



ATRIUM - GENERAL INFORMATION

The atrium is situated on the ground floor of the Bank of Cyprus Cultural Foundation, (hereinafter called as “the Cultural Foundation”) at 86-90 Faneromeni Street, 1011 Nicosia. The atrium may be reserved by natural persons, organized groups and entities (hereinafter called as “the Organizer or the Organizers”) for the hosting of events of a cultural or scientific nature.

Within the framework of its social contribution, the Cultural Foundation provides yearly an amount to support the work of approved charitable institutions or organizations by bearing the costs of the use of the Foundation’s facilities (atrium or “Andreas Patsalides” hall or open-air theatre or Giabra Pierides Museum educational room) for charity events. In such cases, order of priority shall apply and every approved charitable institution or organization has the right to use such facilities under these conditions only once a year.

Rental Fees for the atrium (all sums are inclusive of VAT 19%)

Monday to Friday (up to 3 hours) €400 | Saturday and Sunday (up to 3 hours) €450

For every additional hour: Monday to Sunday €25 (The current fees apply for reservations made from 01/05/18)

In cases when the Organizer wishes to hold more than four events within the same year, the following discounts apply:

5 to 9 events -5% | 10 to 19 events -10%

20 to 29 events -20% | 30+ events -30%

The basic charge of €400 from Monday to Sunday applies to recurring events.

Atrium - Specifications

The atrium is 227m².

The atrium’s technical equipment includes:

- Central air conditioning / ventilation unit
- Electricity supply
- Wireless internet connection
- An elevated platform (1x1m and height 0.50m)
- Podium (without light or microphone)
- 100 chairs

To obtain the use of the atrium, the Organizers are required to accept the Rental Terms and Conditions by completing and signing the “Atrium Rental Agreement”.

The text intended to promote the event must be forwarded beforehand to the Cultural Foundation, which will then approve the reference to the Foundation. All press materials of the organizers must contain reference to the Foundation as follows:

**Venue: Atrium, Bank of Cyprus Cultural Foundation
86-90 Faneromeni Str., Old Nicosia**



ATRIUM - TERMS AND CONDITIONS

1. The atrium shall be used solely for the intended purpose, as specified in the event “Atrium Rental Agreement” regarding the atrium.
2. The Cultural Foundation reserves the right to decline renting the atrium at its sole discretion.
3. The Cultural Foundation reserves the right to deny provision of the atrium when the subject of the event is against the common feeling or the Foundation's reputation.
4. The atrium cannot be rented to Political Parties, or for the purpose of exhibiting works of art, photographs or other kinds of visual material.
5. The Organizer cannot transfer or grant or lease to any person the right to use the atrium.
6. Any kinds of alterations, changes or additions either inside or outside the atrium, are prohibited.
7. If the Organizer wishes to place additional equipment in the atrium or move the atrium's existing equipment, this may be allowed, given that it is feasible, on the Organizer's responsibility and expenses, following an approval by the Management and under the guidance and supervision of the Cultural Foundation's designated technician.
8. No obstructions shall be placed at the emergency exits of the atrium. The aisles shall be kept clear of chairs or any other obstacles that could cause safety risks.
9. The use of flammable or other hazardous materials that could put at risk those present, the event spaces and the building in general, is strictly prohibited.
10. In case of book launch and given the Organizer wishes to have the specific book sold at the atrium, permission should be granted, in advance, by the Cultural Foundation. After permission has been granted, the event's organizer shall, on his/her own responsibility, receive proceeds from the sales, without mediators, by issuing valid receipts. The Cultural Foundation's personnel shall not be involved in the sale of books. Under no circumstances shall the Foundation's approval be considered to cover the obligations of the organizer under the law.
11. The sale of any other product in the course of the event is prohibited, unless permission is granted in advance by the Management of the Cultural Foundation.
12. The placement of any advertising materials, signage etc., inside or outside the atrium, is forbidden, unless permission is granted in advance by the Management of the Cultural Foundation.
13. In case that, during the course of the event, damages are caused to the furniture, technical equipment, electrical installation, lighting, air-conditioning, floor, the walls, and generally any



