

GENERAL INFORMATION

This document contains general information about the events to be held in the building operated by the House of Music Hungary Public-Benefit Non-profit Limited Company (registered office: 1146 Budapest, Olof Palme sétány 3.; company registration number: 01-09-371951; tax number: 28742838-2-42, hereinafter referred to as "MZH").

I. TECHNICAL SPECIFICATIONS OF THE RENTAL AREAS

Room name	Room floor area (m2)	Capacity - row planting	Capacity - standing bet	Capacity - Gala	Level	Related areas	Minimum hostel staff
Concert Hall	460	320	242	150	Ground floor	Group and soloist dressing rooms, backstage area	4 persons + 1 person to the cloakroom + 1 main coordinator
Auditorium	126	100	66	50	Ground floor	Group and soloist dressing rooms, backstage area	2 persons + 1 person to the cloakroom
Lobby	520	-	320	160	Ground floor	Backstage area	4 persons + 1 person to the cloakroom + 1 main coordinator
Café Square	113	63	59	35	Mezzanine	Terrace	1 person
Library	252	60	-	-	2nd floor		1 person
VIP lounge	40	15	15	-	Mezzanine	Cordoned part of terrace	1 person
Open-air stage	300	150	150	120	Ground floor	Group and soloist dressing rooms, backstage area	1 person

II. INFORMATION ON THE DURATION OF THE LEASE

MZH provides for lease any available space of the House of Music Hungary regarding events including live performance with the condition that the end time of such performance is no later than 10.30 pm.

III. BOOKING

Any request for event organisation at the House of Music Hungary shall be notified in writing in advance to the address of rendezveny@zenezaza.com. MZH sends a confirmation within 10 working days on the admissibility of the event, which MZH is entitled to decide unilaterally. If the event is accepted, MZH sends an offer to the partner after receiving the confirmation and obtaining the necessary information for the offer.

The offer shall include the specific and general terms and conditions of the rental contract and the duration of the period for which the offer is binding. Once the offer has been sent by MZH, the date indicated by the partner is considered to be reserved, after which date, during the period of the offer, MZH is not entitled to sell the confirmed space to a third party on the date specified in the confirmation. MZH is not entitled to maintain the reservation after the unsuccessful expiry of the offer period.

The Partner must notify its request for the above at least 80 days before the planned date of the event.

IV. CONTRACT CONCLUSION

The contract shall be concluded by the date specified in the offer of MZH. Together with the offer, MZH shall provide the partner with the general and specific terms and conditions of the contract, on which the partner may make comments. If the contract is not concluded within the period specified by the offer, MZH cancels the partner's reservation.

MZH becomes obliged to lease the confirmed area to the partner only by signing the contract.

V. PARKING

The Partner acknowledges that in order to enter the building of House of Music Hungary (1146 Budapest, Olof Palme sétány 3.) by vehicle, it is necessary to obtain a drive-in permit and the cost of such permit and the fine for driving into the building without a valid permit shall be borne by the partner. The conditions for applying for a drive-in permit are available on the website of [Freight Traffic - Budapest Public Roads Ltd. \(budapestkozut.hu\)](http://budapestkozut.hu)

Guests arriving for the event may park their vehicles in public areas surrounding the city park or in the Museum's Garage in the city park, subject to the payment of the fee applicable.

VI. ACCESSIBILITY

The building of the House of Music Hungary is accessible for people with reduced mobility, its rooms and services are wheelchair accessible, and there is also a lift and specially designed restrooms. The Museum's underground garage also has parking spaces for people with reduced mobility.

VII. SUPPLY

If the partner's event requires the transport of goods, equipment or other items and the partner has a valid access permit to the city park, MZH provides a loading area at the building.

VIII. WORK RELATED TO EVENTS

The detailed conditions for the preparation of the event are set out in the contract. Unless otherwise provided for in the contract, third party work in connection with the implementation of the event may only be carried out with the prior written consent of MZH. Access to the premises of MZH is subject to authorisation. MZH may inspect the work at any time and may immediately stop any work carried out without a permit or with a different content. The partner shall be liable to pay compensation for any unlawful work.

