

# REGULATIONS FOR USING SPACES PROVIDED BY BARCELONA ACTIVA

## 1. Introduction

This document governs the granted use of spaces owned by BARCELONA ACTIVA to institutions, organisations, companies and professionals for holding events on issues relating directly or indirectly to the city's economic promotion or events of interest or benefit to city residents in general.

The availability and opening times of the spaces shall be conditional on their compatibility with the activities that BARCELONA ACTIVA carries out in the buildings where they are located.

Any issue not provided for in this document shall be resolved by the individuals in charge and/or competent bodies at BARCELONA ACTIVA.

BARCELONA ACTIVA shall be fully authorised to prohibit the holding of any events or activities at any time, even where a booking has been signed, which, in its judgement, undermine the dignity of individuals and fundamental rights, in accordance with the legislation currently in force.

## 2. Procedure for booking and formalising granted use of spaces

The granted use of spaces must be formalised under the procedure established in this document. Bookings may be requested in advance up to a maximum of 6 months before the start of the occupation of the space.

### 2.1. Standard request form

For the purposes of obtaining authorisation to use any of BARCELONA ACTIVA's spaces, requests must be presented, in accordance with the form which is accessible from the web page [www.barcelonactiva.cat/lloguer-de-sales](http://www.barcelonactiva.cat/lloguer-de-sales)

Submission of a request shall imply full and unconditional acceptance of these Regulations for use of the spaces. Requests must include time for assembling and dismantling the activity. Where it is deemed appropriate, BARCELONA ACTIVA may require the organisers to produce any documents associated with the activity (programmes, scripts for films being shot, etc.)

Requests must be submitted at least 15 calendar days before the event or activity is to be held. Submission of a request does not in any case imply the space's pre-booking.

### 2.2. Authorisation for granted use of spaces

Once a request has been received, BARCELONA ACTIVA will analyse it and, if appropriate, approve it and inform the applicant of its authorisation for use of the spaces as well as the price and terms and conditions of the booking.

The notification of authorisation to use a space and the rules of use must be returned to BARCELONA ACTIVA, signed by a legal representative of the organisation, within a period of 5 calendar days as from their date of receipt.

BARCELONA ACTIVA may refuse to grant the use of the space if the activities are not compatible with the normal running of its facilities or fail to meet the requirements stated in the first clause of this document, as well as for reasons of availability or management of its buildings.

Applicant organisations must not grant the use of the spaces provided to third parties.

Requests for amending and/or cancelling bookings must be made with at least 7 calendar days' notice. Failure to abide by that deadline or communicate the cancellation shall entitle BARCELONA ACTIVA to damages from the applicant, corresponding to 50% of the price of the granted use, which it may appropriate from the price paid or, if appropriate, the deposit paid.

### **2.3. Payment and delivery of insurance certificate**

The price for the granted use of the spaces and any additional services will follow the rates approved annually by BARCELONA ACTIVA.

Annexe 1 to this document includes those rates.

Application organisations must pay this price within a maximum period of 5 calendar days, as from the date they receive the invoice, by bank transfer or payment to the designated BARCELONA ACTIVA account. Under no circumstances may the applicant organisation pay BARCELONA ACTIVA's staff directly. The appropriate invoicing shall always be mandatory.

Applicant organisations will be charged for any additional expenses that may arise from any special need which the activity may have. Should BARCELONA ACTIVA have to intervene directly in requesting these extra services, the corresponding expenses of those services shall be directly invoiced by the company that provided them.

On the other hand, the applicant organisation must have the mandatory civil-liability insurance policy taken out covering the activity to be carried out in the space provided. BARCELONA ACTIVA may require proof of payment, whenever this is deemed appropriate. In any case, the applicant organisation shall be liable for any damage or loss, whether material, personal or moral, which arises from the holding of the event, from its assembling and/or dismantling work or from any other act relating to the granted use of the space which is attributable to the applicant, regarding which

BARCELONA ACTIVA shall remain wholly exempt from any liability whatsoever.

The booking and granted use of the space will be cancelled:

- If the applicant organisations fails to deliver the document with the rules for using the space, signed by a legal representative, within the stated deadline.
- If the entire price for the granted use of the space has not been paid within the established deadline
- and/or, where requested, the corresponding valid insurance certificate has not been delivered.

BARCELONA ACTIVA reserves the right to cancel authorised uses of spaces, on justified grounds or for reasons of public interest. In such cases the amount paid will be refunded to applicant organisations.

It also reserves the right to require, besides payment of the corresponding price, the provision of a cash deposit or financial guarantee to ensure payments for the services and for any possible damage, loss or harm.

