



Smíchovská střední
průmyslová škola
a gymnázium

Next Zone Event Space rental order

Company name	VIG RE zajišťovna, a.s.
ID	28445589
VAT	CZ699000955
Headquarters of the company	Templová 747/5, 110 01 Prague 1
Information on registration in the Commercial Register / other register	The company is registered in the Commercial Register maintained by the Municipal Court in Prague, Section B, File 14560
Correspondence address	Templová 747/5, 110 01 Prague 1
Billing address	Templová 747/5, 110 01 Prague 1
Contact details / person	Kateřina Kubištová
Contact details / telephone	
Contact details / e-mail	
Rooms (cross out or delete unordered)	Event Space Conference room Bar Courtyard (outdoor area with gazebo)
Other spaces (classrooms, workshops, etc.)	none
Date of event	8. – 9. 4. 2025
Time from - to (incl. preparation and clearing of premises)	7.4 15:00 - 17:00; 8.4. 7:00 – 22:30; 9.4. 7:00 - 19:00
Official name of the event	Management Team Dialogue: Spring Session
Planned number of persons	40
Catering (contact the supplying company)	MUSA Catering, Jakub Marhoun
Required technical services	
Photographer / video from the event	Martina Řezáčová
Microphones	4x handheld / 3x headset (lapel)
Videowall (projection)	yes
Livestream	yes
Overhead services (camera system, lighting...)	Camera system, lighting, sound, presentation,..
Cloakroom (manned / unmanned)	Yes, unmanned
Parking spaces	2x (1x catering, 1x evening speaker)
Note	

Estimated invoiced amount (including VAT) according to the sent calculation:

171 638.5 CZK

↪ Date and signature of Next Zone Manager:

↪ Date and signature of the director of Smíchov Secondary School and Gymnasium:

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Contact person: Julie Šejnohová, , nextzone@ssps.cz



Terms and Conditions

- The order is binding. The Lessee undertakes to use the subject of the lease in accordance with the legal regulations and the internal directives and regulations of the Smíchov Secondary School and Gymnasium and to pay the agreed rent for such use as well as any related payments. Smíchovská SPŠ and Gymnasium undertakes to allow the Lessee to use the subject of the lease.
- The Lessee is obliged to submit the order to the Smíchov Secondary School and Grammar School at least 7 days before the ordered date.
- If the value of the subject matter of the order exceeds CZK 50,000 excluding VAT, the order shall become effective on the date of publication in the Register of Contracts in accordance with Act No. 340/2015 Coll., on Special Conditions of Effectiveness of Certain Contracts, Publication of Such Contracts and on the Register of Contracts (Act on the Register of Contracts), as amended.
- Please submit the completed and signed form electronically to the addresses listed below in this document. Please include your internal order number, if required for our invoicing, and the amount of your provisional quotation. The signature of the Next Zone Manager and the signature of the Principal of the Smíchov Secondary School and Gymnasium are to be completed by the Smíchov Secondary School and Gymnasium, not by the Hirer.
- Any possible extension of the event must always be consulted with the Next Zone manager (see contact details below). Smíchovská SPŠ and Gymnasium does not guarantee that an extension will be possible.
- Cancellations announced within 7 days prior to the booked date of the event will incur a cancellation fee of 50% of the room rental fee. Cancellation by the hirer may be made no later than the 7th day before the start date of the hire.
- - Payment is made by cashless payment on the basis of the invoice of the Smíchov Secondary School and Gymnasium, which is sent to the client at the end of the given month or the beginning of the following month.
- The basis for the rent is a written order, invoicing is carried out under the conditions specified in the order.
- The tenant may also order additional services (e.g. cloakroom service, preparation of the premises, audiovisual services) charged according to the price list specified in the internal directive of the Smíchov Secondary School and Gymnasium. These prices are communicated to the Client during the negotiation of this Order.
- If the Lessee or any other person whom the Lessee allows to use the subject of the lease wishes to connect his/her own appliance/equipment to the Next Zone electrical network, he/she is obliged to submit a valid inspection report of the said appliance/equipment prepared by a person authorized to do so according to the legislation. This applies to all suppliers of the tenant and cooperating entities (e.g. catering companies).
- The Hirer is fully responsible for the professional installation of the advertising stands and stands and for their safe operation in accordance with the terms of use, even in the absence of the operator.
- The equipment is rented on the basis of this written order. The equipment will be handed over to the hirer at the beginning of the hire and taken back at the end of the hire.
- Work of AV technicians according to the Price List. For changing the configuration of PCs owned by the Smíchov Secondary School and Gymnasium, or realigning microphones or lights, the tenant will be charged a separate fee according to the price of the adjustment to the original state (500 CZK - 10 000 CZK + VAT).
- Waste material after the event (unused printed materials, packaging, cartons, as well as catering waste) must be removed and disposed of by the hirer at his/her own expense in accordance with applicable legislation. The cost of disposal of uncleared waste (CZK 2,000 + VAT) will be charged to the hirer.
- The Lessee is responsible for the leased premises and shall prevent unauthorized persons from accessing the leased premises of the Next Zone and the building of the Smíchov Secondary School and Gymnasium.
- The Lessee confirms that current hygiene principles and measures will be observed during the event.
- If it is not possible to use the leased premises due to a strike, an extraordinary unforeseeable and insurmountable obstacle or other reasons beyond the control of the Smíchov SPŠ and gymnasium or which the Smíchov SPŠ and gymnasium cannot prevent even with reasonable economic efforts (e.g. interruption or cessation of water, heat, electricity supply or malfunction of related utilities, including sewage), the Lessee shall not be entitled to compensation for damages (except in cases where compensation for damages cannot be excluded or limited by law), nor shall the Lessee be entitled to non-payment, reduction or refund of the agreed price.
- The Smíchov Secondary School and Gymnasium has the right to terminate the lease at any time prior to its commencement.
- Smíchovská SPŠ and Gymnasium and the tenant jointly exclude the automatic extension of the lease.
- Smíchovská SPŠ a gymnázium has the right to pay a contractual penalty of CZK 40,000 + VAT in the event that the lessee breaches its obligation to return the lease object to Smíchovská SPŠ a gymnázium in the condition in which it was taken over and at the agreed time of termination of the lease. The contractual penalty is payable on demand of the Smíchov Secondary School and Gymnasium within 14 days of receipt of the demand. The parties exclude the provisions of Section 2050 of Act No. 89/2012 Coll. This agreement does not affect the right of the Smíchov Secondary School and Gymnasium to compensation for the costs reasonably incurred to restore the subject of the lease to its original condition.
- Smoking is prohibited in the Next Zone premises, including the use of electronic cigarettes.
- Persons present in the rented premises are obliged to follow the instructions of the Next Zone Manager or his/her designee.

