közút Zrt. (budapestkozut.hu). The cost of the permit and the fine for unauthorised access shall be paid by the owner/operator of the vehicle.

### **3. Event**

- 3.1 Lessor shall lease the premises and areas of the Facility as set forth in the Contract (hereinafter referred to as the "**Leased Premises**") to Lessee for the purpose of Lessee's event (hereinafter referred to as the "**Event**"), and Lessee shall lease the same, together with the movable property located therein, for the term set forth in the Contract (hereinafter referred to as the "**Lease Term**").
- 3.2 The designation of the Leased Premises and detailed description of the Event is set out in the Contract with the provision that, in the case of lease the Concert Hall, unless otherwise specified in the Contract, the first-floor box with a separate entrance is not part of the Leased Premises and remains for the exclusive use of the Lessor. The Lessee shall be entitled to use the Leased Premises solely for the purposes of the Event specified in the Contract. Any use of the Leased Premises for a purpose or in a manner other than that specified in the Contract shall constitute a serious breach of the Contract.
- 3.3 The Lessee is obliged to inform the Lessor prior to the conclusion of the Contract if the Event falls under the scope of the Government Decree 23/2011 (III. 8.) on making the operation of music and dance events safer. The Lessee is responsible for notifying the Event in accordance with the legislation, applying for the event permit, and complying with the provisions of the permit and the law, and any violation of these provisions shall constitute a serious breach of the Contract. The Lessor shall cooperate with the Lessee to the extent necessary during the application procedure, in particular during any on-site inspections or official inspections.

### **4. Transfer and return of Leased Premises**

The earliest date on which the Lessee may take over the Leased Premises and the latest date on which the Lessee may return the Leased Premises are set out in the Contract. The parties shall draw up a protocol of transfer of the Leased Premises. The risk of damages shall pass to the Lessee at the date of signing of such Contract. Upon signing the protocol of transfer at the time of returning the Leased Premises, the risk of damages shall pass to the Lessor. The template of the protocol of transfer is included in Appendix 4 of the GTC.

### **5. Services**

- 5.1 General rules for services

- (a) The Lessor undertakes to provide to the Lessee with the Services set out in Annex II to the Contract or, where applicable any additional Services ordered in accordance with Clause 5.1.b) after the conclusion of the Contract.
- (b) The scope of the Services set out in Annex II to the Contract may be freely extended during the term of the Contract by mutual agreement of the Parties in accordance with this Clause (hereinafter referred to as the **Subsequent Service Expansion**). Should the Lessee request additional Services after the conclusion of the Contract, it shall immediately inform the Lessor thereof, specifying the exact Services to be provided. The Lessor shall inform the Lessee within 3 (three) working days of the request whether it is able to provide the requested Service to the Lessee, and on what terms and for what price. If the Lessee accepts the Lessor's offer under this Clause, the Lessor shall provide the Services described therein on the terms and conditions set out therein and the Lessee shall pay the fee for the Services in accordance with Chapter 6.

The Parties shall sign a contract amendment regarding the Subsequent Service Expansion, if possible. If it is no longer possible to sign the contract amendment due to the proximity of the Lease Term, or if the request arises after the commencement of the Lease Term, the Parties shall agree on the Subsequent Service Expansion by electronic mail or sign the On-Site Modification Approval Form, the which is included in Appendix 5 of the GTC. By signing the On-Site Modification Approval Form, the Lessee's representative or designated contact person agrees that the Lessor will charge the fee for the additional services affected by the modification as specified therein.

Where, after the conclusion of the Contract, the technical and service conditions to be fulfilled by the Lessor change for any reason arising within the Lessor's sphere of interest in such a way that it requires additional personnel beyond the personnel originally to be provided by the Lessor or the longer-term availability of the originally provided personnel, the Lessor shall be entitled to charge an additional fee for the additional human resources required within the framework of the Subsequent Service Expansion.

- (c) The Lessor may use a subcontractor or other vicarious agent to provide the Services.
- (d) In providing the Services, the Lessor shall follow the instructions of the Lessee. The Lessor may deviate from the instructions of the Lessee if the interests of the Lessee so require or if the instructions of the Lessee are contrary to the Lessor's fire and safety regulations or violates and/or jeopardizes the Lessor's legitimate interests. In such a case, the Lessor shall notify the Lessee immediately.
- (e) If the Lessee gives an unlawful, inappropriate or unprofessional instruction, the Lessor must warn him in writing. If the Lessee maintains the instruction despite the warning, the Lessor may withdraw from or terminate the Contract or may carry out the task in accordance with the Lessee's instructions at the Lessee's risk. The Lessor shall refuse to comply with an instruction if its execution would lead to a breach of the law or an administrative decision, would be contrary to the Lessor's fire or safety regulations or would endanger the person or property of others.

- (f) The Lessor shall provide the Services to a high standard, with the utmost skill and care, in accordance with prevailing professional practice and custom and in compliance with the laws in force at the time.
- (g) The Lessee shall be liable to third parties in relation to the provision of the Services, and the Lessor shall be liable only to the Lessee for any failure to provide the Services properly.
- (h) The representatives of the Lessee may not directly instruct the representatives and employees of the Lessor. The employees designated by the Lessor to serve as contact persons and their responsibilities are listed in Appendix 3 of the GTC and in the Contract.

## 5.2 Sales of tickets

- (a) If the Parties so provide in the Contract, the Lessor shall provide on-site or online ticket sales services to the Lessee.
- (b) As part of the on-site ticket sales service, the Lessor
  - (i) provide space at the Facility's information desk on the day of the Event for the Lessee to sell tickets to the Event using the Lessee's own equipment and employees (hereinafter referred to as **Local Ticket Sales by the Lessee**); or
  - (ii) sell tickets for the Event at the cash desk of the Facility, using its own equipment and employees, at the price set by the Lessee, from the date of the announcement of the Event until the start of the Event, during the opening hours of the Facility.
- (c) In the context of online ticket sales, the Lessor sells tickets using the ticket sales system operated by Városliget Zrt. and available on the website [www.ligetplusz.hu](http://www.ligetplusz.hu) (hereinafter referred to as the "**Ticket Sales System**"). The Lessee declares that he/she has read and understood the general terms and conditions for the use of the Ticket Sales System by consumers.
- (d) In the context of online ticket sales, the User must
  - (i) to provide the Lessor with all information and data necessary for the sale of tickets; and
  - (ii) provide the Lessor with the content and materials necessary for the performance of the Contract and the rules for the redemption of tickets.
- (e) In the context of online ticket sales, the Lessor – if the Lessee fully complies with its obligations under Clause 5.2(d) – shall,
  - (i) sell the Tickets through the Ticket Sales System; and
  - (ii) have the event recorded in the Ticket Sales System.
- (f) The Lessee warrants that the content and materials provided to the Lessor for the sale of tickets are not subject to any third-party rights that would restrict or hinder the Lessor in the performance of the Contract. If a third party should assert a claim against the Lessor as a result, the Lessee shall be liable in the place of the Lessor and against the third party asserting the claim.
- (g) The Lessor is entitled to sell the tickets at the purchase price set out in the Contract.

- (h) The Lessor provides the service specified in Clause 5.2(b)(i) for a flat fee, which shall be payable as part of the Lease Fee.
- (i) The Lessor provides the services specified in Clauses 5.2(b)(ii) and 5.2(c) for a commission fee equal to 7% of the gross revenue from the sale of the tickets, which shall cover the Lessor's costs in connection with the sale of the tickets. The service fee under this Clause shall be settled by the Parties in such a way that the Lessor shall send the Lessee a statement of the tickets sold within 5 (five) working days after the event. The Lessee shall be entitled to make comments on the statement within 3 (three) days of receipt. The Lessor will then invoice the system usage fee for the tickets sold on the basis of the statement (or if necessary, the corrected statement, or as agreed by the Parties). The Lessee shall invoice the Lessor for the net sales revenue from ticket sales with a payment deadline of 30 (thirty) days.
- (j) The Lessee shall be liable for any claims and damages arising from the cancellation of the Event or other consumer claims and damages related to the Event based on the tickets sold and shall indemnify the Lessor against such claims and damages without delay.

### 5.3 Cloakroom

- (a) The use of the cloakroom in the foyer of the Facility is provided by the Lessor (hereinafter referred to as **Basic Cloakroom Service**).
- (b) The cloakroom service is available from 10:00 am to 10:00 pm on the day of the Event and is included in the Lease Fee.
- (c) There are lockable lockers on level -1 of the Facility, free of charge.
- (d) The Lessor is not responsible for valuables in the cloakroom and lockers.

### 5.4 Hosts, technician

- (a) The Lessor shall provide hosts for the Event in a sufficient number that it deems necessary, and the Lessee shall co-operate with the hosts provided by Lessor according to safety considerations applicable. The number of staff is set out in Appendix 2 to the GTC (hereinafter referred to as **Mandatory Hostess Service**).
- (b) The fee for Mandatory Hostess Service is part of the Lease Fee.
- (c) In addition to the mandatory number of hostesses, the Lessor shall provide additional hostesses at the Lessee's request in accordance with the Contract or Subsequent Service Expansion, for a separate fee (hereinafter referred to as **Additional Hostess Service**).
- (d) The Lessor shall also provide technical services to the Lessee if the Lessee requests so in accordance with the Contract or Subsequent Service Expansion for a separate fee (hereinafter referred to as **Additional Technician Services**). The description of the Technical Services is set out in Annex II to the Contract.

- (e) For the Additional Hostess Service and the Additional Technician Services the Lessee shall pay a separate fee in accordance with Chapter 6.
- (f) The Lessor is entitled to instruct the hosts and technicians provided under this Clause and the Lessor is liable for any damage caused by them to the Lessor, the Lessee or third parties lawfully present in the Leased Premises.

#### 5.5 Sound and light equipment, musical instruments

- (a) The Lessor is obliged to provide the sound and lighting equipment, stage equipment and musical instruments to the Lessee in accordance with the preliminary technical scenario in Annex IV to the Contract, the price of which is included in the Lease Fee (hereinafter referred to as **Basic Technician Services**).
- (b) If the Lessee requires the provision of additional technical equipment or musical instruments and related Services after the conclusion of the Contract, the Parties shall agree on this within the framework of a Subsequent Service Expansion..

#### 5.6 Cleaning

- (a) The Lessor provides a basic daily cleaning service from 9:30 am to 9:30 pm every day of the week, which is included in the Lease Fee (hereinafter referred to as **Basic Cleaning Service**).
- (b) The basic service covers:
  - (i) occasional cleaning and refilling of water closets,
  - (ii) picking up dead pieces of litter,
  - (iii) professional cleaning up of spills/fluids in the evening.
- (c) If the Lessee requires additional cleaning services, the Parties shall agree on this in the Contract or as part of a Subsequent Service Expansion (hereinafter referred to as the **Additional Cleaning Service**).
- (d) The Additional Cleaning Service covers the following activities:
  - (i) picking up litter,
  - (ii) sweeping the envelope,
  - (iii) mopping the floor,
  - (iv) fingerprint removal from glass surfaces up to 2 meters high,
  - (v) dusting of horizontal surfaces up to 2 meters in height.
- (e) The Lessee shall return to the Lessor the areas used by itself and the public and other access areas and service premises used for their access, cleaned and in the same state as when they were taken over.
- (f) If, in addition to the services specified in b) and d), additional extra cleaning is required or becomes necessary in connection with the Event, the Lessee shall order this from a service provider specified by the Lessor at its own expense.

## 5.7 Security service

- (a) The basic security service will be determined by the Lessor according to the operational (daily) operation of the Facility, the use of which is mandatory for the Lessee. The basic service shall be provided by 2 security guards from 7:00 am to 7:00 pm, as specified in the guarding instructions (hereinafter referred to as **Basic Security Service**).
- (b) The Basic Security Service fee is part of the Lease Fee.
- (c) If, based on the Lessee's requirements, circumstances arise which affect the operational operation and property protection of the Facility, the Lessor may require the Lessee to order additional security guards directly from the security organisation contracted by the Lessor.
- (d) The additional security service can only be ordered from a service provider specified by the Lessor.

## 6. Fees and payment terms

- 6.1 Lessee shall pay a fee as consideration for the rental of the Leased Premises and the provision of each Service.
- 6.2 The net Lease Fee set out in the Contract (hereinafter referred to as the "**Lease Fee**") includes the following fees: net fees for the Services Local Ticket Sales by the Lessee (5.2(b)(i)), Basic Cloakroom Service (5.3(b)), Mandatory Hostess Service (5.4(a)), Basic Technician Services (5.5(a)), Basic Cleaning Service (5.6(a)) and Basic Security Service (5.7(a)).
- 6.3 The net fee for Services not mentioned in Clause 6.2, as well as Services provided under the Subsequent Service Expansion, and where applicable, any additional net fee specified in Clause 8.11 (hereinafter referred to as the "**Additional Fee**"; the Lease Fee and the Additional Fee together the "**Fee**") shall automatically increase the Lease Fee. Parties shall settle the fees for Service subject to ticket sales commission (5.2(i)) independently of the Fee, in accordance with Clause 5.2(i).
- 6.4 The deposit (hereinafter referred to as the "**Deposit**") will be calculated on the basis of the Lease Fee. The Lessee shall pay the Deposit in advance by bank transfer to the Lessor's bank account on the basis of the prepaid fee request sent to the Lessee. An invoice for Deposit shall be issued and sent to the Lessee after the payment fulfilled to the Lessor's account.
- 6.5 Within 3 (three) days of the completion of the Contract, the Lessee shall provide a written confirmation of completion, upon receipt of which, or in the event of failure to meet the deadline, the Lessor shall be entitled to issue an invoice for the Fee. The Lessee shall pay the Fee, in excess of the Deposit paid, by bank transfer within the payment deadline indicated on the invoice sent by the Lessor.
- 6.6 In the event of late payment by the Lessee, the Lessor shall apply the provisions of 6:155 (1) of the Civil Code, from the date of default and is entitled to enforce the collection cost flat rate pursuant to Act IX of 2016.

