**VENUE HIRE FORM**

**ZRS Koper**

**EVENT**

|  |  |
| --- | --- |
| Name of event: |  |
| Type of event (brief description): |  |
| Anticipated number of visitors/participants: |  |

**CLIENT INFORMATION**

|  |  |
| --- | --- |
| Name of organisation/Name and surname: |  |
| Address: |  |
| Tax no. of the organisation: |  |
| Contact person: |  |
| Telephone no.: |  |
| E-mail: |  |

**HIRING PERIOD**

|  |  |
| --- | --- |
| Date: |  |
| Hours of hire (from–to): |  |
| Event start time: |  |

**HALL/ROOM**

|  |  |
| --- | --- |
| **ZRS Koper, 1 Garibaldijeva Street** | |
| Library (49-seat capacity) |  |
| Lecture hall (32-seat capacity) |  |
| Conference room (12-seat capacity) |  |
| **ZRS Koper Centre for Humanities, Tiepolo-Gravisi Townhouse, Kreljeva Street** | |
| VITTORE CARPACCIO HALL (60-people capacity, standing room only) |  |
| SANTORIO SANTORIO HALL (70-seat capacity) |  |
| PIETRO PAOLO VERGERIO CONFERENCE ROOM (20-seat capacity) |  |

**ADDITIONAL VENUE HIRE SERVICES**

|  |  |
| --- | --- |
| **ZRS Koper, Garibaldijeva Street** | |
| Provision of LCD projector | YES NO |
| Provision of PC | YES NO |
| **ZRS Koper Centre for Humanities, Tiepolo-Gravisi Townhouse, Kreljeva Street** | |
| Provision of AV equipment | YES NO |

**RECEPTION**

|  |  |
| --- | --- |
| **ZRS Koper Centre for Humanities, Tiepolo-Gravisi Townhouse, Kreljeva Street** | |
| Reception (organised by the client)  *NOTE: Receptions can only be held in the VITTORE CARPACCIO HALL or in the courtyard.* | YES NO |

**IS THE EVENT PLANNED TO TAKE PLACE OUTSIDE REGULAR BUSINESS HOURS?**

|  |  |
| --- | --- |
| *Staff (business hours Monday to Friday from 8 a.m. to 4 p.m.)* | Yes, we need:  Staff: from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_  Other: |

**TERMS OF SERVICE:**

Enquiries and bookings in relation to the hire of individual hall/room should be submitted by email to [info@zrs-kp.si](mailto:info@zrs-kp.si) a minimum of 15 days prior to the intended start date of the venue hire. After submitting a completed venue hire form, the client shall receive a final proposal from ZRS Koper.

To cancel the venue hire agreement, the client is required to provide written notice of their intention not to use the venue, which is to be submitted by email at [info@zrs-kp.si](mailto:info@zrs-kp.si). Oral cancellations or cancellations by phone shall not be accepted.

The cancellation fees applicable to the hire of venues at the ZRS Koper Centre for Humanities in the Tiepolo-Gravisi Townhouse are as follows:

* 50% of the venue use charge if the cancellation, in writing, is made 7-5 business days prior to the date of the event,
* 100% of the venue use charge if the cancellation is made 5 or fewer business days prior to the date of the event.

Cancellation fees will be waived in the event that the cancellation, in writing, is made 8 or more business days prior to the date of the event.

In addition to the venue use charge, the client using the venue shall be charged the cost of:

* venue preparation and post-event clean-up,
* emergency support staff.

The client is to use the facility so as not to disturb other property owners in the area and observing the provisions of the Protection of Public Order Act (ZJRM-1) (Official Gazette of the Republic of Slovenia, no. 70/06).

ZRS Koper reserves the right to refuse to rent the facilities when the requests of the client are deemed unreasonable or the client’s planned event would be contrary to ZRS house rules.