

**ACCOMMODATION RULES**  
**National Theatre apartments – Anenský areál complex**

(hereinafter also referred to as the “National Theatre” or the “Accommodation Provider”)

**1. Terms and conditions of the Accommodation Agreement**

- 1.1 Guests are accommodated in the National Theatre apartments pursuant to an accommodation agreement or a work agreement or an agreement on artistic performance, a licence agreement or, possibly, a collaboration agreement (that stipulates accommodation and the obligation to adhere to these Accommodation Rules), on the basis of which the National Theatre (hereinafter referred to as the “Accommodation Provider”) shall provide the accommodated person with temporary accommodation for an agreed period of time or for a period of time implicit in the purpose of accommodation in a facility intended for such a purpose, and the accommodated person (hereinafter referred to as the “Guest”) undertakes to pay the Accommodation Provider the agreed amount for the accommodation and related services in the agreed manner.
- 1.2 An accommodation agreement or a work agreement or an agreement on artistic performance, a licence agreement or a collaboration agreement need not be concluded by the persons sharing the apartment with the accommodated Guest (family members or close friends), with whom the aforementioned Accommodation Agreement or another accommodation settlement has been concluded. In this case, the requirements stipulated in point 1.1. are deemed to be complied with when the person sharing the apartment with the Guest fills in an Accommodation Card.
- 1.3 The rights and obligations of the contracting parties that have not been explicitly set by the Accommodation Agreement are stipulated in these Accommodation Rules and Directive of the Technical-Operations Director No. 214/21. If the Accommodation Agreement stipulates otherwise than these Accommodation Rules and/or the Directive of the Director, the Accommodation Agreement applies.
- 1.4 The Guest is obliged to adhere to the provisions of these Accommodation Rules. The Accommodation Rules are an integral part of the Accommodation Agreement, and are on display at the accommodation facility. The Guest is obliged to thoroughly acquaint himself/herself with the Accommodation Rules, and the Guest's unacquaintance in this respect shall not be taken into consideration. Should the Guest grossly violate any of the provisions of the Accommodation Rules, the Accommodation Provider is entitled to relinquish the Accommodation Agreement before the agreed period of time has passed.
- 1.5 The Guest hereby grants the Accommodation Provider his/her consent to processing and retaining of his/her personal data, within the scope of the data provided, with a view to providing accommodation and keeping records of guests in accordance with Act No. 565/1990, on local fees, and Act No. 326/1999, on the residence of foreign nationals in the Czech Republic and amending certain Acts. The obligations of the Guest and the Accommodation Provider pertaining to the keeping of the visitors book, or the accommodation log, are stipulated in greater detail in the aforementioned legal regulations.

**2. General accommodation rules**

- 2.1 The Guest is entitled to use the space allocated to him/her for accommodation, as well as the common spaces within the complex, and to use services related to accommodation.
- 2.2 After having met the stipulations of point 1 (to be verified by the economic management of the Anenský areál complex), the Guest shall receive at the reception desk the key to his/her apartment, which the Guest is obliged to leave at the porter's lodge upon every departure from the complex. The Guest can only enter the complex after having reported his/her arrival at the porter's lodge, where the Guest shall collect the apartment key. From 7 pm to 6 am, the entire complex is closed and the Guest must ring the bell next to the front gate so as to be let in by the porter.
- 2.3 Should the Guest lose the apartment key, the Guest shall be charged the sum amounting up to CZK 5,000 in compensation for the loss incurred.
- 2.4 If the Guest asks for prolongation of accommodation and the Accommodation Provider has the capacity to satisfy his/her requirement, the Accommodation Provider may offer the Guest an apartment different from the apartment in which the Guest has been originally accommodated.
- 2.5 The manager of the apartments in the Anenský areál complex is Mr. Josef Svoboda, tel. 224 902 502.
- 2.6 The Guest shall use the apartment for the agreed period of time. On the final day of accommodation, the Guest is obliged to leave the apartment by 10 am. Should the Guest fail to do so, the Accommodation Provider is entitled to charge the Guest for another day. In the event that the apartment has been booked for another guest and the current Guest fails to obey the call for moving out from the apartment or is not present in the complex, the Accommodation Provider reserves the right, with the participation of a three-member committee, to make a list of the Guest's personal belongings, move and store them in a safe place, so as to make it possible for the guest who has booked the apartment to use the booked apartment.
- 2.7 For safety reasons, it is not allowed to leave children unattended by adults in the apartment and the other premises of the complex.

- 2.8 The Guest is only allowed to receive visitors in the apartment after having been granted consent to do so from the manager of the complex and their registration in the visitors' book in the porter's lodge of the Anenský areál complex. The Guest can only receive visitors between 8:00 am and 8 pm.
- 2.9 The apartments are furnished with a telephone set and internet connection (either via cable or Wi-Fi). The telephone charge is accounted for once a month or following the end of the Guest's accommodation, according to the calls made. The internet connection is free of charge.