## **7. Lessor's rights and obligations**

- 7.1 The Lessor shall hand over the Leased Premises, together with all fixtures and fittings, to the Lessee in good condition and fit for their intended use for the Lease Term. The Lessee shall not be entitled to refuse to take possession on the grounds of minor defects or deficiencies which do not prevent the proper use of the Leased Premises. The suitability of the Leased Premises for the Lessee's intended use and the Lessor's obligations in this respect shall be assessed based on the condition as at the date of handover in accordance with the provisions of the protocol of transfer drawn up for the handover of the Leased Premises.
- 7.2 The Lessor warrants that it is entitled to rent the Leased Premises and provide the Services during the Lease Term and warrants that no third party has any right to prevent or restrict the Lessee from using the Leased Premises in accordance with the Contract.
- 7.3 Unless otherwise provided for in the Contract, the warranty under Clause 7.2 does not preclude the Lessor from entering into a rental agreement for the purpose of holding or preparing for the holding of an event on other premises or areas outside the Leased Premises at the same time as the Event, or from holding its own event there. In the Foyer of the Facility and other service and public areas of the Facility (such as restrooms and passageways), exclusivity is granted only if expressly provided for in the Contract.
- 7.4 The Lessor is entitled to check compliance with the terms of the Contract at any time during the Contract period without prior notice.
- 7.5 The Lessor, with the assistance of the security service of the House of Music Hungary, shall be entitled to inspect the persons involved in the preparation of the Event, during the Event and at the dismantling of the Event, on the basis of the list of the Event's contributors and staff as per Clause 8.7(a).
- 7.6 Lessee's contact person may verify in written and oral form for the Lessor the entry and stay of persons who are not included in the list according to point 8.7(a) in the Leased Premises or in the areas of the House of Music Hungary which are closed to public traffic by means.
- 7.7 In the absence of proper identification, the Lessor may refuse entry to and stay in the Leased Premises and the areas of the House of Music Hungary closed to the public.
- 7.8 The Lessor, as host is entitled to greet the guests at the Event, provided that the Lessor has indicated this to the Lessee prior to the Event.

## **8. Rights and obligations of the Lessee**

- 8.1 The Lessee undertakes to carry out the Event to be held in the Leased Premises at its own expense and risk, in accordance with the provisions of the Contract, in compliance with the law and the regulations of the House of Music Hungary, with the proper use of the Leased Premises and payment of the Fee.
- 8.2 The Lessee declares that he/she is aware of the activities of the House of Music Hungary and declares that the Event organised by itself complies with the provisions of Government

Decree 23/2011 (III. 8.) on making the operation of music and dance events safer and with the provisions of the relevant permit, and does not conflict with the main activities of the House of Music Hungary and is worthy of its artistic value and character. It declares that it will not engage in any conduct that would damage or jeopardize the reputation of the House of Music Hungary, or lead to a negative perception of the House of Music Hungary.

- 8.3 The Lessee shall not impede the unhindered access of the visitors of the House of Music Hungary to the permanent and temporary exhibitions of the House of Music Hungary or other areas open to the public, except in the event that the House of Music Hungary is closed earlier than usual due to preparations for the Event, and undertakes to minimise the volume of the preparations during the opening hours of the House of Music Hungary. The Lessee is also obliged to keep the loading routes and other areas affected by construction work tidy and clean at all times.
- 8.4 As the organiser, the Lessee undertakes to be responsible for all matters related to the on-site preparation, organisation, construction, conduct and dismantling of the Event, including the conduct of the individual public programmes.
- 8.5 The Lessee shall ensure compliance with all legal and other requirements applicable to the holding of the Event, including but not limited to the health and safety regulations applicable to the Event and the provisions of the Ministry of Health Decree 5/2006 (II.7) on health rescue services and the provisions of the Government Decree 23/2011 (III.8.) on making the operation of music and dance events safer, to make all notifications and obtain all permits required for the holding of the Event, and to make all payments (e.g. copyright royalties, cultural contributions). The Lessee expressly acknowledges that, as the organiser of the Event, it is a user as defined in the royalty statement of the ARTISJUS Hungarian Copyright Office, and as such is liable to pay the royalties. The Lessee shall also be obliged to pay any royalties or other fees that may arise in connection with the Event, and which are rightfully due to the rights holders, collective rights management organizations or third parties in connection with the Event. The Lessee undertakes that if the Lessor incurs any payment obligation or other damage as a result of the Lessee's breach of this Clause, the Lessee shall reimburse the Lessor within 8 (eight) days of receipt of the Lessor's notification to this effect.
- 8.6 The Lessee, the Lessee's performance assistants and the Lessee's contributors shall at all times comply with the instructions of the staff and the security guards of the House of Music Hungary, the provisions of the House Rules of the House of Music Hungary [[mzh-hazirend.pdf \(zenehaza.hu\)](#)], Code of Ethics and Conduct for Partners and Visitors [<https://zenehaza.hu/storage/27287/Etikai-k%C3%B3dex-EN.pdf>], the security and fire safety regulations [[Magyar Zene Háza \(zenehaza.hu\)](#)], as well as the applicable accident prevention regulations and legislation. The Lessee shall be liable for any accidents or damage resulting from failure to comply with these regulations. The Lessee shall inform all persons involved in and attending the Event of the above regulations. By signing the Contract, the Lessee declares that it has read and understood the House Rules of the House of Music Hungary, the Code of Ethics and Conduct for Partners and Visitors and the other rules and regulations referred to in this Clause. The Lessee shall be liable to the Lessor for any damage resulting from any breach of the above rules and regulations of the Facility.

- 8.7 The Lessee shall deliver to the Lessor in writing, no later than 15 (fifteen) days prior to the Event, the following preliminary documentation related to the Event:
- (a) a document setting out the parameters for the overall organisation of the Event (including preparation and follow-up), as well as the staffing and technical requirements, indicating the times of entry and exit, and a list of the persons and auxiliary staff to be involved in the organisation of the Event;
  - (b) the Event's layout plan, installation plan;
  - (c) the preliminary scenario of the Event (the scenario provides a detailed schedule and programme from the start of the deployment through the event to the end of the deployment and assigns a professional leader/contact person during the construction/demolition activity); and
  - (d) the information about the activities planned in the Leased Premises or in the area surrounding the Leased Premises managed by Városliget Zrt. and about the partners planned to be represented or displayed in any way, especially, but not exclusively in promotional, advertising, any other printed or online materials and publications promoting or presenting the Event on such way, that simultaneously name or displaying the Lessor also (hereinafter referred to as "**Sponsorship Activities**"), in particular their name, the nature of their activities, the trade name and nature of their products and/or services, and their main image elements.

The above documents will form Annex IV to the Contract once signed.

- 8.8 The Lessor shall examine, in particular but not exclusively, any deviations from the requirements agreed in advance by the Parties, and whether the documents provided by Lessee comply with the rules set out in Clause 8.6, the applicable laws, the provisions of these GTC, and whether the Sponsorship Activities are compatible with the Lessor's operations and values. If, based on the review, the Lessor finds that any of the above conditions are not met, it shall request the Lessee to amend the documents within 3 (three) working days in accordance with the criteria indicated by the Lessor and resubmit them to the Lessor for another approval. The Parties agree that the Lessor shall be entitled to reject the Sponsorship Activities if they are incompatible with the Lessor's operations and values or are capable to adversely affect its reputation. The Parties agree that the Lessor shall be entitled to reject any change or request that does not comply with the rules set out in Clause 8.6, the applicable laws, the provisions of these GTC, or that cannot be implemented in the Facility for other valid reasons.
- 8.9 The Parties agree that the Lessee may only deviate from parameters set out in Clause 8.7 and 8.8. and in the documents listed therein or the terms and conditions set out in the Contract, only with the written consent of the Lessor, in respect of which the Parties shall conclude a contract amendment as necessary or in accordance with the Subsequent Service Expansion specified in Clause 5.1.b). The Lessor reserves the right to allow such deviation for an additional fee, which shall be set out in writing by the Parties as an addendum to the Contract.
- 8.10 Lessee shall notify the Lessor in advance of any additional planned Sponsorship Activities that may arise after the conclusion of the Contract, without the Lessor's prior written consent. The Lessee shall provide such information until the 15th working day prior to the Event, after the elapse of that period Lessor shall have the right to refuse any Sponsorship Activities without giving any reason.

- 8.11 If the Parties are unable to agree on the final content of the documents referred to in Clause 8.7 no later than 8 days prior to the date of the Event, the Lessor shall be entitled to unilaterally withdraw from the Contract in writing. In this case, the Lessee shall be obliged to pay the penalty for failure to perform specified in Clause 11.7.

If the Parties are unable to agree on the final content of the documents referred to in Clause 8.7 no later than 8 days prior to the date of the Event, and the Lessor does not exercise its right of withdrawal as described above, the Lessor shall be entitled to charge the Lessee the service fee of that service package given in the contract offer sent to the Lessee.

- 8.12 When using the Leased Premises and the technical equipment belonging to the Leased Premises, the Lessee shall comply with the technical and other regulations specified in the relevant legislation, in particular in MKM Decree 35/1997. (XII. 5.) on Theater Safety Regulations, as well as the technical and other regulations specified in Appendix 1 of the GTC. In the event of use the Leased Premises that deviates from the applicable legislation and/or the rules and regulations specified in Appendix 1 of the GTC, the Lessee shall be liable for any damage caused to the Lessor or any third parties.

The Lessee shall comply with the maximum capacity rates indicated for each venue in Appendix 1 of the GTC. Depending on the planned parameters of each Event, the Lessor shall be entitled, where justified and after duly informing the Lessee, to specify a capacity lower than the maximum capacity specified in Appendix 1 to the GTC, which the Lessee shall be obliged to comply with.

In the event of a breach of the above, the Lessor is entitled to proceed in accordance with Clause 11.3.

- 8.13 The Lessee shall comply strictly with the end times of the move-in and move-out. The Lessee shall ensure and be responsible for the arrival and departure of the service providers (catering company, technical equipment, furniture and production, etc.) to/from the Leased Premises within the time intervals specified in the Contract. The Lessee undertakes to provide any outside persons involved in the running of the Event with distinctive wristbands or other distinguishing signs. The Lessee shall also ensure and be responsible for ensuring that his service providers, in particular but not exclusively the catering company and/or any subcontractor of the catering company, when using the areas (in particular: corridors, lifts, garage) as staging areas within the Leased Premises, shall carry out their activities in prior consultation with the Lessor and shall endeavour to cause the least possible disruption to the Lessor's activities and operations. The Lessee shall, at the request of the Lessor, instruct the service providers to carry out their activities in other areas without unnecessary disturbance to the Lessor.
- 8.14 The Lessee is responsible for the proper use and cleanliness of the Leased Premises and its surroundings and access routes. The Lessee shall return the Leased Premises and the access route in their original state, cleaned and tidy. The Lessee shall restore the fixing points of decorative and technical equipment without leaving any trace, and shall return furniture and other equipment provided by the Lessor to their original position.
- 8.15 Lessee may make any alterations, changes or modifications to the Leased Premises only with the prior written consent of Lessor and subject to the obligation to remediate. The costs of

any alterations or changes shall be borne by the Lessee, who shall restore the Leased Premises to their original condition within the time limit for removal set out in the Contract following the completion of the Event.

- 8.16 The Lessee declares that the Lessee shall provide for the purchase, transport and arrangement of the equipment required by the Lessee at its own expense. The Lessee declares that the equipment supplied by it to the Facility is certified as suitable for contact protection and suitable for safe operation, and that the Lessee shall be liable for any technical defects, costs and any personal injury caused by the equipment supplied.
- 8.17 The costs related to the preliminary and subsequent storage and transport of artefacts, materials and equipment brought into the Leased Premises by the Lessee shall be borne by the Lessee. The Lessor shall not be responsible for the safekeeping of these objects. The Lessee shall also be responsible for the cost of obtaining access permits and arranging the use of the site in connection with transport and parking.
- 8.18 The Lessee and any subcontractors, performance assistants, contributors notified by the Lessee may only enter the Leased Premises and the areas of the House of Music Hungary that are closed to the public for access to the Leased Premises with the armband or other distinctive sign provided by the Lessee in accordance with Clause 8.13.
- 8.19 The order of entry to the Event and the verification of the right of access ("invitation" or "ticket") shall be determined by the Lessee. The Lessee is responsible for ensuring that the Event is not visited by unauthorised persons.
- 8.20 At the entrance, a member of the Lessor's staff is entitled to check the number of guests admitted and, if necessary, proceed as described in Clause 11.3. Lessee's representatives shall comply with this instruction from the Lessor.
- 8.21 At the Lessor's request, the Lessee shall provide the Lessor with a specified number of professional admission tickets for the Event, but at least 3 tickets, for the purpose of professional monitoring and control of the Event, as well as internal evaluation and quality assurance of the Lessor's services. In the event of such a request by the Lessor, the number of professional tickets to be provided shall be specified in the Contract.
- 8.22 Only the Lessor shall be entitled to take photographs at the Event or to record the Event by video and/or audio recording, provided that, at the request of the Lessee, the Lessor may authorise in writing the Lessee to take photographs at the Event or to record the Event by video and/or audio recording for its own use and for promotional purposes. The Lessor may grant the Lessee written permission to use the images and recordings for promotional purposes, provided that the Lessee may only publish images and recordings that have been approved in advance by the Lessor.
- 8.23 The use of images and recordings for other purposes not mentioned above is subject to a separate agreement.
- 8.24 The Facility hosts temporary exhibitions, typically in the Lobby and Library & Club. Where such exhibitions are displayed in the Leased Premises, the Lessee acknowledges that they remain part of the Leased Premises for the duration of the Lease Term. The Lessee may request information from the Lessor in advance about the current exhibitions. Moving or packing of installations forming the content of temporary exhibitions may only be carried

out by the Lessor's staff after prior agreement. The Lessee shall pay the Lessor for the costs incurred by the Lessor in connection with the moving and packing of the installations.

