

**TERMS AND CONDITIONS OF USE OF THE SPACES OF THE  
CENTRE DE CULTURA CONTEMPORÀNIA DE BARCELONA (CCCB)**

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By signing the CCCB venue hire protocol, you agree to the following terms and conditions of use:

**Procedure for formalizing venue hire:**

1. Formalize the pre-reservation by mail. This pre-reservation is free of cost and has an expiry date.
  2. Fill in the venue hire agreement, in which the applicant must specify the dates and times of occupation required by the activity, the time needed for mounting and dismounting, and tax details.
  3. Both parties will sign the agreement.
  4. To confirm the reservation, the contracting party will make a down payment of 20% of the cost of hire. In the event of cancellation by the applicant, this sum will not be refunded. The reservation will be confirmed once payment has been made. The remaining sum will be paid to the CCCB once the event has taken place.
- Payment of this fee includes:
    - Ordinary electricity consumption.
    - Basic cleaning. This does not include the elimination of elements added during mounting or dismounting.
    - Internet connection.
    - Audio equipment as per technical specifications for each space.
    - An audiovisual technician to set up the installations.
    - A stage manager, if applicable.
    - For artistic performances, PA and sound checks will be carried out at times to be agreed with the CCCB.

The specific case of the Sala Teatre hall includes:

- A stage manager,
- A head technician and
- An audiovisual technician for the whole event.

Any other services (auxiliary staff, security, preparation of the space, simultaneous interpretation, etc.) will be provided by the client and must be listed on the application form. In this case, the client and the CCCB will agree on the best way to proceed. If the services are contracted directly by the client, the contractor must act in accordance with the instructions of the CCCB.

### **General terms and conditions of use:**

- The client will be responsible for receiving and attending to the public/audience and controlling admission.
- Any catering service outside the cafeteria space must follow the guidelines stipulated by the CCCB.
- No food or drink may be taken into the spaces.
- No materials or posters may be stuck, nailed, hung or placed against the walls.
- The client is responsible for ensuring the installations are in the same condition as they were before use. The client will meet the cost of any damage caused to the space or material hired.
- The client must submit a programme of the activity, a written description of the event and plans of furniture and/or fittings with sufficient notice: three weeks in the case of small-format events and a month for large events.
- The client will appoint a single representative for the purposes of coordinating, organizing and acting as contact person in relations with the representative of the CCCB; this person will also be responsible for making sure the event is carried out in accordance with current regulations on safety and prevention of risks at work.
- The capacity established by the CCCB for each space may not be exceeded. The CCCB's security staff will have the last say on this matter.
- In no event may the emergency exits, emergency signposting, extinguishers, alarm buttons, fire detectors or any other element of safety or prevention be blocked, obstructed or concealed.
- In the case of events with special risks, the client must provide the necessary number of extinguishers to complement those on the premises, in accordance with current regulations.
- The electrical installations may not be modified without the prior authorization of the CCCB.
- During events taking place at night, the person/s in charge must be careful not to disturb the neighbours, especially with regard to the volume of music and noise in general, from the set-up of the event (sound checks) until the audience has left the premises of the CCCB. The CCCB can suspend the event if it exceeds the decibel level permitted by municipal bylaws or if it represents an obvious nuisance to local residents.

- Evening/night-time events that take place at the CCCB will end at 1 a.m. at the latest. The express authorization of the CCCB is needed for an extension.
- Mounting and dismounting the installations.  
The event must be assembled according to the plan submitted and approved. Any circumstances not covered in the plan will be decided by the CCCB's representative. Dismounting: after the event, the client agrees to remove all elements that form part of the assembly.
- All material will be collected on the day of the event. If this is not possible, it will be collected on the next working day. Any material left behind will be removed at the cost of the client. The CCCB will not be responsible for material not collected by the client.
- During the period of occupation, if the client wishes to carry out an activity not specified on the application form, s/he must request the CCCB's express authorization to do so.
- The use of the foyers and visitor circulation and distribution spaces is subject at all times to the needs of the CCCB and its public, in all cases complying with the CCCB's established opening times and regulations.
- Insurance. The organising body shall contract civil liability insurance to cover performance of the activity in the CCCB. Likewise, the said organising body shall answer for any material, personal or moral damages deriving from the activity, the work involved in setting up and/or disassembling it, or any other act which may be attributable to the said organising body, holding the CCCB free from all liability.
- If the client wishes to install other elements in the spaces requested for hire, s/he must attach a list of these elements to the application sheet (Annexe no. 1).

### **Images and elements of communication**

- The position of signs must be agreed in advance with the CCCB.
  - Posters and notices advertising the activity may be placed in the space requested provided no adhesive is used.
  - Signs must not block emergency exits or elements of safety or prevention.
- Use of the CCCB's logo is governed by the conditions established by the Centre.
- The client agrees to present a project of the planned assembly and a draft of the materials to publicize the event, so that the CCCB can ensure the corporate image of the Centre.