Apartment No.:	UB 1	Tel.:	224 902 615
Apartment No.:	UB 2	Tel.:	224 902 616
Apartment No.:	UA 3	Tel.:	224 902 617
Apartment No.:	UA 4	Tel.:	224 902 618
Apartment No.:	UA 5	Tel.:	224 902 619
Apartment No.:	UA 6	Tel.:	224 902 620
Apartment No.:	UA 7	Tel.:	224 902 621
Apartment No.:	UA 8	Tel.:	224 902 622

Apartment No.:	UA 9	Tel.:	224 902 610
Apartment No.:	UA 10	Tel.:	224 902 611
Apartment No.:	UA 11	Tel.:	224 902 612
Apartment No.:	UA 12	Tel.:	224 902 613
Apartment No.:	UA 13	Tel.:	224 902 614
Apartment No.:	UC 14	Tel.:	224 902 623
Apartment No.:	UC 15	Tel.:	224 902 624
Apartment No.:	UC 16	Tel.:	224 902 625
Apartment No.:	UC 17	Tel.:	224 902 626

2.10 The Guest is obliged:

- To familiarise himself/herself with and adhere to the Accommodation Rules;
- Immediately after lodging, to check the list of the apartment furnishings that is available in every apartment, and to report any ascertained deficiencies at the reception desk or to the manager of the apartments;
- To report all defects to the furnishings and equipment in the apartment to the manager of the complex immediately after having detected such defects;
- To use the accommodation premises in an appropriate manner, maintain order and cleanliness in all the premises designated for accommodation;
- To duly protect the furnishings in the accommodation premises against damage;
- Without delay to report damage or impairment incurred in the apartment complex by the Guest or the person(s) accommodated in the apartment with the Guest;
- Between 10 pm and 7 am, to behave in a manner that would not disturb other persons by noise and to keep quiet during the night time;
- Before leaving the apartment, to turn off the water taps, switch off the lights and the electrical appliances that are no used during the time the Guest is not present in the apartment, and close the windows;
- Upon departing from the hotel/apartment facility, to hand over the apartment key at the reception desk.

2.11 Without the Accommodation Provider's consent, the Guest must not:

- Carry out any significant changes in the premises designated for accommodation (move the furniture, reposition appliances, etc.);
- Take any fittings or equipment away from the premises designated for accommodation;
- Use his/her own electrical appliances, with the exception of small appliances intended for the Guest's personal hygiene and office work;
- Yield the premises designated for accommodation to another person;
- Receive visitors in the premises designated for accommodation without the visitors' prior registration in the visitors' book or reporting to the reception staff, and beyond the visiting hours, which are from 7 am to 10 pm. The Guest is only allowed to receive visitors in the common spaces of the hotel/accommodation facility;
- State the address of the accommodation facility as the Guest's place of business;
- Lodge pets in the accommodation facility. Upon the accommodation facility staff's request, the animal's owner is obliged to document the animal's good health by presenting a valid vaccination certificate.

2.12 Furthermore, while in the premises designated for accommodation, the Guest is not allowed:

- To carry on him/her person weapons, ammunition or explosives, or to keep them otherwise in a condition fit for their immediate use;
- To possess, produce or keep narcotics or other psychotropic substances or intoxicants, unless such substances are medication prescribed for the Guest by a physician;
- To smoke, with the exception of the areas designated for smoking, visibly marked with the respective symbol;
- To use naked flames;
- To lodge in the apartment with dogs, cats and other pets.

2.13 The Accommodation Provider:

- Is obliged to hand over to the Guest the premises designated for accommodation in a condition fit for due use and to secure that the Guest may exert his/her undisturbed rights pertaining to accommodation;

- Should the Guest report defects to the apartment equipment and furnishings, the Accommodation Provider shall remove such defects without undue delay, if possible;
- Is not allowed to possess, produce or keep narcotics or other psychotropic substances or intoxicants, unless such substances are medication prescribed by a physician;
- Is not allowed to smoke, with the exception of the areas designated for smoking, visibly marked with the respective symbol;
- Is not allowed to use naked flames.

### **3. The Accommodation Provider's responsibility for the Guest's personal belongings**

- 3.1 The Accommodation Provider is only responsible for the Guest's jewellery, money, securities and other valuables in the case that they have been taken over by the manager of the complex for safekeeping or in the case that damage has been incurred to such valuables as a result of the Accommodation Provider's employee's negligence. Valuables can be at any time put in a safety deposit box, located at the reception area of the Anenský areál complex. Further information shall be provided by the manager of the apartment facility (tel. line: 2510). The National Theatre is entitled to refuse to take the Guest's belongings into safekeeping in the case that they are items constituting danger or items whose value or scope are disproportionate for an accommodation facility. The Accommodation Provider requires that items be handed over for safekeeping in a locked or sealed box.
- 3.2 A claim for damages incurred to the Guest's personal belongings may only be submitted within 15 days following the ascertainment of such damages. The Accommodation Provider shall not compensate for damage if the damage has been incurred by the Guest himself/herself or a person accompanying the Guest.
- 3.3 Should the Guest leave his/her personal belongings in the apartment after the Guest has ended his/her accommodation, the Accommodation Provider shall move the Guest's items from the apartment and store them in a safe place so as to prevent their damage.

### **4. Safety rules and the Guest's liability for damage incurred**

- 4.1 The Guest is obliged to familiarise himself/herself with the safety rules and the evacuation plan for the event of fire. The evacuation plan is to be found in every apartment, and it is also available for inspection at the reception desk upon request.
- 4.2 During his/her stay in the apartment facility, the Guest is obliged to behave in a manner that would not curb the freedom or threaten the life, health or property of other persons.
- 4.3 The Guest is obliged to compensate for the damage incurred by him/her, unless the Guest proves that he/she has not caused it, pursuant to the generally valid legal regulations.
- 4.4 The Accommodation Provider's liability for the damage incurred to items stored away is governed by the provisions of Section 2945 et seq. of Act No. 89/2012, the Civil Code.
- 4.5 Following prior agreement and in the case of spare capacity, the Guest may park a passenger car in the Anenský areál complex.

### **5. Emergency telephone numbers**

**FIRE SERVICE: 150**

**EMERGENCY MEDICAL SERVICE: 155**

**POLICE: 158**

**Universal emergency telephone number: 112**

These Accommodation Rules came into force and operation on 1 November 2021.

Manager of the apartments