## **9. Responsibility**

- 9.1 The Lessor is entitled to full compensation under civil law for any damage suffered by the Lessee or for which the Lessee is responsible. The Lessor has informed the Lessee in advance of the scope of the damage that may be caused, which includes, in particular, but is not limited to, compensation for direct and indirect damage to the building, damage resulting from the cancellation of the Lessor's programmes due to the damage and the loss of profit for the Lessor.
- 9.2 The Lessee shall be solely liable for any damage caused to the Lessor or third parties by himself, his representative, employee, subcontractor, assistant, contributor or any other person participating in the Event. For these, he/she shall be liable in accordance with the relevant provisions of the Civil Code as if it had acted itself.
- 9.3 The Lessee shall also be liable for any damage caused by persons who have participated in the conduct of the Event or at the Event without authorisation.
- 9.4 The Lessee's liability does not extend to damages arising out of the provision of the Services, unless they are attributable to the Lessee's acts or omissions.
- 9.5 The Lessor accepts no liability whatsoever for any items brought to the Event venue by the Lessee, the Lessee's employees, subcontractors, vicarious agents, contributors or participants to the Event.
- 9.6 The Lessor shall not be liable in the event that any other event taking place in the vicinity of the Leased Premises results in access to the Leased Premises being impeded or obstructed, or if the Lessee's Event is cancelled as a result.

## **10. Insurance**

- 10.1 The Lessee is obliged to take out and maintain a combined liability insurance policy for the duration of the Lease in accordance with the terms of this Chapter.
- 10.2 Subject to its general and event organiser's liability under the Contract, the Lessee shall take out a combined liability insurance policy with a minimum combined limit of indemnity of 25.000.000,-HUF/damage/duration for damage which it may cause as a Lessee to the Lessor, to the users of the services, to guests and performers visiting the Event or to third parties. The Lessee shall maintain the required insurance cover throughout the Lease Term, including during the construction and dismantling of the Event.
- 10.3 The insurance contract and cover shall apply only to the Leased Premises and the activities carried out therein.

- 10.4 The combined liability insurance cover must include general, event organiser and product liability insurance cover.
- 10.5 The event organiser's liability insurance must cover the Lessee's activities as an event organiser:
- (a) cover for damage to (leased) property used during the event,
  - (b) cover for personal injury and damage to property caused to performers at the event,
  - (c) cover for personal injury and damage to property caused to visitors to the event,
  - (d) cover for damage caused by machinery to roadworks and artificial structures (only if machinery is used)
  - (e) cover for damage caused during loading and moving of equipment,
  - (f) cover for damage to soil and crops caused by trampling (only in the case of events where the event area also affects the Lessor's external landscaped areas),
  - (g) cover for damage covered by the liability of the insured during the use of pyrotechnics (only in the case of the use of pyrotechnics);
  - (h) cover for subcontractors;
  - (i) cover for damage from catering, e.g. food poisoning (product liability insurance).

If one of the above activities is not carried out during the Event, that activity does not need to be covered by the event organiser's liability insurance.

- 10.6 The combined compensation limit of 25.000.000,-Ft must cover all risks (general, event organiser, product liability).
- 10.7 The combined liability insurance contract must include a thirty days extended claim notification period in the event of termination of cover.
- 10.8 The Lessee shall provide the Lessor with the original or a certified copy of the insurance policy(ies) no later than 5 days prior to the Lease Term and the Parties shall attach the same to the Contract as Annex III.
- 10.9 The Lessee may not initiate any changes to the terms and conditions of the insurance without the prior approval of the Lessor.
- 10.10 The Parties stipulate that if the Lessee already has a liability insurance policy that complies with the above conditions, it shall submit it to the Lessor for approval no later than 8 days prior to the Lease Term. If the Lessor has approved in writing the insurance policy sent to the Lessee by the Lessor, then Clauses 10.1 to 10.8 above shall not apply and the parties shall attach to the Contract the insurance policy approved in writing by the Lessor as Annex III.

## **11. Non-compliance with the contract**

- 11.1 If the Lessee fails to fulfil its obligations under the Contract for reasons for which it is responsible, it shall be liable to pay the penalty specified in the following points. In addition, the Lessor shall be entitled to suspend the Event with immediate effect, without any obligation to pay compensation, and shall also be entitled to claim damages from the Lessee in excess of the penalty.

If the Lessee fails to meet the deadline for the installation set in the Contract, thereby causing damage or any additional costs or additional human resources to the Lessor, the Lessor may impose a penalty of HUF 100,000.00 (that is one hundred thousand Hungarian Forints) per each hour on the Lessee.

- 11.2 If the actual number of guests at the Event exceeds the maximum capacity set out in Appendix 1 to the GTC or the maximum number of guests otherwise set out in the Contract, the Lessor may refuse entry to persons exceeding that number. The Lessee shall be liable for any resulting damage.
- 11.3 If the Lessee breaches its obligations set out in Clause 15.4, the Lessor shall be entitled to refuse to transfer possession of the Leased Premises until the Lessee has provided representation or until the Lessee's agent or assistant has provided written authority or other written evidence of its right to be represented. In this case, the Lessee may not invoke the Lessor's breach of contract. The Lessor shall be entitled to the full Lease Fee in this case, and the Lessee may not apply for a reduction of the Lease Fee on the grounds that he has taken possession of the Leased Premises at a later date than the date stipulated in the Contract for such reason.
- 11.4 In the event that the Lessee does not use the Leased Premises for the purpose of the Event as specified in the Contract, the Lessee shall pay to the Lessor a penalty equal to 30% of the Lease Fee.
- 11.5 If the Lessee fails to meet the deadline set out in Clause 8.8, thereby causing damage or any additional costs or additional human resources to the Lessor, the Lessor may impose a penalty of 1% of the Lease Fee for each day of delay on the Lessee.
- 11.6 If the Contract is terminated for a reason for which the Lessee is responsible, in particular but not exclusively, the events of serious breach of contract listed in Clause 12.7, the Lessee shall pay a penalty for default. The penalty for non-performance shall be 40% of the Lease Fee. In particular, the parties shall be deemed to have failed to perform the Contract if the Lessor terminates the Contract by rescission or immediate termination for the Lessee's breach of the Contract or for any other reason specified in the Contract which has occurred in the Lessee's person.
- 11.7 The Lessor issues a penalty notice for the penalty claim.
- 11.8 If the Lessee does not object in writing to the Lessor's claim for liquidated damages within 5 (five) days of receipt of the notice of claim, the Lessee's claim for liquidated damages shall be deemed to have been accepted.
- 11.9 The Lessee shall pay the penalty within 8 (eight) days of receipt of the penalty notice.
- 11.10 The assertion of a claim for damages by the lessor does not constitute a waiver of any other claims. Acceptance by the Lessor of any non-performance without reservation of rights shall not be construed as a waiver of any claim which the Lessor may have against the Lessee for breach of contract.

## **12. Cases of termination of the contract**

- 12.1 The Contract shall be terminated by its performance, by its ordinary termination or by its termination with immediate effect for serious breach of contract, by the termination provided for in the contract or by law, by withdrawal or by the impossibility of performance of the Contract. In the event of termination, the use of the Leased Premises by the Lessee shall be pro rata temporis and the Lessor shall in any event be entitled to the charges for the Services already provided.
- 12.2 Either party may terminate the Contract at any time by giving notice in writing in accordance with Clause 12.3.
- 12.3 In the event of unilateral termination by either Party, the Party giving notice of termination shall pay the other Party the following percentage of the Lease Fee within 8 (eight) days of receipt of the invoice to that effect:
- (a) 40% of the Lease Fee in the event of termination before the 30th (thirtieth) day of the Event, from the 40th (fortieth) day prior to the Event;
  - (b) 75% of the Lease Fee in the event of termination before the 20th (twentieth) day of the Event from the 30th (thirtieth) day prior to the Event;
  - (c) 100% of the Lease Fee in the event of termination on the 20th (twentieth) day prior to the Event or within 20 days prior to the Event (including the day of the Event).

The Contract may be terminated without penalty on the 40th (fortieth) day prior to the Event.

- 12.4 In the event of termination, the Lessee shall be liable for any obligations already assumed and proven in connection with the Event and for any costs over and above the amount of the penalty paid.
- 12.5 In the event of a serious breach of the Contract, the Party at fault shall be entitled, by written notice to the other Party, to terminate the Contract or any part thereof with immediate effect or to withdraw from it before the start of use.
- 12.6 The Lessor may terminate the Contract with immediate effect if the conduct of persons under the responsibility of the Lessee or a circumstance arising during the technical execution of the event endangers the components and accessories of the Facility or the movable property therein.
- 12.7 The parties shall be deemed to be in serious breach of contract in particular, but not exclusively, if
- (a) The User is in breach of Clause 3.1 of the GTC,
  - (b) Lessee breaches any of its obligations under Clause 8.2 of the GTC,
  - (c) The Lessee may deviate from the installation plan and scenario set out in Clause 8.9 of the GTC without the written permission of the Lessor,
  - (d) Lessee is in breach of its obligations under Clause 10.8 of the GTC,
  - (e) Lessee is not using the Leased Premises for the purpose of the Event as set out in the Contract;
  - (f) Lessee is in breach of the provisions set out in Appendix 1 of the GTC,
  - (g) The Lessee fails to fulfil its obligations under the Contract,
  - (h) the Lessee fails to fulfil its payment obligations after the Lessor has sent a written request to that effect,
  - (i) The Lessee is in liquidation or winding up,

- (j) if the Lessee breaches its obligation to maintain confidentiality,
  - (k) if the Lessee or any third party involved in the utilization, directly or indirectly in a legal relationship with him, changes the ownership structure and no longer qualifies as a transparent organization,
  - (l) the Lessee engages in conduct that is likely to damage the Lessor's reputation.
- 12.8 In the case of Clause 12.7(e), if the Lessor becomes aware of the non-compliance during the course of the Event, including the construction of the Event, the Lessor shall require the Lessee to immediately cease the non-compliance. If the Lessee does not cease the breach of contract despite such notice, the Lessor shall be entitled to terminate the Contract with immediate effect. In such a case, the notice of termination with immediate effect shall be delivered to the Lessee's designated contact person and shall be deemed to have been served upon receipt.
- 12.9 The Lessee declares that the grounds for exclusion referred to in Section (1) of Paragraph 25 of the Act on State Property do not apply to itself, and accepts that the Lessor is entitled to terminate the Contract with immediate effect in the event of a breach of Section (2) of Paragraph 25 (of the Act on State Property).
- 12.10 The Lessee agrees to the provisions of Section (11) of Paragraph 11 of Act CXCVI of 2011 on National Property ("Nvtv.") and acknowledges that the Lessor is entitled to terminate the Contract without compensation and with immediate effect in the case referred to in Section (12) of Paragraph 11 of the Nvtv.
- 12.11 In the event of early termination of the Contract, the Deposit shall be returned to the Lessee, provided that the Lessor shall be entitled to set off any penalty and any claim for Fees, damages and costs incurred against the Deposit paid to the Lessee.

### **13. Confidentiality, data protection**

- 13.1 The Parties shall be entitled to use the documentation and data obtained in the course of the performance of the Contract solely for the purposes of the Contract. The Parties undertake to treat confidential data and information obtained in the course of the present legal relationship as business secrets and not to disclose, transfer or publish them to unauthorised third parties.
- 13.2 The obligation of confidentiality shall also apply, without time limitation, to the Parties, their employees, associates, subcontractors, assistants or other collaborators, if any, and third parties having any other employment relationship with the Party.
- 13.3 The provisions of Act LIV of 2018 on the Protection of Business Secrets and Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information (hereinafter referred to as "Infotv.") shall apply to trade secrets. The obligation of confidentiality does not extend to information which is public knowledge, public or the disclosure or release of which is required by law or by an official provision, to the extent and to the persons prescribed. Furthermore, information the disclosure of which has been expressly authorised in writing in advance by the other Party shall be exempt from this obligation of confidentiality.

- 13.4 During the term of the Contract and thereafter, the Parties shall mutually comply with the applicable European Union and Hungarian data protection rules, including in particular, but not limited to, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive (EC) No 95/46/EC ("**GDPR Infotv.**")
- 13.5 By signing the Contract, the Parties acknowledge that they are independent data controllers in the Contract and that they have given their designated contact persons appropriate prior notice, as defined in the GDPR, that they have been designated as contact persons in the Contract. The personal data of the contact persons are processed for the performance of the public task of the Lessor - the conclusion, monitoring, performance of the Contract, settlement and management of any disputes that may arise, and for general communication purposes - and for the performance of the legal obligation of the contracting parties under the Contract and, where an invoice is issued under the Contract, including the personal data of the contact person, until the cancellation/expiry of the invoice. The Lessee further undertakes to provide its own relevant contact person with the Data Processing Notice ("Contractual Contact Data Processing Notice") published by the Lessor on [www.zenehaza.hu](http://www.zenehaza.hu).