### **3. Services included and not included in the granted use**

The applicant organisation shall have to pay the corresponding rate for the granted use of the space and the corresponding amount for services not included in that rate but which are compulsory for the purposes of holding the event.

#### **3.1. Services included in the rate for the granted use of spaces**

The rates for granted use of spaces detailed in Annexe 1 give the right to hold the event and to the following services:

- Consumption of energy in the facilities depending on the maximum allowed.
- Climate-control of the space (heating or air-conditioning).
- Ordinary cleaning of the room.
- Access to communal areas.

#### **3.2. Services not included in the rate for the granted use of spaces but which are compulsory and must be paid for**

The following services are not included but are compulsory for the applicant to hire:

- Technical room services for the entirety of the event.
- Supplementary cleaning, where this is required due to the activities carried out.

These services must be hired and paid for before the space is occupied.

#### 4. Assembling and dismantling

The event must be assembled and dismantled in accordance with the request approved by BARCELONA ACTIVA and must be adapted, in all cases, to the instructions given during the preparation of the event by the technical service or person in charge of the organisation granting the use of the space.

Once the event has ended, the applicant undertakes to carry out, and shall be responsible for, the removal of any element involved in the assembly and the return of the space provided to its original state, an obligation that they shall guarantee with their presence.

#### 5. Capacity of the spaces

The applicant undertakes to abide by the maximum capacity allowed for the spaces and shall be responsible for ensuring this limit is complied with.

The maximum capacities allowed in the spaces under the regulations are:

- Parc Tecnològic Auditorium: 150 people.
- 22@ Cibernàrium Conference Room (MediaTIC building): 180 people.
- Barcelona Activa Central Headquarters Auditorium: 172 people

#### 6. Individuals in charge

The applicant must put a person in charge who is authorised to carry out on their behalf the tasks of coordinating, organising and acting as a mediator with BARCELONA ACTIVA's person in charge, during the assembling, dismantling and holding of the event, and to take charge of every aspect of the activity's organisation. The applicant's person in charge shall have to be the person responsible for welcoming the public to the space, controlling their numbers in the space and keeping the space in order and under control during the event.

The name, surname(s) and contact details of the applicant organisation's person in charge must be communicated to BARCELONA ACTIVA's person in charge with at least 7 calendar days' notice before the start of the event.

If the event is expected to be attended by the authorities, BARCELONA ACTIVA must be immediately informed of this.

BARCELONA ACTIVA's person in charge will mediate with the applicant's person in charge over every aspect of the event, and the latter shall have to ensure compliance with the terms and conditions established for use of the spaces.

## 7. Compliance with occupational risk-prevention and safety regulations

The applicant shall be responsible for all the work performed for organising, assembling and dismantling the planned event being carried out in accordance with the regulations applicable to the specific conditions of the materials used and which apply during the holding of the event.

The applicant undertakes to act in accordance with the current safety and hygiene regulations in force and in particular those referring to maximum capacities of rooms, emergency exits and measures against fires, and shall be fully liable for any breaches which it may make of these regulations.

In any case, the applicant shall follow at all times any safety-related instructions that they may be given by BARCELONA ACTIVA's staff.

The applicant undertakes to ensure the safety rules are complied with by the members of the public attending the event and shall be responsible for controlling the public's access.

The applicant organisation must implement the prevention and containment measures issued by the competent authorities for dealing with the COVID19 health crisis, as well as any relevant instructions given by BARCELONA ACTIVA.

Under no circumstances, while the activity is being carried out in the spaces provided, may there be any blocking of, hindered access to, obstruction of or closing of the emergency exits, emergency signage, fire extinguishers and alarm switches, fire detectors or any other safety and prevention feature.

Electrical installations must not be modified under any circumstances without prior authorisation in writing from BARCELONA ACTIVA.

## 8. Graphic image of BARCELONA ACTIVA and the event's public communications

Any use of BARCELONA ACTIVA's graphic image and its logos in advertising flyers and the like shall require prior authorisation in writing from BARCELONA ACTIVA.

## 9. Authorisations and licences

Should the activities require a municipal licence or other permit, the applicant undertakes to obtain it before they start to occupy the space. In any case, BARCELONA ACTIVA shall be fully indemnified against any failure.

## 10. Advertising, signage and decoration

No commercial advertising shall be allowed outside or inside the spaces provided, unless expressly authorised by BARCELONA ACTIVA.

The event's signage shall require prior approval from BARCELONA ACTIVA's person in charge and any amendments shall have to be communicated to and authorised by that person in advance.

Any decorations must be requested with due notice and shall require authorisation from BARCELONA ACTIVA's person in charge.

Any signage, advertising and decoration shall be the responsibility of the applicant organisation.

## 11. Use of the spaces

### 11.1. Hours and rates

Use of the facilities implies acceptance of the rates listed in Annexe 1 as well as acceptance of the terms and conditions established by BARCELONA ACTIVA under the following time schedules for granted use of spaces:

- Central Headquarters Auditorium: Mondays to Fridays, from 8.30 am to 6.30 pm
- Parc Tecnològic Auditorium and 22@ Cibernàrium Conference Room (MediaTIC building): Mondays to Fridays, from 8.30 am to 7.30 pm

A half-day's occupation corresponds to 5 uninterrupted hours (morning or afternoon). If this limit is exceeded, BARCELONA ACTIVA shall require payment of the premium-rate price.

### 11.2. Maintenance of the facilities

The applicant shall be responsible for keeping the facilities in the original state that they were in before their use and shall bear the costs for any damage caused to the space or to any material provided or present in the space.

Once the activity has ended, the spaces shall have to be vacated and returned in the original state they were in when handed over. It shall therefore be the responsibility of the applicant organisation to remove any waste or element that is part of the event's assembling or dismantling.

Any material that is not removed after the dismantling of the event shall be deemed abandoned and any costs that are incurred for removing material from the spaces

provided shall be borne by the applicant organisation.

Any damage to or breakdown in the facilities must be repaired, with the costs for those repairs borne by the applicant organisation.

### 11.3. Use of the space provided

The space provided shall be at the disposal of the applicant organisation only and the activity shall have to be stated in the request and during the times established. No other spaces and/or facilities may be used or entered without BARCELONA ACTIVA's authorisation. For reasons of safety, none of the event's organisers or attendees may enter anywhere outside the areas expressly allocated to the event. BARCELONA ACTIVA shall not be liable for any damage or loss that may occur as a result of any breach of this rule, and any remedial costs shall in any case be borne by the applicant.

Use of the lifts, access stairs and toilets must be limited to the minimum necessary. The stairs must be used in preference. The person in charge of the organisation that is granted use of the spaces must ensure that the occupation and use of the spaces are correct and do not cause any undue inconvenience.

No one shall be allowed to remain in front of the facilities' access points or enter the building's other spaces.

The organisation that is granted use of the spaces undertakes to prevent crowding and contact between groups carrying out other activities.

All BARCELONA ACTIVA's spaces are non-smoking. Smoking is therefore not permitted in any room, communal areas or toilets.

The established time schedules must be abided by as well as the instructions given to the group by the individuals working in the facility's concierge team and/or management, especially with regard to safety.

Any changes to the event's timetable, content and/or number of attendees shall have to be communicated, with 5 days' notice.

The organisation that is granted use of the spaces shall have to comply with any instruction issued by BARCELONA ACTIVA not provided for in this document.

#### Prohibitions:

The following are not allowed in the spaces:

- Storage of any items or materials capable of causing any type of combustion or explosion.
- Access for animals except for specific situations with prior authorisations.
- Entering and/or leaving the spaces with food or drink, as well as eating or drinking inside the facilities.
- No materials must be fastened, hung or attached in any of BARCELONA ACTIVA's

spaces without its express, prior authorisation.

- Carrying out any building or installation work in the spaces that they have been granted temporary use of or making any changes in the facilities' structures.

#### 11.4. Activities to be carried out

Only authorised activities may be carried out in the spaces, in accordance with the request, and no other activity shall be allowed without BARCELONA ACTIVA's express, prior authorisation.

## 12. Liability

BARCELONA ACTIVA shall not be liable for any loss of material, thefts or robberies that may occur in the spaces provided.

BARCELONA ACTIVA shall likewise be held harmless and fully exempt from any liability for the content or displays that may be made during the holding of the event, and shall reserve the right, where it considers it necessary, to require the user to publicly state BARCELONA ACTIVA's disassociation from it.

### ANNEXE 1

#### RATES FOR GRANTED USE OF SPACES FOR 2024

		Rate
Central Headquarters Auditorium	½ day	€ 1.047,64
	1 day	€ 1.396,84
Parc Tecnològic Auditorium	½ day	€ 698,42
	1 day	€ 1.047,64
22@ Cibernàrium Conference Room MediaTIC Building	½ day	€ 1.047,64
	1 day	€ 1.396,84

Rates valid up to 31/12/2024. The prices established here do not include VAT.