

**TERMS AND CONDITIONS**  
**FOR THE USE OF THE CONFERENCE CENTRE**  
**AT THE COPERNICUS SCIENCE CENTRE**

The definitions used below mean as defined in the Terms and Conditions, whether used in the singular or in the plural:

<b>Building</b>	The Copernicus Science Centre building located at Wybrzeże Kościuszkowskie 20 in Warsaw
<b>Landlord</b>	Copernicus Science Centre (CNK)
<b>CK</b>	The conference centre being a part of the area of the Building comprising the conference halls and common areas
<b>Conference Hall</b>	Auditorium (floor area: 340 sqm) and foyer (floor area: 135 sqm), located on the ground floor of the CCC, conference hall(s) with the floor area of up to 440 sqm and the Café Room with the floor area of 180 sqm, located on the first floor of the CCC
<b>Common Areas</b>	Premises located in the CK, consisting of toilets, corridors and a cloak-room
<b>Working Days</b>	Any day of the week from Monday to Friday, with the exception of public holidays in the Republic of Poland
<b>Subject of Rental</b>	The rented conference rooms together with the common areas made available for use by the Client and the Participants, as indicated in the booking and subsequently in the Rental Agreement
<b>Regulations</b>	This document governing the use of the CK,
<b>Event</b>	An event organised by the Client at the CK,
<b>Client</b>	The entity making the booking who intends to hold the Event at the CK or who is a party to the Rental Agreement
<b>Participant</b>	Any person participating in the Event,
<b>Rental Agreement</b>	A civil law agreement concluded between the Client and the CNK, the subject of which is the rental of CK space for the purpose of organising an Event.

**§ 1**

**General Principles**

1. The Terms and Conditions apply to the Client and to the Participants, with the proviso that the Client will be held responsible for the Participants.
2. The use of the CK is pursuant to the Terms and Conditions, the Rental Agreement and the generally applicable legislation.

## **§ 2**

### **CK Opening Hours**

1. Meeting rooms are rented on weekdays between 07:00 and 19:00.
2. The CNK shall allow for the possibility of organising Events on days and times other than those indicated in § 1 above, on terms to be set in writing by the CNK and the Client.

## **§ 3**

### **Rental and Reservation Rules for the CK**

1. The CNK gives the Meeting Rooms for the Client to use and makes the Common Areas available for use under the Rental Agreement for the purpose of holding an Event. The Client may only use the Rental Object in line with its standard use and to the purpose specified in the Rental Agreement.
2. Reservation of meeting rooms is made by the Client electronically to the email address specified on the website: <http://ck.kopernik.org.pl>.
3. Confirmation of the reservation shall be made by the CNK in an electronic form to the email address specified by the Client, within three (3) working days of the date of the reservation request. A reservation is deemed to have been made at the moment the CNK sends the confirmation to the Client.
4. If the CNK does not confirm the reservation within the period specified in § 3 above, the reservation shall be considered as not accepted by the Client and hence not binding for the Parties.
5. The booking, subject to § 6 and § 7 below, shall be valid for fourteen (14) days from the date of receipt of its email confirmation from the CNK.
6. At the time of the reservation referred to in § 5 above, the Client is obliged to make a 50% down payment on the basis of the information contained in the email received from the CNK or on the basis of a pro-forma invoice issued at the request of the Client.
7. If less than twenty one (21) days remain to the rental date, the deposit should be paid within five (5) days of receipt of the reservation confirmation from the CNK, but no later than seven (7) days before the rental date.
8. The CNK reserves the right to change the size of the advance payment, including to increase the amount of the advance payment up to 100% or to cancel it completely, of which the CNK will inform the Client via a booking confirmation email. The advance payment is not refundable if the Client cancels the rental of the CK later than 30 days before the planned date of the Event.
9. The condition for the handover of the Rental Object is the timely payment of the deposit by the Client and the signing of the Rental Agreement by the Parties.
10. The date of the free-of-charge cancellation shall be deemed to be a business day by 17:00. If the payment deadline falls on a Saturday, Sunday or public holiday in the Republic of Poland, the free-of-charge cancellation shall be confirmed on Monday or on the first business day thereafter.
11. The Client shall cover all the fees relating to the transfer of payment and performance of the Agreement.
12. Upon confirmation of the booking and receipt of the Terms and Conditions, the Client accepts the contents of the Terms and Conditions and undertakes to comply with them.

13. The handover and return of the Rental Object shall take place in accordance with the terms of the Rental Agreement.
14. The final rental fee shall include the rental charge for the Rental Object and the additional services as specified in the Rental Agreement.
15. Any additional services or equipment made available to the Client and not indicated in the Rental Agreement should be agreed over emails sent to the addresses specified in the Rental Agreement, and shall be payable in accordance with a calculation sent by the CNK on the basis of a separate invoice issued by the CNK.
16. In order to counteract food waste, it is recommended that the Client donates foodstuff that meets the requirements of relevant law that is left after the Event to a non-governmental organisation on a free-of-charge basis.