#### **14. Vis major**

- 14.1 The events listed below shall be deemed to be circumstances beyond the control of the Parties, for which neither Party is responsible, and shall relieve the Parties from their obligations under the Contract for the duration of the circumstances, provided that such circumstances arise after the conclusion of the Contract or were caused by circumstances beyond the control of the Parties prior to the conclusion of the Contract, and that such circumstances, which prevent or delay the performance of the Contract, were not foreseeable and could not have been avoided at the time of the conclusion of the Contract, in particular:
- (a) a major natural disaster (lightning strike, earthquake, flood, hurricane, etc.);
  - (b) fire, explosion;
  - (c) radioactive radiation, radiation contamination;
  - (d) war or other conflicts, occupation, hostilities, mobilisation, requisition or embargo;
  - (e) insurrection, revolution, rebellion, military or other coup, civil war and acts of terrorism;
  - (f) riots, disorder, unrest;
  - (g) exercise the right of assembly;
  - (h) a power failure at the Facility for more than 12 (twelve) hours on the day of the Event.
- 14.2 The party claiming force majeure bears the burden of proving that the consequence of the force majeure event on the performance of the contract could not have been avoided by the exercise of reasonable care in the circumstances, or could have been avoided only at a disproportionate cost.
- 14.3 In order for any event of force majeure to be invoked as a factor preventing performance of the contractual obligations in accordance with the above, the party prevented from performing under the Contract must inform the other party of the occurrence of the special circumstances referred to above, providing evidence thereof. Such notification shall be made without undue delay after the Party concerned has become aware of the existence of circumstances which may be invoked as a ground for exemption from performance of its

obligations. Such notice shall also specify the expected period of delay in performance, if this can be assessed at the time.

- 14.4 If the reason for the exemption ceases to apply, the other party must be informed of this fact (also in writing) and, if possible, when the delayed measures due to the special circumstances justifying the exemption will be taken.

## **15. Contacts, notifications**

- 15.1 In order to facilitate effective cooperation, the Parties shall designate contact points in the Contract.
- 15.2 The Parties shall inform the other Party in writing of any change in the contact person or contact details as soon as possible, but not later than 3 (three) days. The defaulting or delaying Party shall be liable for any damage resulting from the failure to inform or delay in doing so.
- 15.3 A change in the contact person does not require a contract amendment.
- 15.4 The Lessee shall be represented at all times during the Lease Term, including the term of the construction and demolition of the Event. The Parties agree that the Lessee shall appoint a contact person who is authorized in the Lessee's full representation to sign the protocols of transfer, protocols on any damage, and the On-Site Modification Approval Form.
- 15.5 The Lessee is entitled to give instructions to the Lessor for the Event through its contact person.
- 15.6 All notices, letters, declarations or authorisations shall be given in writing and shall be deemed to have been served if
- (a) it is delivered and collected by hand, or
  - (b) sent by registered letter with acknowledgement of receipt, in which case delivery shall be deemed to have taken place on the date of the acknowledgement of receipt, or
  - (c) transmitted by fax or e-mail, in which case when an automatic or explicit acknowledgement is received, failing which on the next working day.
- 15.7 A registered letter with advice of delivery shall be deemed to have been delivered on the day on which delivery is attempted if the addressee has refused to accept it. If service was unsuccessful because the addressee did not accept the document (it was not returned to the sender with a signal), the document shall be deemed to have been served on the fifth working day following the second attempt at service, unless it is proved otherwise.

## **16. Entire agreement**

- 16.1 The Parties mutually agree that the provisions of Section (5) of Paragraph 6:63 of the Civil Code shall not be applied, therefore the custom which the Parties agreed to apply in their previous business relationship does not become the content of the Contract, and any practice that they have developed between themselves does not become the content of the Contract, the contract of a similar nature in the relevant business sector a custom widely known and regularly applied by its subjects.

- 16.2 Lessee shall, within 5 (five) days of their receipt, sign the copy of this Contract signed by Lessor and send an electronic copy of the signed Contract to Lessor. If Lessee fails to comply with this obligation within the above deadline, the Lessor's offer to conclude a contract in accordance with the provisions of the Contract shall cease to be valid and the Contract shall not be concluded between the Parties, unless the Parties ensure that both parties sign the original copies of the Contract on paper within a further 9 (nine) working days.
- 16.3 In addition, Lessee shall sign all copies of the Contract signed by Lessor upon their receipt via mail and mail one original copy of the Contract to Lessor to the following post office box address: Hungary 1386 Budapest, Pf. 910., within 8 (eight) days from the Lessee's receipt of the Contract (or to sign the original paper version of the Contract in person at the Lessor's registered office) within the same deadline. If for any reason the original signed contract is not available to the Lessor within 10 (ten) days of sending the electronic copy, the Lessor shall be entitled to unilaterally withdraw from the Contract.

## **17. Miscellaneous provisions**

- 17.1 The Parties shall attempt to settle any disputes arising in connection with the Contract amicably between themselves. Should this not be successful within 30 (thirty) days, the Parties may resort to the courts. The Parties stipulate the exclusive jurisdiction of the Central District Court of Buda and the Tatabánya Court of Justice for any future disputes.
- 17.2 Within the scope of the obligation to cooperate, the Parties shall immediately notify each other of any changes affecting the subject matter of the Lease, technical and other Services.
- 17.3 The Contract contains the entire agreement of the Parties. The Parties declare that all previous statements to the contrary of the Contract are hereby superseded.
- 17.4 In matters not covered by the Contract, Hungarian law, in particular the relevant provisions of the Civil Code, shall prevail.
- 17.5 The Lessor informs the Lessee that, pursuant to the Nvtv., the Lessor may not validly conclude a contract for the use of the national property with a legal entity or an organisation without legal personality which is not a transparent organisation.

Pursuant to Section (1) 1. of Paragraph 3 of the Nvtv., a transparent organisation is a domestic or foreign legal person, an economic entity without legal personality, which

- (a) the Lessorship structure and the beneficial Lessor as defined in the Act on the Prevention and Combating of Money Laundering and Terrorist Financing,
- (b) is resident for tax purposes in a Member State of the European Union, a State party to the Agreement on the European Economic Area, a Member State of the Organisation for Economic Cooperation and Development or a State with which Hungary has a double taxation convention,
- (c) is not a controlled foreign company as defined in the Corporation Tax and Dividend Tax Act, and

- (d) a legal person or an unincorporated business entity that directly or indirectly owns more than 25% of the entity or has more than 25% of the Lessorship, influence or voting rights in the entity, the conditions in points (a) to (c) above also apply.

Pursuant to Section (1) 1. of Paragraph 3 of the Nvtv., a transparent organisation is a non-governmental organisation that meets the following conditions:

- (a) senior officials can be found,
- (b) the NGO and its directors and officers do not hold more than 25% of the shares in a non-transparent organisation,
- (c) is established in a member state of the European Union, a state party to the Agreement on the European Economic Area, a member state of the Organisation for Economic Cooperation and Development or a state with which Hungary has a double taxation convention.

17.6 By signing the Contract in the form of a company signature, the representative of the Lessee declares - in full awareness of his/her civil and criminal liability - that the Lessee fully complies with the conditions set out in Clause 17.5 applicable to him/her, and thus qualifies as a transparent organisation pursuant to Section (1) 1. of Paragraph 3 of the Nvtv.

17.7 The Lessee shall inform the Lessor immediately, but no later than within 3 (three) working days, in writing of any change in its ownership structure. The Lessee acknowledges that failure to notify the Lessor shall constitute a serious breach of the Contract and the Lessor shall be entitled to terminate the Contract with immediate effect. According to the Nvtv., a contract concluded on the basis of an untrue declaration shall be null and void.

17.8 At the same time as signing the Contract, the Lessor shall provide the Lessee with a copy of the energy certificate issued for the Leased Premises in accordance with the content of Government Decree 176/2008 (VI.30) on the certification of the energy characteristics of buildings, with the identification code HET-01350024.

## **17. Publication and amendment of the GTC**

17.1 These GTC are published on the Lessor's website ([www.zenehaza.hu](http://www.zenehaza.hu)) under the link <https://zenehaza.hu/altalanos-szerzodesi-feltetelek/3>, the exact URL of which is set out in the Contract.

17.2 The Lessor may unilaterally amend these GTC at any time. Any amendment to these GTC shall take effect from the date of publication on the website and shall not affect Contracts entered into prior to the date on which the amendment takes effect.

Effective: from 12, June 2026

# House of Music Hungary Public Benefit Nonprofit Limited Liability Institution

## TECHNICAL REGULATIONS

The House of Music Hungary Public Benefit Nonprofit Limited Liability Institution issues the following Technical Regulations (hereinafter: Regulations) in order to define the rules and conditions of technical work processes related to the hosting of events and programs held at the institution.

### GENERAL PROVISIONS

#### 1. Abbreviations and definitions used in the Regulations

**Managing Director:** Managing Director of the House of Music Hungary;  
**Institution Director:** Director of the House of Music Hungary;  
**Production Manager:** a production manager appointed by the House of Music Hungary for the given event or a person assigned to perform production management tasks.

#### 2. Purpose of the Regulations

The purpose of these Regulations is to define, in accordance with applicable laws, the order and conditions of specific technical work processes related to the operation of the House of Music Hungary Public Benefit Nonprofit Limited Liability Institution (hereinafter: the Institution, MZH, or House of Music Hungary).

#### 3. Scope of the Regulations with respect to staff

These Regulations apply to:

- all employees of the Institution and trainees carrying out internships at the Institution (hereinafter collectively: **Employees**),
- contractors, entrepreneurs, and other third parties involved in the affected work processes under civil law agreements (hereinafter collectively: **Contractors**), including their employees, staff, subcontractors, assistants, and contributors,

- performers and contributors participating in musical, dance, music education, theatrical, and other cultural events (hereinafter: **Events**) held within the House of Music Hungary building or on its outdoor stage under contracts concluded with the Institution as their client (hereinafter: **Performers**), including their representatives, employees, subcontractors, assistants, and contributors, and
- persons renting premises of the House of Music Hungary for any type of event (hereinafter: **Events**) (hereinafter: **Tenants**), including their representatives, employees, subcontractors, assistants, and contributors.

In these Regulations, Performers and Tenants are collectively referred to as: **Partners**.

#### **4. Material scope of the Regulations**

The Regulations apply to technical work processes related to the implementation of Events held at the House of Music Hungary, including in particular:

- handling and storage of objects
- electrical power supply and usage
- fire and occupational safety
- protection of floor coverings and load capacity
- suspension of installations
- use of the concert hall “T-Truss”
- use of ground-level fixing points in the concert hall
- movement of auditorium and stage elements

#### **5. Temporal scope of the Regulations**

The provisions of these Regulations shall apply from their entry into force. These Regulations remain valid until withdrawn or invalidated.

### **GENERAL RULES OF TECHNICAL WORK**

#### **I. General principles**

- Work processes must be planned, prepared, and executed in such a way that they do not pose a danger or harm to workers or persons within the scope of the work, and do not cause damage, deterioration or injury to the building or objects within it.
- Protection of outdoor and indoor terrazzo and parquet flooring must be ensured such that installed equipment (e.g., stage, LED wall, aluminum structures) does not cause damage or deterioration. Installed equipment must not come into direct contact with the floor. Minimum protection requirements: 2 mm thick rubber (Grabo) mat or at least 1.5 cm thick foam layer, which must be provided by the Partner or their subcontractor.

- Only electrical equipment with a valid safety inspection certification may be installed and used in MZH in compliance with applicable professional and legal regulations.
- Connection to the electrical network is only permitted at designated points and in accordance with previously submitted power requirements.
- All persons present at the House of Music Hungary must comply with fire safety and occupational safety regulations, as well as the house rules.
- Activities involving high noise or dust levels may only be carried out outside opening hours or with prior approval.

## **II. Handling and storage of objects**

- Only freight elevators may be used for transport.
- Freight elevators must be protected (floor and walls) with at least 1 cm thick padding.
- Transport of objects is only permitted using rubber-wheeled carts.
- Containers, crates, and other items must be placed on rubber mats.
- The floor area under cable reels must be covered with a rubber mat or light grey felt (at least 1.5 m wide).
- Pallet jacks are not allowed in the concert hall, auditorium, or on terrazzo surfaces (e.g., the foyer).
- Metal objects must not come into contact with parquet or terrazzo surfaces.

## **III. Electrical power supply and usage**

- Power requirements for the concert hall and auditorium must be submitted at least 10 days before the event (including detailed layout plans) to the production manager by the Partner or their subcontractor. Based on this, MZH designates the connection points, which must be strictly complied with.
- Cables, extension cords, distributors, cable reels, and cable covers must be provided and installed by the Partner or their subcontractor. MZH does not provide these.
- Connection to MZH electrical circuits is only permitted under the supervision and approval of MZH technical staff.
- Maximum load per floor socket in the foyer: 2500 watts.
- For the power supply to the outdoor stage, a PowerCon connector is required, which MZH does not provide.

## **IV. Fire and occupational safety**

- The use of cable lubricants and other flammable or explosive materials is prohibited inside the building.
- Construction areas must be cordoned off.
- Personnel lifts in the building may only be used with prior approval and according to a handover procedure conducted by an authorised MZH staff member.