The Customer acknowledges the above:

Date and signature of the client (lessee):

Tobias Sonndorfer

Chairman and Chief Executive Officer

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Martina Lambert

Strategic Marketing & PR Manager

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Vig Re

NEXT ZONE

úterý 8.4.

položka	hodinová sazba/Kč	čas/h	počet lidí	celkem za službu
Příprava, set-up	-	-	-	1 500,00 Kč
Obsluha techniky	550	15	2	16 500,00 Kč
Režie a organizace	440	4	1	1 760,00 Kč
Asistence při eventu	330	15	1	4 950,00 Kč
Využití baru	-	-	-	1 000,00 Kč
Využití techniky (klop. mik. 3x)	-	-	-	1 125,00 Kč

Nájem	3000	15	-	45 000,00 Kč
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Celková cena (bez DPH) 71 835,00 Kč

středa 9.4.

položka	hodinová sazba/Kč	čas/h	počet lidí	celkem za službu
Příprava, set-up	-	-	-	1 500,00 Kč
Obsluha techniky	550	11	2	12 100,00 Kč
Režie a organizace	440	4	1	1 760,00 Kč
Asistence při eventu	330	11	1	3 630,00 Kč
Využití baru	-	-	-	1 000,00 Kč
Využití techniky (klop. mik. 3x)	-	-	-	1 125,00 Kč

Nájem	3000	11	-	33 000,00 Kč
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Celková cena (bez DPH) 54 115,00 Kč

Livestream

Jednoduchý dvoukamerový záznam - 2x statická

položka	hodinová sazba/Kč	čas/h	počet lidí	celkem za službu
Obsluha kamery	550	10	1	5 500,00 Kč
Využití techniky	-	-	-	3 000,00 Kč

Celková cena (bez DPH) 8 500,00 Kč

Jednoduchý dvoukamerový záznam - 2x statická

položka	hodinová sazba/Kč	čas/h	počet lidí	celkem za službu
Obsluha kamery	550	8	1	4 400,00 Kč
Využití techniky	-	-	-	3 000,00 Kč

Celková cena (bez DPH) 7 400,00 Kč