

**SERVICE ORDER Hall Rental****Order N 1/ 2025****Processed by: Arina Černá**

Date	Tuesday, Wednesday, Thursday February 18th, 19th, 20th, 2025	Time	7.00 AM – 9.00 PM
Purpose	Conference SKANSKA		
Total Price (incl. VAT)	87 600 CZK		

**Services and Pricing**

Service Name	Specification	Price
Rent	3x full-day rental of the Knight's Hall and Blue Room	3x 28 000 CZK
Other	Rental of coffee machine, tea pot and utensils	3x 1 200 CZK

**Renter's Details:**Last Name and First Name / Company Name: Handelshögskolan i Stockholm Executive Education AB  
(reference: Karin Nordin & 84139)

Phone number: [REDACTED] 0

Email: [ekonomi@exedsse.se](mailto:ekonomi@exedsse.se)[karin.nordin@exedsse.se](mailto:karin.nordin@exedsse.se)

Address: Box 45180

104 30 STOCKHOLM

VAT ID: SE556255079701 Org: 556255-0797

**Agreement Terms**

- An accepted and confirmed order is binding for both parties.
- The premises are available only during the agreed-upon time. Any extension or rescheduling must be discussed in advance with the responsible Institute of Botany employee, whose name is stated in the order header.
- Cancellation is free up to 10 days before the event. A cancellation fee of 50% of the total amount applies for cancellations within a shorter period.
- Visitors must adhere to the Visitor Rules of Průhonický Park and the Conference Center of the Institute of Botany, including a strict **smoking ban** and prohibition of open flames (e.g., recreational pyrotechnics).
- Leaning on or entering the balustrade in the Small Courtyard is prohibited.
- Dogs are permitted in the Průhonický Park area only if leashed.

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- The piano in the Knight's Hall may not be moved or touched unless included in the rental agreement.
- The renter must return the rented spaces to their original condition, including removing waste and decorations immediately after the event. Failure to do so will result in an invoice for cleaning and adjustment costs based on actual expenses.
- The renter is responsible for any damage to the property of the Institute of Botany incurred during the event and must compensate in full.
- The Institute of Botany reserves the right to cancel the order for the event due to unforeseen circumstances, such as force majeure. In such a case, the Institute of Botany will promptly inform the renter and offer an alternative date or a full refund of the already paid amount.
- An invoice will be issued based on the confirmed order, preferably 10 days before the event. The invoice is due on the event day unless specified otherwise by the provider.

### Rental Information:

- Arrive with a time buffer. The parking lot in front of the chateau has limited capacity. Free parking is available for up to 15 minutes; other options include parking at the Floret hotel, the post office, or the Main Square.
- Parking fees are **not included** in the rental price and must be paid individually via the parking machine. Service suppliers also pay parking fees.
- Entry of private vehicles into Průhonice Park and the chateau area is prohibited, except in exceptional cases (e.g., transporting persons with reduced mobility) with prior arrangement. Parking inside the area is not permitted.
- Suppliers must be informed of rental duration and car entry restrictions. Vehicle entry for (un)loading must be requested at least three days in advance and requires approval from the responsible employee.
- Participants may enter the area 30 minutes before the event without an entrance fee.
- Drone usage is **not permitted** in Průhonice Park and chateau grounds.
- Participants must comply with the current safety regulations of the park and chateau.

By signing this document, the renter agrees to the terms, including the processing of personal data for invoicing purposes, in accordance with GDPR regulations (EU 2016/679). The renter also agrees to comply with any government or hygiene regulations related to SARS-CoV-2 or other pandemics.

Date: 27-1-2025

Signature:

