

Terms & Conditions for Private Use of Bellver Castle's Facilities

1. Facilities & Fees

The following areas of Bellver Castle can be privately used by companies, bodies or private individuals in accordance with fees specified in the amended version of Municipal Bylaw 310.08, published in issue 99 of the BOIB (Official Balearic Gazette) of July 16th 2013:

Conference room

Location: Ground floor.

Capacity: 60 people.

Technical equipment:

- Screen and video projector.
- 2 loudspeakers.
- PC.
- Audio and video rack.

Uses: Courses, seminars, conferences, conventions, presentations etc.

Fees:

- Full day: €600 (7 hours)
- Additional hour: €250

Available times: From 10 a.m. to 1 a.m. (October to March) and from 10 a.m. to 2 a.m. (April to September).

Chapel

Location: First floor.

Capacity: 100 people.

Uses: Courses, seminars, conferences, conventions, presentations, musical activities, temporary exhibitions, official acts etc.

Fees:

- Full day: €400 (7 hours)
- Additional hour: €250

Available times: From 10 a.m. to 1 a.m. (October to March) and from 10 a.m. to 2 a.m. (April to September).

Parade ground

Location: Ground floor

Capacity:

- 300 people standing.
- 450 people in seated concert format (with a stage).
- 160 to 250 people seated at tables, depending on whether the stage is erected or not.

Uses: Concerts, receptions, dinners, conferences and film screenings.

Fees:

- Full day: €2500 (7 hours)
- Additional hour: €250

Available times: From 6 p.m. to 1 a.m. (October to March) and from 7 p.m. to 2 a.m. (April to September).

Ravelin

Location: The esplanade from the west tower to the south tower

Capacity:

- 300 people standing.
- 200 people seated at tables.

Uses: Receptions and dinners.

Fees:

- Full day: €1,500 (7 hours)
- Additional hour: €250

Available times: From 6 p.m. to 1 a.m. (October to March) and from 7 p.m. to 2 a.m. (April to September).

(For safety reasons, this area is not available until restoration work has been completed).

All the facilities have wheelchair access.

Public institutions and non-profit-making bodies can request a reduction in fees for the private use of the castle's different areas.

2. Applications

- 2.1 Companies, bodies or individuals wishing to be granted private use of one or several areas of Bellver Castle must ask for authorization in writing, submitting an application at any of Palma City Council's Customer Service Points (Oficinas de Atención a la Ciudadanía or OACs) or online through the following link:
https://seuelectronica.palma.es/portal/PALMA/sede/se_principal1.jsp?codResi=1
- 2.2 This application must include the name of the company or person in charge of the activity, the characteristics of the said activity, the date and timetable, and the envisaged number of people attending it.
- 2.3 Once the application is made must contact with the staff of the Bellver Castle, email: castelldebellver@palma.cat
- 2.4 The application must be submitted for entry into the records at least 45 calendar days before the envisaged date of the activity.
- 2.5 Applications will be answered in writing.

3. Authorization, reservation and payment

- 3.1 Notification that authorization has been granted automatically implies the pre-reservation of the said area. This pre-reservation will only last for one month from receipt of notice that authorization has been granted and it shall not include the two weeks prior to the activity. If the corresponding fee is not paid within this period, booking rights for the said area will be lost.
- 3.2 The notification, which will specify the exact payment that is due, must be presented at any OAC (Customer Service Point or Oficina de Atención a la Ciudadanía) so that a payment document can be issued for payment to be made.
- 3.3 Once the payment document has been obtained, payment can be made by credit card at the Cort OAC (Plaza Santa Eulàlia, 9) or by paying the amount in at any branch of the following banks: La Caixa, Sa Nostra, Banca March or BBVA.
- 3.4 The authorization will only become effective once acceptance of these terms and conditions of use have been signed, the interested party has paid the corresponding fee, and confirmation of payment has been shown to officials at Bellver Castle.

4. Cancellations

- 4.1 Activities for which an area's use has been granted may be suspended in the event of failure to comply with any of these terms and conditions, and the user shall relinquish any right to compensation or to a refund. In the event of unjustified non-compliance, the user shall also relinquish any right to apply for future use of the castle's facilities.
- 4.2 If the booking is cancelled after notice of the pre-reservation has been made, the interested party shall relinquish their right to a refund of the paid amount. If there is a justified reason for the cancellation and the booking is cancelled at least one month in advance, 50% of the paid amount will be refunded.

4.3 If the event is cancelled due to meteorological reasons, the interested party shall be entitled to use the same area at a later date or to use alternative facilities from among those contemplated in Municipal Bylaw 310.08, published in issue no. 99 of the BOIB (Official Balearic Gazette) of July 16th 2013, or to receive a refund of the paid amount.

5. Unsuitable activities

The following activities are not permissible in any private use of Bellver Castle:

5.1 Profit-making activities where those who attend have to pay an admittance fee or charge for any other concept. (When a charge is made for cultural activities, they form part of the castle's cultural programme and, as such, they come under the category of collaborative initiatives).

5.2 Activities that endanger the integrity of Bellver Castle or its contents due to noise levels, possible vandalism or for any other reason.

5.3 Activities that endanger the physical integrity of workers or people attending the event.

6. Conditions of use

6.1. Applicable legislation

6.1.1 Companies, bodies or individuals that are granted private use of an area of Bellver Castle shall, to all effects and purposes, be considered the titleholder of the activity and, as such, they must comply with the legislation in force at the time, particularly in matters concerning emergencies, museums and heritage protection, public shows and leisure activities, health, staff hire, occupational hazards, and the protection of minors.