#### **§ 4**

##### **Responsibilities of the Client and Event Participants**

1. The Client is obliged to:
  - 1) maintain the Rental Object in good order and cleanliness from the time of handover until return,
  - 2) to use the Rental Object with reasonable care, in accordance with its characteristics and intended use,
  - 3) to restore the Rental Object to its condition as at the time of handover, in particular to remove from the CK premises all training, promotional and informational materials and similar (including packaging, cardboard boxes left over after set-up of stands or booths etc.); to secure and collect mixed waste after the event (catering leftovers, conference materials, etc.) before returning the Rental Object; to dismantle stands, exhibits, scenery elements, etc. on dates and at times agreed with the CNK in the Rental Agreement,
  - 4) comply with health and safety, fire safety and building use regulations applicable to the CK,
  - 5) to have and produce documents confirming the approvals of the items brought into the CK premises at any request from the Client.
2. The Client shall be liable for all personal and material damage caused by the Client, the Event Participants and the Client's subcontractors during the Rental Agreement. In particular, this refers to the loss, harm, damage or destruction of any items of the CNK, the Client or the Participants.
3. The Client shall be liable to the CNK for any damage or loss arising from the improper use of the Conference Rooms or Common Areas, including in particular damage to, destruction of or theft of equipment. The Client shall be liable for damage related to the activities of third parties acting on behalf of the Client as for their own acts or omissions.

#### **§ 5**

##### **Order and Safety**

1. Any work undertaken by the Client or third parties acting on the Client's behalf on the CK premises, in particular activities related to the organisation of the Event (i.e. the temporary assembly and disassembly of equipment used for the organisation of the Event), may only be carried out with the consent of the CNK.

2. It is forbidden to make changes to the RentalObject that interfere with the structure of the Building, e.g. to the electrical system, drilling into walls, facades.
3. Pursuant to § 1 above, each Client may freely use of the rented Meeting Rooms or Common Areas, provided that they do not infringe the rights of other Clients and do not take any action that may damage the good name of the CNK.
4. Unloading and loading of the decorations, promotion and catering elements of the Event in front of the main entrance to the CK, is only allowed before the opening hours of the Building to the public. During other times, unloading and loading is only allowed at the locations designated by the Client (car park or unloading area on level -1). The CNK reserves the right to remove, at the Client's expense, any vehicle that fails to comply with the requirements specified in the preceding sentence.
5. The CNK's premises, including the entire CK, are covered by a video surveillance system.
6. The CNK reserves the right to check that persons entering the premises of the CK do not bring in the items referred to in § 6 clause 2 letters (i)-(l).
7. The CNK reserves the right to verify the number of participants in the Event in accordance with the number specified in the Rental Agreement. The CNK reserves the right to refuse admission to the Event to individuals whose presence would cause the number of participants to exceed the limit specified in the Rental Agreement.
8. If the nature or specifics of the Event require so, the Client is obligated to provide additional security at their own expense. The additional security mentioned in the preceding sentence may only be provided by the security company responsible for the protection of the Building.

## **§ 6**

### **Obligations of the Client**

1. On the CK premises, the Client and the Event Participants are prohibited from any behaviour that is dangerous to other Event Participants and/or the CK equipment.
2. In particular, it is prohibited to:
  - a) remove any CK equipment,
  - b) move CK equipment away from their original locations,
  - c) destroy any CK equipment,
  - d) place the Client's own signage, cladding surfaces including mapping elements on the Building without the CNK's consent,
  - e) obstruct or hinder the use of escape routes on the CNK's premises,
  - f) allow animals on the CK premises (with the exception of guide and assistance dogs),
  - g) smoke and/or vape throughout the Building,
  - h) bring and/or use intoxicating substances,
  - i) bring weapons, explosives and other objects dangerous to life and health to the CK,
  - j) bring and use on the CK premises any objects that may set off the smoke detectors, e.g. fume hoods, fog screens, dry ice etc. – except in cases where the rules for their use have been agreed with the CNK,
  - k) drink alcohol at the events (except wine),
  - l) consume food and drink, except in areas specifically designated for that purpose,

- m) conduct advertising, promotional or political canvassing activities other than those set out in the Rental Agreement.
  - n) sending courier and postal deliveries addressed to the Client – to the CNK's address.
2. The CNK reserves the right to exclude from the Event any Participant who is intoxicated or under the influence of any substance, as well as any Participant who behaves in a manner that endangers the safety of other Participants, disrupts the order or violates generally accepted norms of behaviour in public places.

## **§ 7**

### **Special Provisions**

The CNK reserves the right to refuse to rent the premises of the CK if the nature of the Event being organised is contrary to the law or may negatively affect the image of the CNK.

## **§ 8**

### **Final Provisions**

1. The Terms and Conditions are available at <http://ck.kopernik.org.pl>.
2. By entering into the Rental Agreement, the Client accepts the Terms and Conditions and undertakes to comply with them and ensure that the Participants comply with them.
3. The CNK is entitled to amend the Terms and Conditions. The amended Terms and Conditions will be published at <http://ck.kopernik.org.pl>.

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(Signature of the General Manager of the Copernicus Science Centre)