- Visual effects involving heat or smoke/fog may only be used in accordance with fire safety regulations and with prior written approval.
- No dedicated suspension points are installed in the building; any suspension needs require prior approval from MZH operations.
- Fire safety equipment (e.g., emergency lighting, detectors) must not be disabled or covered.
- **Emergency exits must not be blocked or obstructed, even temporarily.**

## V. Protection of surfaces and load capacity

- Covering or decorating walls, glass surfaces, ceilings, doors, etc., is only allowed using methods approved in advance by MZH operations. The technology used must not cause damage or pose a danger. Static cling film is recommended for glass decoration.
- **It is prohibited to apply tape to terrazzo surfaces (e.g., foyer, public areas) with any form of adhesive tape.**
- **It is prohibited to apply tape or double-sided tape to parquet surfaces (in the concert hall, auditorium).**
- Only the stage and mobile stage elements in the concert hall may be taped with high-quality marking tape and/or Grabo tape. Tape must be removed after the event or daily for multi-day events.
- The load-bearing capacity of ceilings must not exceed the specified limits:

### 6. DESIGN LOADS AND EFFECTS

During the design, the following permanent self-weight loads shall be considered:

- |  |                         |
|--|-------------------------|
| • of the structural layers, including the associated weight of the structures:                         | 3.00 kN/m <sup>2</sup>  |
| • of the walls, applied as a uniform line load of 2.00 kN/m <sup>2</sup> :                             | 16.00 kN/m <sup>2</sup> |
| • of the parts of the soil cover above the ground surface at the location corresponding to the garden: | 18.00 kN/m <sup>3</sup> |
| • of water in reservoirs,  |                         |

the following loads specified in the standard, and loads specified in the design program, shall be considered

- |  |                        |
|--|------------------------|
| • for floor areas suitable for occupancy:  | 1.50 kN/m <sup>2</sup> |
| • for exhibition areas, reception areas, lobbies, corridors, kitchens, dining rooms, storage rooms, archives:                        | 5.00 kN/m <sup>2</sup> |
| • for retail areas, market halls:  | 3.00 kN/m <sup>2</sup> |
| • for social facilities, lounges:  | 2.00 kN/m <sup>2</sup> |
| • for non-accessible storey areas:   | 0.40 kN/m <sup>2</sup> |
| • for industrial areas, industrial outdoor areas<br>(specific industrial equipment shall be considered separately during the design) | 8.00 kN/m <sup>2</sup> |
| • for workshop floor areas with hydraulic jacks, and machine tools:  | 8.00 kN/m <sup>2</sup> |
| • for suspended industrial catwalks:   | 1.00 kN/m <sup>2</sup> |
| • for additional suspended industrial catwalks in hangars:   | 2.00 kN/m <sup>2</sup> |
| • for crane runway beams complying with EUROCODE G<br>(for spans between 30 kN and 60 kN), as a uniform line load:                   | 8.00 kN/m <sup>2</sup> |

For accidental loads, the standard weather loads shall be considered: snow load, wind load, loads resulting from water, ice load, as well as seismic load.

- Load-bearing capacity of parquet flooring: max. 100 kg/m<sup>2</sup>
- Point load:

**Load-bearing capacity of raised flooring (in the permanent and temporary exhibition areas):**

- 250 kg/m<sup>2</sup>

## VI. Suspension of installations (installations, banners, tarpaulins, etc.)

No dedicated suspension points are installed in the House of Music Hungary for banners, tarpaulins, installations, etc., with the exception of the T-Truss system installed in the Concert Hall.

If there is a need to attach installation elements to the ceiling or other structural elements of the building, this is always subject to an approval process.

**For approval (in general), the applicant must submit the following documents to the MZH production manager:**

All installations consist of two parts. Hereinafter, the decoration itself (which is suspended) is defined as the **element**, while the device used for suspension is defined as the **suspension structure**.

### Master plan documentation

- **Layout plan (1:50):** based on the floor plan of the House of Music Hungary, with the installation drawn to scale
- **Section view (1:50):** cross-section of the given location, showing the exact hanging depth to scale
- **Element plan (1:20):** top-down technical drawing of the suspended element, indicating connection points to the suspension structure
- **Element elevation (1:20):** technical drawings showing a horizontal side-view of the element from all relevant sides
- **Detailed drawings (1:5), 2 pcs:** these must be labeled with material specifications:
  - connection between building structure and suspension structure
  - connection between suspension structure and suspended element
- **Detailed bill of materials:** including colours, dimensions, quantities and manufacturers
- **Visual design:** integrated into a site photo or modeled, to the correct scale
- **Technical description:** including implementation schedule, logistics plan (transport routes, protective coverings), and waste management solutions
- **Structural engineering description:** including sizing, structural calculations with appropriate load schemes and safety factors
- **Duration of installation**

Attachments are only permitted to the load-bearing structural elements of the building.

It is important that all plans are to scale, legible, properly drafted, technically accurate, labeled, and dimensioned.

The use of fixing and/or suspension points of MZH's own installations is only possible through the current executor of the artistic concept, for an additional fee, and subject to prior written approval from the installation's curator, as well as with the

submission of documentation in accordance with the suspension requirements described in Section VI.

If mechanical or electrical equipment (e.g., string lights, etc.) is part of the installation, additional specialist plans are required.

Installations involving dynamic loads, heavy items, large elements, significant hanging depth, or complex structures require detailed structural calculations, expert opinions, and structural execution documentation.

**Deadline:**

The approval process must be initiated as early as possible. All required documents must be submitted (in full) at least two weeks prior to installation.

## VII. User guide for the Concert Hall “T-Truss”

### Components of the suspension system

The suspension system consists of three different parts, each containing multiple elements.

- One part is the certified HILTI anchor system, with support brackets affixed to the ceiling. Seven such brackets have been installed and remain permanently fixed to the ceiling. These brackets terminate in base plates slightly above the level of the suspended (leaf-patterned) ceiling.
- Detachable extensions of the ceiling supports can be attached to these base plates, which extend down to the upper level of the truss grid. These form the second part of the system.
- The third part is the truss support grid itself, which can be mounted onto the ceiling supports.

### Technical specifications

- **Usable dynamic load capacity of the support:** 2.5 kN (250 kg) per ceiling support
- **Usable static load capacity of the support:** 10 kN (1000 kg) per ceiling support
- The load capacity of the truss grid can be found in the attached manufacturer’s catalogue
- **Anchor rod used:** HILTI HIT-Z-M12x155
- **Adhesive mortar:** HILTI HIT-HY 200-A V3 500/2
- **Diameter of ceiling drill holes:**  $d = 14 \text{ mm}$
- **Maximum load capacity of anchor rod:** 32 kN per piece

The truss grid is suitable for withstanding a tenfold nominal dynamic load resulting from a fall, as required by relevant standards.

If the support is subjected to major dynamic load due to a fall, the entire support system must be inspected. Further use is only permitted after inspection and confirmation of faultless condition.

### **Structural calculation**

The structural data of the truss system are included in the attached catalogue. This calculation serves to verify the load-bearing capacity of the ceiling supports.

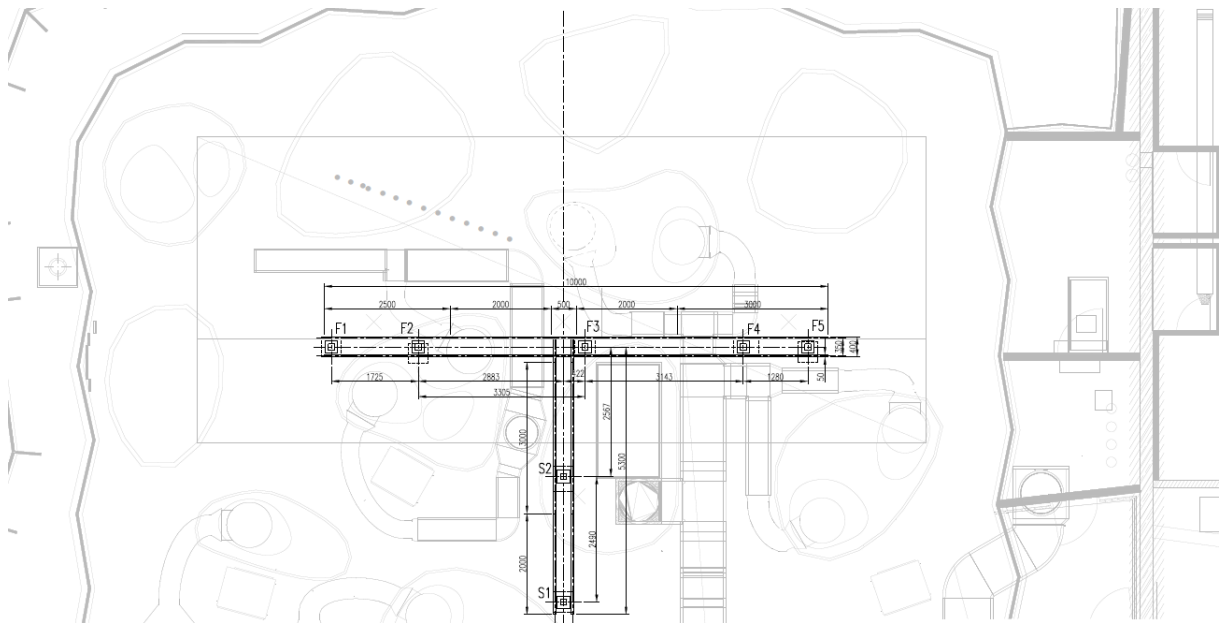
The calculation was performed using the **Autodesk Inventor** finite element analysis system.

#### **Loads taken into consideration:**

- Vertical load: 25 kN
- Horizontal load: 1.2 kN

## User Guide:

### 1. Positioning of the suspension system and the F1–F5 and S1–S2 brackets.



### 2. The suspension system may only be loaded at the designated points and with the specified weights according to the following guidelines; any deviation is strictly prohibited. The guidelines specify different values for static and dynamic loads.

Examples of permissible installation of the trusses:

Uniformly distributed load in the indicated points: stat/din max. 1000kg/250kg per point

Uniformly distributed load in the indicated points: stat/din max. 1000kg/250kg per point

Uniformly distributed load in the indicated points: stat/din max. 500kg/125kg per point

Uniformly distributed load: stat/din max. 315kg/m / 80kg/m

The tension in the main chords of the trusses must be carried by two opposite diagonal braces!

The dimensions and loads shown in the drawings are in millimeters and kilograms.

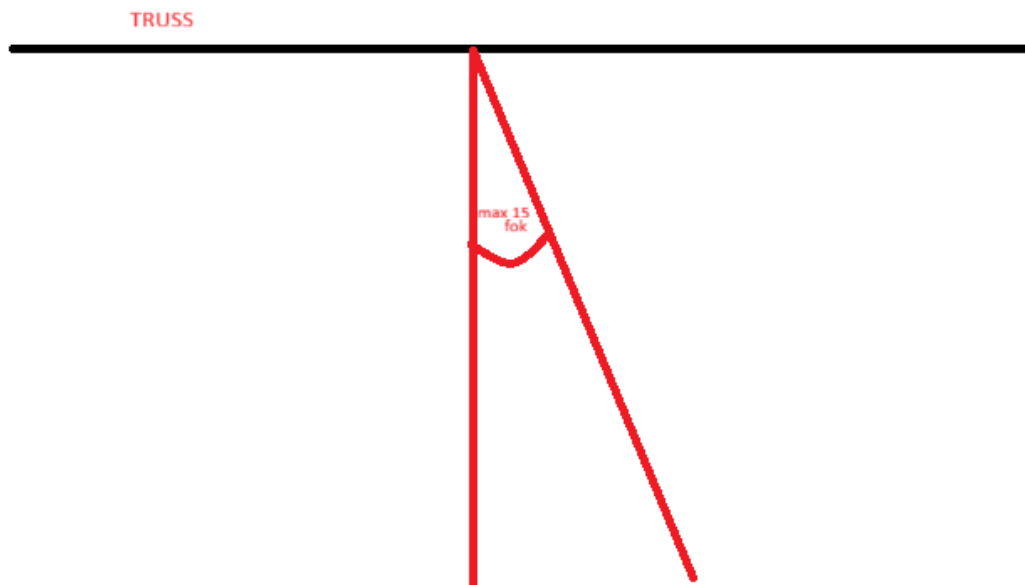
Date: 2025. 05. 08.	Scale: 1:50	Units: -	Page: -	Time [h]: -	Revision: -
Designer: -					
Checked by: -	MAGYAR ZENE HÁZA				
Standard: -	Permanent project				
Material: Aluminum S	Installation methods				
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File name: -					

Document No.: ZEN-FP-M-02	
Sheet: 1	Rev.: P01 (05-08-2025)

3. The suspended load must be attached to the two outer longitudinal bars of the truss grid at two opposing points



4. Inspection of suspension equipment and elements used for rigging prior to use, as well as the fastening of suspended elements, stage sets, etc., may only be carried out by a person holding the appropriate qualification (rigger). Accordingly, upon request by MZH, the Partner must submit in advance to the MZH Production Manager the documents certifying the relevant qualifications of the person(s) assigned to such tasks. Furthermore, the Partner must provide a separate declaration stating that they fully assume responsibility for all rigging-related activities, including those specified above.
5. Upon prior request by the Partner, MZH can provide a cherry picker (boom lift) on site. This may only be handed over for use upon signature of a handover protocol and the submission (or provision) to MZH of documents certifying the required qualifications for operating the lift (lift operator certification).
6. In the case of a dynamic load, the axis of the suspended structural element along the load vector may deviate by not more than  $15^\circ$  from the vertical axis of the suspension point. The structure has been designed exclusively with this maximum load condition taken into account.



7. MZH reserves the right, at its own discretion, to involve a qualified professional or specialized company (hereinafter: Expert) with relevant experience and expertise to carry out professional supervision of rigging of stage elements, suspension systems, or the lifting/flying of persons. This does not affect the Partner's responsibility for the event. In such cases, the Partner is obliged to take into account and comply with the expert's qualified opinion and instructions during the implementation of the activity.
8. If MZH (through its designated contact persons) detects non-compliance with these guidelines or any irregularity, and the Partner fails to cease the given conduct or remedy the irregularity despite being requested to do so by MZH, MZH may refuse to proceed with the rehearsal and/or performance.
9. MZH assumes no liability for any property damage, personal injury, or loss resulting from non-compliance with these guidelines, improper operation of lifting equipment, improper rigging or fastening, or defects in fastening elements used or provided by the Partner. Full responsibility lies with the Partner.

### **VIII. Concert hall floor-level fixing points (3 pcs)**

#### **Structure**

- The fixing base consists of two separate parts (lower base and extension), which can be connected using M16x50 bolts of grade 8.8.
- The lower base is fixed to the concrete foundation using bonded anchors. These anchors are designed with a safety factor of 2.5 to withstand the maximum load (15 kN). The lower base must not be removed from the floor.
- Each fixing base has an opening in the movable stage floor, through which the upper end of the extension can be brought above floor level. Each opening has a cover plate to close it when not in use.