- equipment within the atrium, the Organizer of the event shall be deemed responsible and shall reimburse the Cultural Foundation.
14. The Cultural Foundation shall not be liable under any circumstances for any injury, damage, loss or theft of property or items belonging to an individual and occurring inside the atrium during the course of the event.
 15. In case the atrium should be used for trials or rehearsals prior to the day or time of the event, the Management of the Cultural Foundation shall be informed in advance and a list with the names of the persons involved in the rehearsals shall be forwarded to it. It must be emphasized that no access shall be allowed to any person whose name is not included in the list.
 16. In case of mass media coverage, of an event, the Cultural Foundation must be informed in advance, so that the instructions of the Foundation's technician should be followed.
 17. If the Organizer wishes to offer food and drinks, permission should be granted in advance by the Management.
 18. It must be noted that the technician of the Cultural Foundation is the only person in charge of the atrium. No other person has the right to intervene in the operation of the atrium and its equipment. The Organizer is obliged to comply with the instructions of the technician and sign the relevant certificate for the "Provision and installation of technical equipment".
 19. In case of an event of an increased number of participants (regarding both organizers and spectators), the Cultural Foundation may require that the organizer take out in advance a third-party insurance with a minimum limit of liability of €100.000 for each claim.
 20. The Organisers are not permitted to charge entrance fees for any event hosted at the hall unless such permission is granted, in advance, by the Management.
 21. By the end of the event, the Organizer shall deliver the hall, its premises and equipment in their original condition. If any damage has occurred, the Cultural Foundation shall have the right to demand full compensation from the Organizer. Upon request, the Foundation may provide cleaning services during the event and the extra cost shall be borne by the Organizer.
 22. The Cultural Foundation is not responsible for publicizing the events hosted in its facilities.
 23. An invoice shall be issued for the use of the area, reflecting the amount formulated on the basis of the events that took place. If pertaining to isolated events, the invoice must be settled within 48 hours from the conclusion of the event. For a series of events, settlement shall be made as provided for in the Hall Rental Agreement. If the Organizer wishes to rent two or more areas at the same time, it lies within the discretion of the Cultural Foundation to offer 10% discount, when technical requirements allow. A copy of the transaction must be forwarded to info@cultural.bankofcyprus.com or to fax 22 662898.
 24. All the terms of this agreement are considered essential.



ATRIUM –RENTAL AGREEMENT

Organizer: Contact person:

Email: Tel: Fax:

Postal address:

Date of event: Time: From: Until:

The amount of €..... (19% VAT incl.) shall be paid for use of the designated space in instalments.

Type of event: Lecture Book launch Conference One-day event Other

Title/Topic of Event:

Number of people attending: (capacity: 100 chairs or 250 standing)

Will there be a participation fee? (Please specify): Yes, for the amount of € / No

In case of a book launch, will the book be available for purchase? (Please circle whichever applies): Yes / No

Will a reception follow? (Please circle whichever applies): Yes / No

LAYOUT OF THE ATRIUM / TECHNICAL EQUIPMENT (Please tick the correct box)

Seats for audience Podium (without a microphone) Platform Internet

Technical or other equipment not listed on this form will not be provided. If other equipment is required, the organizer will provide it in consultation with and on the approval of the technician of the Cultural Foundation:

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Mass Media Coverage:

In case of officials attending the event, the organizer shall take all additional safety measures in consultation with the technician of the Cultural Foundation.

I hereby confirm that I have read, understood and accepted all the terms and conditions.

Event Organizer:

For the Cultural Foundation:

Suggested / Not Suggested

Approved / Not Approved

Name and Surname:

Name and Surname:

.....

Signature:

Signature:

.....

Date:

The form shall be forwarded to: info@cultural.bankofcyprus.com or Fax 22 662898.



**PROVISION AND INSTALLATION OF TECHNICAL EQUIPMENT
FOR EVENTS AT THE BANK OF CYPRUS CULTURAL FOUNDATION**

CERTIFICATE

Date of event:

Title of event / performance:

Location: Atrium – Bank of Cyprus Cultural Foundation

Being the representative of (Name of the Company),
assigned to provide and install the technical equipment of the event organized by
..... at the Atrium of the
Bank of Cyprus Cultural Foundation, I hereby certify that the technical equipment used for this
purpose meets the safety requirements prescribed by law.

Further, I certify that the rules and legislations regarding the inspection and maintenance of
electrical installations/technical equipment have been duly complied with and that generally all
necessary measures have been taken to prevent causing damages and/or accidents.

Name & Surname of technician on behalf of the company:

Date:

Signed by (technician):