The names of the contributors and members of the organizing team must be given to the MZH contact person at the time of the conclusion of the contract, together with the layout plan, installation plan and the preliminary scenario of the event.

IX. SHOOTING, PHOTGRAPHING

The terms and conditions of filming and shooting at the event and the rights of use are set out in the contract.

X. AVAILABLE SERVICES

MZH provides the following basic and additional services to the partner.

1. CLOAKROOM

There is a cloakroom in the foyer of the House of Music Hungary. The cloakroom service is available to partners for a fee. Lockers are available on level -1 of the House of Music Hungary, free of charge.

2. CATERING

The lobby buffet, café and restaurant in the House of Music Hungary is available as follows.

	Restaurant (ground floor)	Café (1st floor)	Buffet (lobby)
Monday	closed	10.00-18.00	closed
Tuesday	12.00-20.00 (kitchen until 19.30)	12.00-18.00	10.00-18.00
Wednesday	12.00-20.00 (kitchen until 19.30)	12.00-18.00	10.00-18.00
Thursday	12.00-20.00 (kitchen until 19.30)	12.00-18.00	10.00-18.00
Friday	12.00-20.00 (kitchen until 19.30)	12.00-18.00	10.00-18.00
Saturday	12.00-23.00	12.00-18.00	10.00-18.00
Sunday	12.00-20.00 (kitchen until 19.30)	12.00-18.00	10.00-18.00

Other opening hours are possible in view of the partner event.

If catering is required, please specify the desired service in the application. The catering service can only be ordered from a service provider specified by MZH.

3. TICKET SALES

Upon the partner's request, MZH shall provide the sale of tickets for the partner's event for a commission within the framework of on-site or online ticket sales, according to the terms and conditions set out in the contract, or shall enable the partner to sell tickets on-site at the information desk of the House of Music Hungary on the day of the event.

The purchase price of the tickets for the hosted event must be determined by the partner prior to the conclusion of the contract and fixed in the contract.

Tickets for the Concert Hall box are not available. If the partner requires the use of the box for the visit of a protected person, this will be agreed between the parties in the contract.

4. HOST AND TECHNICIAN SERVICE

The basic host service is provided by MZH to the partner in the number it deems necessary depending on the nature of the event. The partner is obliged to use the hostels thus provided, subject to safety considerations.

Other technical and hosting services:

- stage set-up for rehearsal and performance, rearrangement during the concert as required
- hostess service (minimum number of hosts set by MZH, or more if requested by a partner)
- event management on call
- Concert Hall and Auditorium:
 - 1 person in charge (in case of a musical performer)
 - 1 main lighting technician
 - set designer/stage manager in the appropriate numbers
 - 1 main sound engineer
 - Concert lighting

5. TECHNICAL SERVICES

MZH will provide a list of the technical stage equipment available in the rented premises, as well as other musical instruments and technical equipment provided by MZH, upon request of the partner prior to the offering process.

6. SECURITY SERVICE

The basic security service will be determined by MZH according to the operational (daily) operation of the Facility, the use of which is mandatory for the partner.

In the event that circumstances arise which affect the operational operation and asset protection of MZH due to partner's needs, MZH may require the ordering of additional security guards, the cost of which shall be paid by the partner.

The additional security service can only be ordered from a service provider specified by MZH.

7. CLEANING SERVICE

As part of the basic cleaning service, MZH provides 1 cleaning staff every day from 9:30 am to 9:30 pm. The basic service covers the following activities:

- occasional cleaning and filling of water blocks,
- to pick up litter,
- for the professional clean-up of occasional spills/fluids.

The partner shall return the areas it has taken possession of and the public and other access areas and service premises to the partner in a clean and tidy condition as at the time of taking possession. The cost of any additional cleaning work (such as sweeping, mopping, cleaning glass surfaces, etc.) in connection with the event shall be borne by the partner.

If, in addition to the above, additional cleaning is required or becomes necessary in connection with the event, the partner shall order it from a service provider specified by MZH at the own expense of the partner.

XI. SMOKING

The House of Music Hungary is a non-smoking building. Smoking is allowed only in designated smoking areas.