### **Installation and dismantling**

- When not in use, the extensions must be stored under the movable stage and placed on the concrete floor, ensuring they do not obstruct moving parts.
- Installation may only be carried out by stage technicians from House of Music Hungary, with at least two staff members involved.
- During installation, raise the stage by 20 cm. Access the underside through the service opening and remove the cover plate from below. Then attach the extension to the lower base using M16x50 bolts. Exit the area and lower the stage back to audience level, ensuring the extension does not get become jammed.

**WARNING!** Moving the stage after installation is strictly prohibited!

The stage may jam on the fixing base near its lowest position and suffer severe damage.

- Dismantling follows the reverse order.

### **Use**

- Fixing points may only be used in a configuration where the stage is flat.
- The stage must already be level for installation, dismantling, and use.
- During installation and use (until dismantling is completed), moving the stage is strictly prohibited.
- Only one piece of equipment (e.g., rope system with one ring, trapeze, or other load) may be attached per fixing point.

### **Load capacity**

- Load capacity at 45–90° angle: 15 kN
- Load capacity at 30–44° angle: 12 kN
- Considering the tenfold safety factor required for acrobatic performances:
  - 150 kg load at 45–90°
  - 120 kg load at 30–44°

Exceeding load limits is strictly prohibited.

## **IX. Movement of auditorium and stage**

### **During intermission (auditorium movement)**

- No guests may remain in the hall during movement.
- Hosts/hostesses must escort all guests out and inform them of the technical change.
- After the hall is empty, this is reported to the event manager, who authorizes movement.
- The stage technician must clearly announce the movement.
- Movement is only allowed if the operator has a direct view and is within hearing distance.
- No person may stand on moving seating units.
- Hosts/hostesses must keep a distance of at least 1 meter.
- After completion, reopening is authorised by the event manager.

### **During event (stage movement)**

- No guest may stand within 1 meter of the stage.
- At least three hosts/hostesses must manage and inform guests.
- The performer or event manager must also warn the audience.
- Movement begins only after safety checks and authorization.
- The technician announces movement before it starts.

- No person may be on the stage during movement.
- Hosts/hostesses must ensure a 1-meter safety distance at all times.
- After movement, the event manager signals continuation of the event.

#### **X. Other provisions**

- Confetti and confetti cannons are not allowed during events.
- The House of Music Hungary assumes no responsibility for items left behind after events and is not obliged to store them (unless otherwise agreed in contract).
- The House of Music Hungary will attempt to contact the Partner and may store items for up to 14 calendar days, provided storage is feasible and not disproportionately burdensome.

#### **FINAL PROVISIONS**

1) These Regulations enter into force on on the date of publication.

2) In matters not regulated herein, applicable laws, technical guidelines, standards, and the house rules of the House of Music Hungary shall apply. Work processes must not endanger persons or cause damage to the building or its equipment.

3) If any provision conflicts with mandatory legal regulations, the law shall prevail without modifying these Regulations. Invalid provisions are automatically replaced by applicable legal regulations. Any such issue must be reported immediately to the Managing Director or Institution Director.

4) The Technical Director is responsible for regular (at least biennial) review and updating of these Regulations and for proposing modifications. Reviews must be documented using the form in Annex 1.

#### **Annexes**

- Annex 1: Regulation Review Sheet

#### **Appendices**

- Appendix 1: Maximum capacity of the facility



## Appendix No. 1 of TECHNICAL REGULATIONS

### MAXIMUM CAPACITY OF THE FACILITY

Concert hall	Maximum capacity defined by MZH	With FOH (ground level)	With recording	With FOH (ground level) and recording
<i>Standing event</i>				
- Flat	800 persons	790 persons	790 persons	780 persons
- Flat+grandstand	530 persons	520 persons	520 persons	510 persons
<i>Seated event</i>				
6 m stage raised				
- grandstand lowered	297 persons	287 persons	287 persons	277 persons
- grandstand flat	309 persons	299 persons	299 persons	289 persons
4 m stage raised				
- grandstand lowered	318 persons	308 persons	308 persons	298 persons
- grandstand flat	340 persons	335 persons	335 persons	325 persons
<i>Seated event with tables</i>				
6 m stage raised				
Fig. 1.2.2.3 – Seated layout	202 persons	-	-	-
4 m stage raised				
Fig. 1.2.2.2 – Seated layout	210 persons	-	-	-
Fig. 1.2.2.4 – Seated layout	250 persons	-	-	-
Ülős - állós rendezvény /sík+tribün	530 persons (443 persons álló, 87 persons ülő)	520 persons (433 persons álló, 87 persons ülő)	510 persons (423 persons álló, 87 persons ülő)	

Auditorium				
Standing event	200 persons			
Seated event	100 persons	-	-	-

Outdoor stage				
500 persons maximum, seating capacity for 240 fő persons				

The schematic layouts of the Event Hall (Concert Hall) configurations (Figures 1.2.2.2, 1.2.2.3, and 1.2.2.4) illustrate the optimal arrangement of the venue within the maximum capacity limits.

The capacity indicated in the text below the figures may be slightly higher compared to the numbers shown in the diagrams.

The maximum capacity defined by MZH must not be exceeded during the implementation and setup of the event.

#### 1.2.2. Rendezvényterem kialakítási opciók

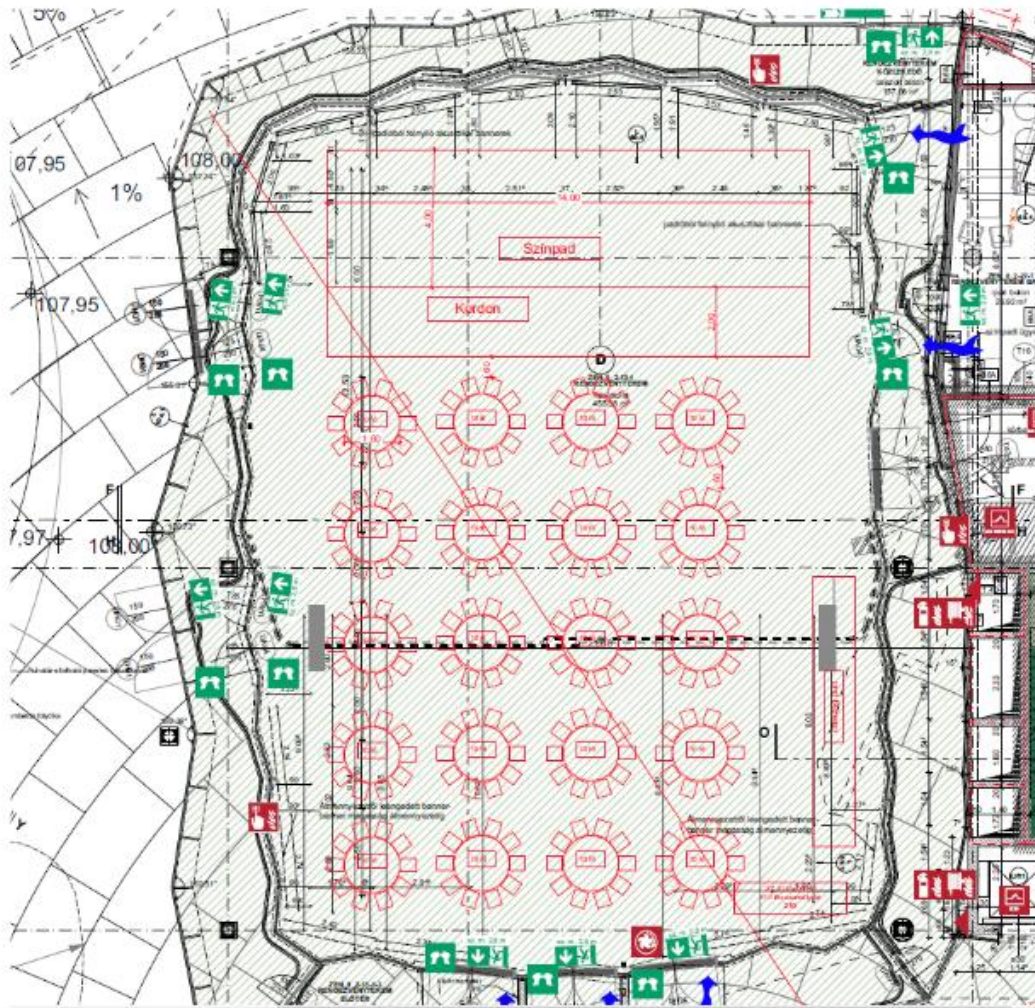


Figure 1.2.2.2 – Seated layout with a maximum capacity of 210 people, using 10-person tables and a 4-meter stage

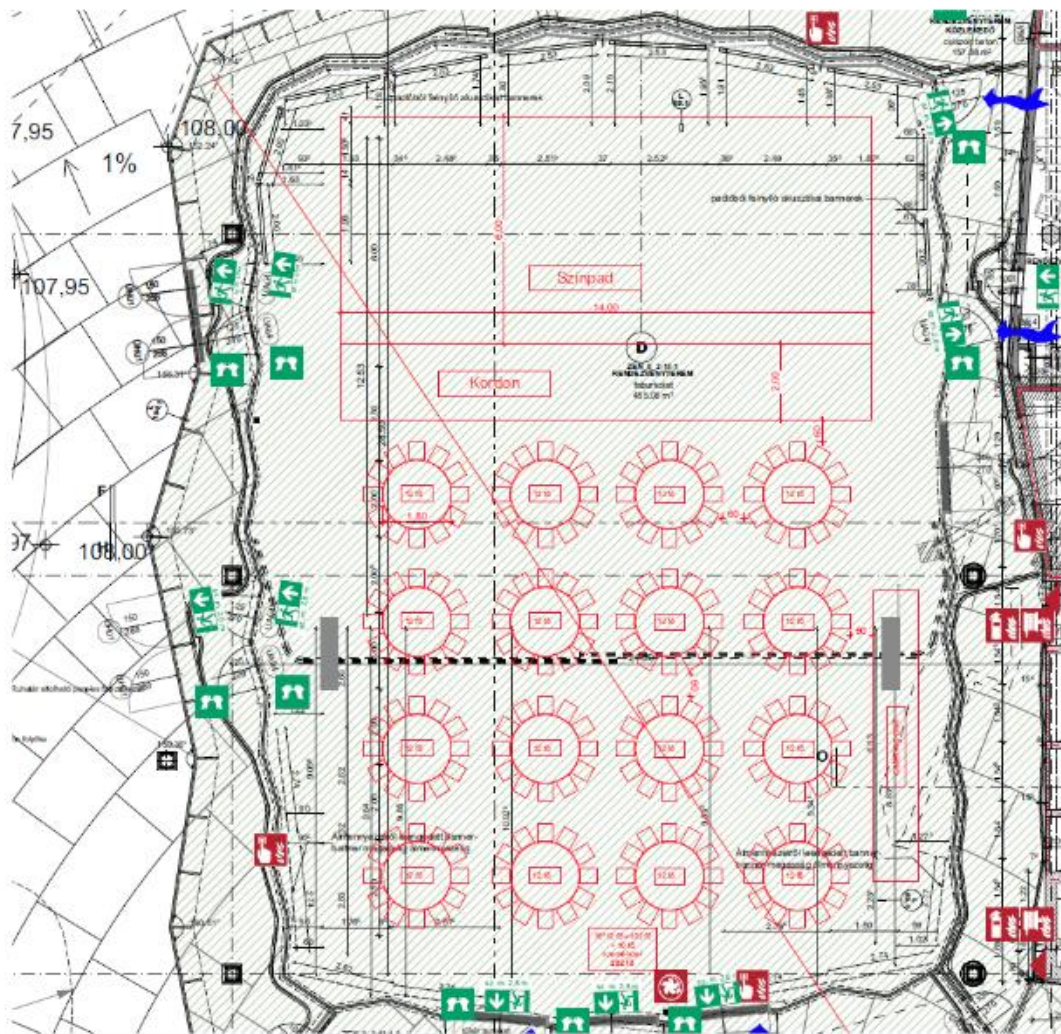


Figure 1.2.2.3 – Seated layout with a maximum capacity of 202 people, using 12-person tables and a 6-meter stage