6.1.2 The titleholder of the activity must take out civil liability insurance to cover third-party injury and material damage during the activity at Bellver Castle and any ensuing consequences. When the activity is a public show or leisure activity, the insurance must necessarily include civil liability for injury and damages to members of the public attending it or to third parties as a result of fire and/or an explosion, as established in Act 7/2013 of November 26th regulating facilities, access and activities in the Balearic Islands.

The minimum insured amount is that established in the Third Additional Provision of the above act, depending on the capacity of the event, with a minimum insured sum per victim of €150,0000.

- Up to 100 people, minimum insured amount of €300,000
- 102 to 250 people, minimum insured amount of €600,000
- 251 to 500 people, minimum insured amount of €900,000
- 501 to 1,000 people, minimum insured amount of €1,200,000

6.1.3 The titleholder of the activity shall be responsible for its contents, observing legislation in matters concerning intellectual property rights at all times, undertaking to pay any corresponding copyrights and, if applicable, obtaining authorization for the public dissemination of protected content matter.

6.2. Heritage protection

6.2.1 The titleholder of the activity must not erect any equipment inside or outside the castle that might endanger its conservation, diminish its aesthetic value, or alter or hinder contemplation of the castle or environmental enjoyment of its surroundings.

6.2.2 No commercial advertising may be erected, except for freestanding displays or panels.

6.2.3 Authorization must also be requested for the assembly of any structure or support needed for the sound, lighting or audio-visual equipment. All vertical structures or items

must be self-supporting and under no circumstances can they be fixed to the walls of the building.

6.3. Safety, security and emergencies.

- 6.3.1 The titleholder of the activity undertakes to hire extra security guards from the company in charge of security at the castle during the setting up process, the event itself, and any dismantling activities, depending on the characteristics of the event. The number of security guards and/or surveillance staff shall be dependent on the number of people attending the event and the characteristics of the latter.
- 6.3.2 Fireworks must not be used in the grounds of Bellver woods. Fire of any kind is forbidden in the castle and its grounds, including torches, decorative candles and gas cookers.
- 6.3.3 As for legislation in matters concerning emergencies, the titleholder of the activity must observe what is established in the emergency plan for the building, in accordance with instructions received from Palma City Council, making sure that the maximum capacity for the area in question is not exceeded.
- 6.3.4 Likewise, the no-smoking rule must be observed both in the woods and inside Bellver Castle.
- 6.3.5 The titleholder of the activity shall be responsible for safeguarding any equipment taken to Bellver Castle for the said event. Palma City Council cannot be held liable for any objects left at the castle in the event of fire; their loss, theft or misuse; or in the event of any other damage.

For health and environmental protection purposes, the titleholder must:

6.4.1 6.4. Health and cleanliness

Not leave the remains of any food or drink in any of the areas used for the activity.

- 6.4.2 Be responsible for cleaning up the said areas after the session, including the public toilets.
- 6.4.3 Transport food in watertight containers during both the setting up and clearing up of the event so as not to stain the floor. If stains are made, the titleholder shall be responsible for cleaning them in accordance with instructions given by the Head of Conservation at the castle.
- 6.4.4 Erect a marquee outside the building with a protective floor covering if food has to be prepared or handled so as to prevent staining or damage.
- 6.4.5 Not leave any rubbish in the areas that are used, such as empty boxes, informative material, cans, clothes, bottles etc. Rubbish must be placed in the corresponding waste selection bin for paper, packaging, glass or organic material.
- 6.4.6 In the event of an activity with over 100 users, an additional cleaning service must be hired to clean up after the event. If the activity involves the consumption of food, the area must be cleaned as soon as the event finishes.

6.5. Logistics

- 6.5.1 To make sure that the event is compatible with the museum's own activities, the titleholder of the event must draw up and sign a technical report sufficiently in advance of the activity.
This must specify:

a/ The technical power supply, sound, lighting and audio-visual requirements, if applicable. The titleholder shall be liable for all expenses incurred as a result of the activity, included stage lighting and the hire of any related technical staff. The companies responsible for the sound and lighting must be previously authorized by staff from Palma City Council's Cultural Department. Palma City Council shall not be liable for any extra expense generated by the activity for this concept or for any other.

d/ The timetables for unloading, setting up, dismantling and taking away equipment needed for the activity and the number of people involved in this.

c/ If necessary, the location of possible power or lighting systems or any other type of system brought to the castle for the event.

6.5.2 The titleholder must stick to the timetable for which use of the area has been granted. If the event coincides with other uses of the museum, other activities in the building must not be affected, taking care to avoid noise, shouting, vibrations or anything else that might affect the smooth running of such operations.

6.5.3 The titleholder of the activity shall be responsible for removing all items installed for the event as soon as it finishes if they interfere with access to different parts of the museum. If they do not interfere with access to the said areas, they must be removed within the following 24 hours.

6.5.4 If the activity takes place in the parade ground during the season of shows and performances at the castle and the stage and/or seats there need to be dismantled, the titleholder shall be liable for the cost of dismantling them and putting them back again afterwards for the following performance.

7. Non-compliance

In the event of non-compliance with any of these conditions of use, the titleholder of the activity shall lose their right to further authorization for the private use of Bellver Castle.

Palma,

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I undertake to comply with the terms and conditions for the private use of Bellver Castle's facilities

Name:

ID card/passport no.:

Signature: