



TERMS OF USE OF THE SITES AND MONUMENTS OF THE MUSEUM

Property History Museum of Catalonia is a that manage public property and are also called demanials: this means they are owned by the Generalitat of Catalonia (a government) and affected general use and In principle, any individual or company can not use them to their own advantage unless you pay the legal rate established by law and that the rates of use is very timely, for a short time, is a worthy use and it is subject to the conditions that bring the administration.

The availability of spaces and times to give them to others in any case shall be furnished to support the activities planned internally History Museum of Catalonia and the opening to the public.

PROCEDURE FOR BOOKING VENUES

1.r. - Book provisional

You must ask the person or company interested in writing History Museum of Catalonia which space to use, cause, duration, time, people who attend ... The request must be made according to the model application form annexed to this document (one for monuments and other places for the History Museum of Catalonia). It must also indicate the time needed to assemble and disassemble, the type of equipment they need (microphones, stage, sound equipment, computer, screen, power point, the number of tables, chairs ...).

Contact person to whom the request should be addressed:

If a space is the History Museum of Catalonia:

Magda Garcia. magdalena.garcia@gencat.cat

Phone: 93.225.47.00

The History Museum of Catalonia indicating whether the petitioner can satisfy the request or not and if so, will pre-booking or a provisional booking and the History Museum of Catalonia will indicate the conditions of use and is settled rate. In complex cases, you may be asked to sign a contract or a commitment to the applicant in writing of compliance with the conditions of use. In simple cases, be sufficient with the signing of the conditions of use.

2nd. - Final Book

Once paid the fee and, if requested, the signed contract or written commitment, the History Museum of Catalonia will arrange short. **CAN NOT BE USED OR CONSIDERED THAT SPACE THERE IS NO DEFINITIVE BOOK HAS BEEN PREVIOUSLY PAID THE RATE (20 days before the celebration of the event).**



If the applicant cancels the reservation on their own initiative, shall not be entitled to a refund of the fee. It should be noted that the book stops short of a booking after another person or company interested. If after the reservation is canceled, has prevented use of space and pay for this space to a third party.

- If you set aside the initiative of the History Museum of Catalonia will receive a 100% rate.

As mentioned previously, the availability of spaces and times to give them to others in any case remain subject to compatibility with the activities planned internally History Museum of Catalonia, therefore, the History Museum of Catalonia may cancel the booking even if it is short with just cause and then, also as mentioned, be refunded the fee paid.

RIGHTS AND OBLIGATIONS OF SPACE petitioner's

RIGHTS

To visit the site prior to the event and prepare to enjoy and use the space during the time requested and approved.

Petitioner's OBLIGATIONS OF SPACE: TERMS OF USE OF SPACE

The obligations of the petitioner's site:

1. - Pay rate above **20 days before the date specifically for use** . Payment will be made, as a rule, bank transfer, the following account: E13-2100-5000-55-020088732 (if spaces History Museum of Catalonia)
Data Agència Catalana Patrimoni Cultural: Tax Q0801970E Portaferriça,1, 08002-Barcelona. Must be provided to transfer the concept of "fee for use of space, [date]."
2. - Respect and make good use of the property and the furniture it is. In case of damage, shall bear the cost of repair.
3. - Follow the instructions in the Personal History Museum of Catalonia. If the goods concerned are part of cultural heritage, should also follow the instructions of the staff of the Directorate General of Cultural Heritage of the Ministry of Culture. In the case of monuments, treated with due care the monument and the elements it contains. You can not modify or move the monument fixed elements, whatever they are. If you perform any installation, it must be exempt. If you must have some way of fixing this may not pose any anchor point in the structure, paving or decorative elements



4. - Not interfere or harm the public visit
5. - Taking extra security in case the History Museum of Catalonia prompted
6. - Assume during assembly, disassembly and development of the event space and cleaning of toilets and other items used in the building (elevator, entrance, corridors, ramps, reception hall ...) although not expressly granted in the manual.
7. - Leave the area as it is found: orderly and clean.
8. - For security reasons, to identify the identity card or equivalent document showing all persons entering the building to prepare for the event or their dismantling and, if so required, at the ceremony. The History Museum of Catalonia may be asked to move through space with the appropriate documentation, if necessary.
9. - To comply with the rules of risk prevention and safety at work. Use fireproof materials and avoid any element of risk (explosives, fireworks ...).
10. - Licensing, where appropriate, an insurance policy for liability and property. The petitioner is responsible for all areas of the material damage, personal or moral derived from the celebration of the event, the job of assembling or dismantling or any action that may be attributable, left the museum free of all responsibility.
11. - For security, prohibited the movement of people (organizers or attendees of the event) outside the areas specifically designated for the activity. The Museum is not responsible for any damages that may result from failure of this measure.
12. - The use of the graphic image of the History Museum of Catalonia and logos in advertising pages, invitations ... or similar, must be submitted prior to the History Museum of Catalonia. If this is a film or similar, whatever the name should include the History Museum of Catalonia (Department of Culture).
13. - If there is any artistic event or performance, the petitioner must have the appropriate permission from the copyright holder, SGAE, Visual ... or comparable institution. Also must have the appropriate permissions.





APPLICATION FORM IN SPACE MUSEUM

D. / Ms: _____
On behalf of _____
Address _____
City _____
DP _____ Telephone _____ NIF _____

REQUESTS:

To use (state space Catalunya History Museum) _____
Date (day, month, year) _____
Start time and duration prevista _____
On the occasion of: _____
Projected attendance: _____
Material that is needed (microphones, computer, pager ...) _____

The undersigned undertakes to respect the conditions of use set by the Museu d'Historia de Catalunya and notes that he knows, especially:

- Do not make other use of space than previously discussed.
- Respect the installations, objects and follow the orders and instructions of the Museum staff. It also undertakes to respect the safety restraint and made available to Museum staff in an emergency.
- It is especially forbidden to make fireworks, throwing firecrackers, etc because of the danger and the consequences that implies.
- Bear all the expenses that may occur through the misuse of services.
- Pay the amount of _____ euros before holding the event, according to the rates according to current regulations of rates.
- Enter the amount referred to the current account in the name of the Agència Catalana del Patrimoni Cultural "La Caixa" ES13 2100 5000 55 020088732, Barcelona.

AUTORITZACIÓ:

Margarida Sala, Director of the Museu d'Historia de Catalunya, i view the application submitted pursuant to Decree CLT/80/2023, of 10 d'April. DOGC 8895 de 14.04.2023 and the use of their powers:

AUTHORIZE THE ACT:

Barcelona,

Date:

Signature:

Margarida Sala i Albareda