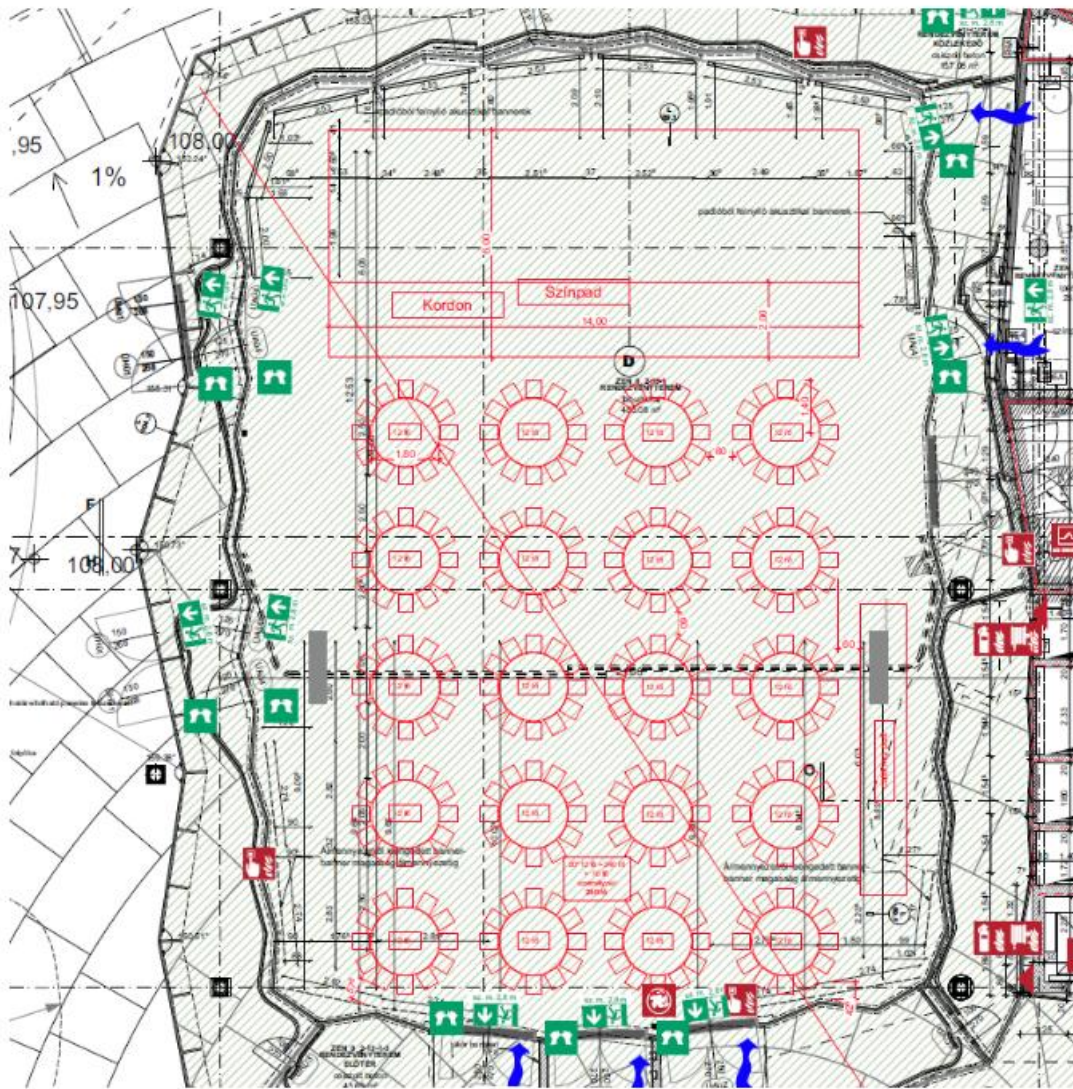


Figure 1.2.2.4 – Seated layout with a maximum capacity of 250 people, using 12-person tables and a 4-meter stage

### **Capacity Data**

(MZH reserves the right to determine a lower maximum capacity than the authority-approved maximum capacities specified in the table below, based on artistic, audience management, or other considerations for specific areas or events. In such cases, the maximum capacity defined by MZH shall prevail.)

<b>B3 fire compartment, basement level (temporary exhibition)</b>					
Level	Room	m <sup>2</sup>	Specific occupancy capacity	Occupancy capacity	Total per level
-2	Temporary exhibition and instrument lab	787.54	-	270 people	710 people

<b>B2 fire compartment, basement level (permanent exhibition)</b>					
Level	Room	m <sup>2</sup>	Specific occupancy capacity	Occupancy capacity	Total per level
-2	Permanent exhibition	1,002.86	-	320 people	710 people

<b>G fire compartment (foyer, Sound Dome), ground floor, mezzanine public areas, 1st floor</b>					
<b>Level</b>	<b>Room</b>	<b>m<sup>2</sup></b>	<b>Specific occupancy capacity</b>	<b>Occupancy capacity</b>	<b>Total per level</b>
-2 level	Sound Dome	156.51	2.0 m <sup>2</sup> / 1 person	60 people	270+320+60+60 = 710 people
	Foyer	383.88	-	60 people	
-1 level	Kitchen area	-	-	10 people	30 people
	Visitor changing room	-	-	20 people	
Ground floor	Event Hall	-	-	800 standing places	1544 people
	Entrance Hall	-	-	250 standing places	
	Entrance lobby / circulation area	520.77	1.5 m <sup>2</sup> / 1 person	348 people*	
	Information / Ticket Office	15.31	-	5 people	
	Restaurant dining area	106.38	1.5 m <sup>2</sup> / 1 person	71 people	
	Buffet dining area	78.05	1.5 m <sup>2</sup> / 1 person	53 people	
	Museum Shop	85.10	5 m <sup>2</sup> / 1 person	17 people	
Mezzanine	Café	113.42	1.5 m <sup>2</sup> / 1 person	76 people	186 people
	VIP Lounge	39.66	1.5 m <sup>2</sup> / 1 person	27 people	
	Event Hall Gallery	-	-	15 people	
	Terrace	-	-	51 people	
	Control Rooms, Interpreter Booth	-	-	7 people	
	Other Rooms (changing rooms)	57.68	6.0 m <sup>2</sup> / 1 person	10 people	
1st floor	Classrooms (2 pcs)	-	30 people / room	60 people	232 people
	Library Studios	336.1	-	80 people	
	Offices + Laboratories	356.17	6.0 m <sup>2</sup> / 1 person	75 people	
	Meeting Rooms	49.20	3.0 m <sup>2</sup> / 1 person*	17 people*	
<b>Total</b>					<b>2702 people</b>

**Mandatory Hostess Service**

<b>Room name</b>	<b>Minimum hostess staff</b>
Concert hall	4 person + 1 person to the cloakroom + 1 person coordinator
Lecture hall	2 person + 1 person to the cloakroom
Lobby	4 person + 1 person to the cloakroom + 1 person coordinator
Café, café terrace	1 person
Library	1 person
VIP lounge	1 person
Open-air stage	1 person

### Appendix 3.

#### Persons authorized to act as contacts on behalf of the Lessor

Scope of duties:	Position:
The person authorized by the Lessor to sign or amend the Agreement:	the <b>managing director</b> or the person authorized by the managing director
The person responsible on behalf of the Lessor for the technical setup and dismantling of the Event, as well as for signing the protocols of transfer and any reports regarding damage:	the <b>technical duty officer</b> on duty on the day of the Event or the <b>person entrusted with technical supervision duties</b>
The person responsible on behalf of the Lessor for the organization of the Event, the signing of protocols of transfer and any damage reports, the signing of the On-Site Modification Approval Form, and general communication:	the <b>production manager</b> designated for the Event or the person entrusted with production management duties
The person responsible on behalf of the Lessor for organizing programs held in concert hall, lecture hall or lobby as part of an Event, and for signing the On-Site Modification Approval Form:	the <b>stage manager</b> on duty on the day of the Event or the <b>person entrusted with stage management duties</b>

## Sample forms for Protocols of transfer of the Leased Premises

Protocol of transfer  
- Transfer of Leased Premises -

JEGYZŐKÖNYV - átadás -	PROTOCOL OF TRANSFER - trasfer -
<p><b>Felvéve:</b> [...] év [...] hónap [...] napján [...] óra [...] perckor</p>	<p><b>Taken:</b> [...] year [...] month [...] day [...] hour [...] minute</p>
<p><b>Jelen vannak:</b>  <b>Bérbeadó részéről:</b>  Cégnév: <b>Magyar Zene Háza Közhasznú Nonprofit Kft.</b>  Székhely: 1146 Budapest, Olof Palme sétány 3.  Képviselő neve, titulusa: [...] műszaki ügyeletes  Telefonszám: [...]  e-mail cím: [...]</p>	<p><b>Present:</b>  <b>On behalf of the Lessor:</b>  Company name: <b>House of Music Hungary Public-Benefit Non-profit Ltd.</b>  Registered seat: 1146 Budapest, Olof Palme sétány 3.  Name and title of representative: [...] technical duty officer  Phone number: [...]  E-mail address: [...]</p>
<p><b>Bérlő részéről:</b>  Cégnév: [...]  Székhely: [...]  Képviselő neve, titulusa: [...]  E-mail cím: [...]  Telefonszám: [...]</p>	<p><b>On behalf of the Lessee:</b>  Company name: [...]  Registered seat: [...]  Name and title of representative [...]  E-mail address: [...]  Phone number: [...]</p>
<p><b>Tárgy:</b> Az ingatlan-nyilvántartásban Budapest XIV. KER belterület 29732/11 helyrajzi számon felvett ingatlanon található, természetben a 1146 Budapest, Olof Palme sétány 3. cím alatti, Magyar Zene Háza megnevezésű épületnek a bérleti szerződés szerinti helyiségeinek, területének [<i>szabadtéri színpad, koncertterem, előadóterem, előcsarnok, árurakodó, műtárgyrakodó, parkoló, backstage, VIP lounge, kávézó, kávézó terasz, öltözők és a fenti területekhez nem tartozó kiszolgáló és közönségforgalmi területek (pl. mosdók, folyosók)<sup>1</sup></i>] (a továbbiakban: „<b>Bérlemény</b>”) birtokba adása.</p>	<p><b>Subject:</b> The transfer of possession the premises and area [<i>open-air stage, concert hall, lecture hall, lobby, cargo loader, art storage, parking lots, backstage, VIP lounge, café, café terrace, dressing rooms, service and public areas not included in the above areas (e.g. toilets, corridors<sup>3</sup>)</i>] (hereinafter referred to as “<b>Leased Premises</b>”) of the building named Hungarian Music House, located in the Budapest XIV. KER inner area, registered in the real estate registry under the topographical number 29732/11., in nature at 1146 Budapest, Olof Palme sétány 3. address, according to the lease agreement.</p>

<sup>1</sup> A Bérelt területet kérjük megjelölni, a Bérleti Szerződéssel nem érintett területek törlendőek!

<sup>3</sup> Please mark the Leased Premises, areas not covered by the Lease Agreement should be deleted!

**Előzmények:** A Felek a Bérlemény bérlése tárgyában [...] év [...] hó [...] napján egymással bérleti szerződést kötöttek, (a továbbiakban: „**Bérleti Szerződés**”). A Felek a Bérleti Szerződésben előírt határidőn belül a birtokbaadás időpontjaként a mai napot határozták meg.

**1. Az átadás-átvétel tárgya:**

Az átadás-átvétel tárgyát a fent hivatkozott Bérleményi terület képezi, a benne található berendezési, felszerelési tárgyakkal együtt.

**2. A Bérlemény műszaki állapota:**

A felek a Bérlemény állapotát rögzítő adatlapot a jelen jegyzőkönyvhöz 2. számú mellékletként csatolják.

A felek a Bérlemény állapotáról fotódokumentációt készítenek, mely a jelen jegyzőkönyv 3. számú mellékletét képezi.

A Bérlő kijelenti, hogy a Bérlemény a Bérleti Szerződésben foglaltaknak minden tekintetben megfelel, és annak állagával, állapotával kapcsolatban semmilyen kifogása nincs.

**3. Az átadás-átvétellel kapcsolatos egyéb megállapítások:**

.....  
.....

**4. Egyéb megjegyzések:**

.....  
.....

**5. Nyilatkozat a birtokbavételről:**

*A felek rögzítik, hogy a bérbeadó a bérleményt a fent rögzített ingóságokkal együtt a mai napon a fenti feltételekkel a bérbe vevőnek birtokba adta.*

*vagy<sup>2</sup>*

*Bérlő a Bérelt terület átvételét a fenti indokokkal megtagadta, és nem lépett a Bérelt terület birtokába.*

**Background:** The Parties entered into a lease agreement for the lease of the Leased Premises on [...] year [...] month [...] day [...] (hereinafter referred to as the "**Lease Agreement**"). The Parties have set today as the date of handover of possession within the deadline specified in the Lease Agreement.

**1. Subject of Protocol of transfer:**

The subject of the transfer is the above-mentioned Leased Premises, together with the furnishings and equipment therein.

**2. Technical condition of Leased Premises:**

The parties attach the status recording data sheet of the Leased Premises to this Protocol of transfer as Annex 2.

The parties shall prepare photo documentation on the condition of the Leased Premises, which shall constitute Annex 3 to this Transfer of Protocol of transfer.

The Lessee declares that the Leased Premises comply with the provisions of the lease agreement in all respects and has no objections to its condition.

**3. Other findings related to the transfer:**

.....  
.....

**4. Other comments:**

.....  
.....

**5. Declaration of possession:**

*The parties declares that the Lessor has transferred possession of the Leased Premises, together with the movables recorded above, to the lessee on this day under the above conditions.*

*or<sup>4</sup>*

*The Lessee has refused to take possession of the Leased Premises for the above reasons and has not taken possession of the Leased Premises.*

**Annexes:**

<sup>2</sup> A megfelelő szövegrész alkalmazandó, a nem releváns rész törölhető.

<sup>4</sup> The relevant text should be used, the irrelevant part can be deleted.

<p><b>Mellékletek:</b>  M1 Alaprajz  M2 Állapotrögzítő adatlap  M3 Fotódokumentáció  M4 A meghatalmazott képviselők meghatalmazása (amennyiben alkalmazandó)</p> <p>Jelen jegyzőkönyv 2 (kettő) számozott oldalból áll és 2 (kettő) egymással mindenben megegyező eredeti példányban készült, amelyből 1 (egy) példány a Bérbeadót, 1 (egy) példány a Bérlít illeti.</p> <p>.....  Magyar Zene Háza Közhasznú Nonprofit Kft.  képviselet: [...]Műszaki ügyeletes Bérbeadó</p> <p>.....  [...]  képviselet: [...]  Bérlít</p>	<p>M1 Floor plan  M2 Status recording data sheet  M3 Photo documentation  M4 Power of attorney for authorized representatives (if applicable)</p> <p>This protocol consists of 2 (two) numbered pages and is prepared in 2 (two) identical original copies, of which 1 (one) copy belongs to the Lessor and 1 (one) copy belongs to the Lessee.</p> <p>.....  House of Music Hungary Public-Benefit Non-profit Ltd.  represented by: [...] technical duty officer  Lessor</p> <p>.....  [...]  képviselet: [...]  Lessee</p>
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**Protocol of transfer**  
**- On the return of Leased Premises -**

<b>JEGYZŐKÖNYV</b> - visszavétel -	<b>PROTOCOL OF TRANSFER</b> - return -
<p><b>Felvéve:</b> [...] év [...] hónap [...] napján [...] óra [...] perckor</p>	<p><b>Taken:</b> [...] year [...] month [...] day [...] hour [...] minute</p>
<p><b>Jelen vannak:</b> <b>Bérbeadó részéről:</b> Cégnév: <b>Magyar Zene Háza Közhasznú Nonprofit Kft.</b> Székhely: 1146 Budapest, Olof Palme sétány 3. Képviselő neve, titulusa: [...] műszaki ügyeletes Telefonszám: [...] e-mail cím: [...]</p>	<p><b>Present:</b> <b>On behalf of the Lessor:</b> Company name: <b>House of Music Hungary Public-Benefit Non-profit Ltd.</b> Registered seat: 1146 Budapest, Olof Palme sétány 3. Name and title of representative: [...] technical duty officer Phone number: [...] E-mail address: [...]</p>
<p><b>Bérlő részéről:</b> Cégnév: [...] Székhely: [...] Képviselő neve, titulusa: [...] E-mail cím: [...] Telefonszám: [...]</p>	<p><b>On behalf of the Lessee:</b> Company name: [...] Registered seat: [...] Name and title of representative [...] E-mail address: [...] Phone number: [...]</p>
<p><b>Tárgy:</b> Az ingatlan-nyilvántartásban Budapest XIV. KER belterület 29732/11 helyrajzi számon felvett ingatlanon található, természetben a 1146 Budapest, Olof Palme sétány 3. cím alatti, Magyar Zene Háza megnevezésű épületnek a bérleti szerződés szerinti helyiségeinek, területének [szabadtéri színpad, koncertterem, előadóterem, előcsarnok, árurakodó, műtárgyarakodó, parkoló, backstage, VIP lounge, kávézó, kávézó terasz, öltözők és a fenti területekhez nem tartozó kiszolgáló és közönségforgalmi területek (pl. mosdók, folyosók)<sup>5</sup>] (a továbbiakban: „<b>Bérlemény</b>”) birtokba adása.</p>	<p><b>Subject:</b> The transfer of possession the premises and area [<i>open-air stage, concert hall, lecture hall, lobby, cargo loader, art storage, parking lots, backstage, VIP lounge, café, café terrace, dressing rooms, service and public areas not included in the above areas (e.g. toilets, corridors</i>)] (hereinafter referred to as “<b>Leased Premises</b>”) of the building named Hungarian Music House, located in the Budapest XIV. KER inner area, registered in the real estate registry under the topographical number 29732/11., in nature at 1146 Budapest, Olof Palme sétány 3. address, according to the lease agreement.</p>
<p><b>Előzmények:</b> A Felek a Bérlemény bérlete tárgyában [...] év [...] hó [...] napján egymással bérleti szerződést kötöttek, (a továbbiakban: „<b>Bérleti Szerződés</b>”). A Felek a Bérleti Szerződésben előírt határidőn belül a</p>	<p><b>Background:</b> The Parties entered into a lease agreement for the lease of the Leased Premises on [...] year [...] month [...] day [...] (hereinafter referred to as the “<b>Lease Agreement</b>”). The Parties have set today as the date of</p>

<sup>5</sup> A Bérelt területet kérjük megjelölni, a Bérleti Szerződéssel nem érintett területek törölendők!

<sup>7</sup> Please mark the Leased Premises, areas not covered by the Lease Agreement should be deleted!

<p> visszaadásnak/birtokbaadás időpontjaként a mai napot határozták meg.</p> <p><b>1. Az átadás-átvétel tárgya:</b> Az átadás-átvétel tárgyát a fent hivatkozott Bérleményi terület képezi, a benne található berendezési, felszerelési tárgyakkal együtt.</p> <p><b>2. A Bérlemény műszaki állapota:</b> A felek a Bérlemény állapotát rögzítő adatlapot a jelen jegyzőkönyvhöz 2. számú mellékletként csatolják. A felek a Bérlemény állapotáról fotódokumentációt készítenek, mely a jelen jegyzőkönyv 3. számú mellékletét képezi. A Bérbeadó kijelenti, hogy a Bérlemény a Bérleti Szerződésben foglaltaknak minden tekintetben megfelel, és annak állagával, állapotával kapcsolatban semmilyen kifogása nincs.</p> <p>vagy<sup>6</sup></p> <p><b>Bérbeadónak a Bérlemény állagával kapcsolatban az alábbi kifogása(i) van(nak):</b></p> <p>B)1. A kifogások (sérülések, károkozások stb.) megnevezése. (A kifogások részletes megjelölését és leírását az M2 Állapotrögzítő adatlap melléklet tartalmazza, és az M3. pont fotódokumentáció melléklet dokumentálja):</p> <p>a) ..... b) ..... c) ..... d) .....</p> <p>B)2. A B)1. szerinti kifogásokkal kapcsolatos Bérelő nyilatkozat:</p> <p>a) A B)1. a)-d) alpontok szerinti károkozásokat Bérbeadó elismeri és vállalja annak megtérítését.</p> <p>Ezzel kapcsolatos egyéb nyilatkozata:</p> <p>..... ..... .....</p>	<p>return/possession within the deadline specified in the Lease Agreement.</p> <p><b>1. Subject of Protocol of transfer:</b> The subject of the transfer is the above-mentioned Leased Premises, together with the furnishings and equipment therein.</p> <p><b>2. Technical condition of Leased Premises:</b> The parties attach the status recording data sheet of the Leased Premises to this Protocol of transfer as Annex 2. The parties shall prepare photo documentation on the condition of the Leased Premises, which shall constitute Annex 3 to this Transfer of Protocol of transfer. The Lessor declares that the Leased Premises comply with the provisions of the lease agreement in all respects and has no objections to its condition.</p> <p>or<sup>8</sup></p> <p><b>The Lessor has the following objection(s) regarding the condition of the Leased Premises:</b></p> <p>B)1. Name of the objections (injuries, damages etc.). (The detailed designation and description of the objections are included in the Annex 2 Status recording data sheet and documented in the Annex 3 Photo Documentation):</p> <p>a) ..... b) ..... c) ..... d) .....</p> <p>B)2. Lessee's statement regarding the objections under B)1.:</p> <p>a) The Lessor acknowledges the damages under B)1. a)-d) and undertakes to compensate for them.</p> <p>Other related statements:</p> <p>..... .....</p>
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<sup>6</sup> A megfelelő szövegrész (A vagy B) alkalmazandó, a nem releváns rész törölhető.

<sup>8</sup> The appropriate text (A or B) should be used, the irrelevant part can be deleted.

<p><b>3. Az átadás-átvétellel kapcsolatos egyéb megállapítások:</b>  .....  .....</p> <p><b>4. Egyéb megjegyzések:</b>  .....  .....</p> <p><b>5. Nyilatkozat a birtokbavételről:</b>  A felek rögzítik, hogy a Bérelő a Bérleményt a fent rögzített ingóságokkal együtt a mai napon a fenti feltételekkel a Bérelőnek birtokba adta.</p> <p><b>Mellékletek:</b>  M1 Alaprajz  M2 Állapotrögzítő adatlap  M3 Fotódokumentáció  M4 A meghatalmazott képviselők meghatalmazása (amennyiben alkalmazandó)</p> <p>Jelen jegyzőkönyv 2 (kettő) számozott oldalból áll és 2 (kettő) egymással mindenben megegyező eredeti példányban készült, amelyből 1 (egy) példány a Bérbeadót, 1 (egy) példány a Bérelőt illeti.</p> <p>.....  Magyar Zene Háza Közhasznú Nonprofit Kft.  képviselet: [...]Műszaki ügyeletes Bérbeadó</p> <p>.....  [...]  képviselet: [...]  Bérelő</p>	<p><b>3. Other findings related to the transfer:</b>  .....  .....</p> <p><b>4. Other comments:</b>  .....  .....</p> <p><b>5. Declaration of possession:</b>  The parties declares that the Lessor has transferred possession of the Leased Premises, together with the movables recorded above, to the Lessee on this day under the above conditions.</p> <p><b>Annexes:</b>  M1 Floor plan  M2 Status recording data sheet  M3 Photo documentation  M4 Power of attorney for authorized representatives (if applicable)</p> <p>This protocol consists of 2 (two) numbered pages and is prepared in 2 (two) identical original copies, of which 1 (one) copy belongs to the Lessor and 1 (one) copy belongs to the Lessee.</p> <p>.....  House of Music Hungary Public-Benefit Non-profit Ltd.  represented by: [...] technical duty officer  Lessor</p> <p>.....  [...]  képviselet: [...]  Lessee</p>
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**On-Site Modification Approval Form**  
**Helyszíni Módosítások Jóváhagyási Formanyomtatvány**

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**Bérlő neve:** [*Bérlő (cég)neve*]

**Bérlő képviselőjében eljár:**

Név: [...]

E-mail cím: [...]

Telefonszám: [...]

**Rendezvény neve:** [*Rendezvény neve*]

**Dátum:** [*Dátum*]

**Helyszín:** [*Helyszín*]

**1. Módosítások és többlet szolgáltatási igények leírása:**

[*Módosítások részletei*]

**2. Az 1. pont kapcsán felmerülő többlet szolgáltatási díjak és többletköltségek:**

Egyéb díjak és költségek:

[*További szolgáltatások díjaknak és költségeinek részletei*]

[*További humán erőforrás-igényre tekintettel felmerülő többletdíjak és költségek részletei*]

**3. Összesített többlet szolgáltatás díj:**

[*Összesen nettó .....,- Ft + ÁFA*]

**Bérbeadó nyilatkozata:**

Alulírott, [*Bérbeadó képviselőjében eljáró neve*], a **Magyar Zene Háza Közhasznú Nonprofit Kft.** képviselőjében a fent megjelölt módosításokat és többlet szolgáltatási igényeket a fent megjelölt többletszolgáltatási díjak és többletköltségek felszámítása ellenében vállaljuk biztosítani.

**Aláírás:** \_\_\_\_\_ **Dátum:** \_\_\_\_\_

**Bérlő jóváhagyása:**

Alulírott, [*Bérlő képviselőjében eljáró neve*], a [*Bérlő (cég)neve*] Bérlő képviselőjében a fent megjelölt módosításokat elfogadom és jóváhagyom. Tudomásul veszem, hogy a módosításokból eredő többletköltségeket, többletszolgáltatási díjakat a Bérbeadó a fentiek szerint számítja fel, és vállalom azok megfizetését a Bérbeadó részére.

**Aláírás:** \_\_\_\_\_ **Dátum:** \_\_\_\_\_

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## Helyszíni Módosítások Jóváhagyási Formanyomtatvány

**Bérlő neve:** [Bérlő (cég)neve]

**Bérlő képviselőjében eljár:**

Név: [...]

E-mail cím: [...]

Telefonszám: [...]

**Rendezvény neve:** [Rendezvény neve]

**Dátum:** [Dátum]

**Helyszín:** [Helyszín]

### 1. Módosítások és többlet szolgáltatási igények leírása:

[Módosítások részletei]

### 2. Az 1. pont kapcsán felmerülő többlet szolgáltatási díjak és többletköltségek:

Egyéb díjak és költségek:

[További szolgáltatások díjaknak és költségeinek részletei]

[További humánerőforrás-igényre tekintettel felmerülő többletdíjak és költségek részletei]

### 3. Összesített többlet szolgáltatás díj:

[Összesen nettó .....,- Ft + ÁFA]

### Bérbeadó nyilatkozata:

Alulírott, [Bérbeadó képviselőjében eljáró neve], a **Magyar Zene Háza Közhasznú Nonprofit Kft.** képviselőjében a fent megjelölt módosításokat és többlet szolgáltatási igényeket a fent megjelölt többletszolgáltatási díjak és többletköltségek felszámítása ellenében vállaljuk biztosítani.

**Aláírás:** \_\_\_\_\_

**Dátum:** \_\_\_\_\_

### Bérlő jóváhagyása:

Alulírott, [Bérlő képviselőjében eljáró neve], a [Bérlő (cég)neve] Bérlő képviselőjében a fent megjelölt módosításokat elfogadom és

## On-Site Modification Approval Form

**Lessee's name:** [Lessee's (Company) name]

**Acting on behalf of the Lessee:**

Name: [...]

Email Address: [...]

Phone Number: [...]

**Event name:** [Event name]

Date: [Date]

Venue: [Venue]

### 1. Description of modifications and additional service requests:

[Details of modifications]

### 2. Additional service fees and costs arising from point 1:

Other fees and costs:

[Details of fees and costs for additional services]

[Details of additional fees and costs arising from additional human resource requirements]

### 3. Total additional service fee:

[Total net .....,- HUF + VAT]

### Lessor's Statement:

I, the undersigned, [name acting on behalf of the Lessor], acting on behalf of House of Music Hungary Public-Benefit Non-profit Ltd., hereby agree to provide the above-mentioned modifications and additional services in exchange for the above-mentioned additional service fees and costs.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Lessee's approval:

I, the undersigned, [Name of person acting on behalf of the Lessee], acting on behalf of the Lessee [Lessee's (company) name], hereby

<p>jóváhagyom. Tudomásul veszem, hogy a módosításokból eredő többletköltségeket, többlétszolgáltatási díjakat a Bérbeadó a fentiek szerint számítja fel, és vállalom azok megfizetését a Bérbeadó részére.</p> <p><b>Aláírás:</b> _____ <b>Dátum:</b> _____</p>	<p>accept and approve the amendments set forth above. I acknowledge that the Lessor will charge any additional costs and service fees resulting from the amendments as described above, and I agree to pay them to the Lessor.</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>