

REGULATIONS FOR MAKING PREMISES AVAILABLE AT MULTIKINO CINEMAS IN POLAND

(version dated 04.02.2026)

§ 1

General Provisions

1. These Regulations set out the framework rules for the use of premises at the Cinemas during the organisation of Events, the rules for the provision of services by Multikino for the Client in connection with Events, health & safety and fire protection rules in connection with Events, as well as the Client's obligations while using the Event Venue.
2. The Regulations are binding upon Multikino, Clients and Event Participants.
3. The use of premises at the Cinemas shall take place in accordance with the rules set out in these Regulations, during the period specified each time in the Order and/or the Agreement, indicating the start and end times of use of the Event Venue and departure from the Event Venue and the Cinema, generally coinciding with the operating hours of the respective Cinema, subject to clause 4.
4. In cases justified by the Client's special needs or other circumstances, Agreements whose provisions deviate from the provisions of these Regulations may be concluded.

§ 2

Definitions

1. **Multikino** – means Multikino S.A., with its registered office in Warsaw, ul. Przeskok 2, 00-032 Warsaw, entered in the register of entrepreneurs maintained by the District Court for the Capital City of Warsaw, XII Commercial Division of the National Court Register under KRS number: 0000284604, share capital PLN 88,033,230.90 (fully paid up), REGON: 013122196, NIP: 521-28-93-057, BDO: 000105901, having the status of a large enterprise within the meaning of the Act of 8 March 2013 on counteracting excessive delays in commercial transactions;
2. **Cinemas** – the cinema(s) listed in the Order, operated by Multikino;
3. **Building** – the building in which the Multikino Cinema containing the Event Venue is located, as specified each time in the Order;
4. **Event** – a conference, training, workshop, presentation, symposium, premiere, festival, screening, performance (including a theatrical performance), concert, recital, stand-up show or other similar closed gathering for invited guests – Event Participants, organised by the Client at the Cinema at the Event Venue in accordance with the rules set out in these Regulations, the Order and/or the Agreement;
5. **Event Venue** – a designated area within the Cinemas made available by Multikino for the purposes of the Event, marked on the Event Venue Plan constituting an appendix to the Order and/or the Agreement;
6. **Event Venue Plan** – means (a) a graphic Event Venue Plan constituting an appendix to the Agreement and/or the Order showing the Event Venue (cinema halls and other areas in the Cinema); or (b) a graphic Event Venue Plan constituting an appendix to the Agreement and/or the Order on which Multikino may mark free passage zones excluded from the possibility of obstructing, blocking, storing or even temporarily placing any items or objects;
7. **Inspection Checklist** – a checklist from the inspection of the Event Venue prepared before the Event on the day of the Event and after the Event Venue has been vacated following the Event, in accordance with the template contained in Appendix No. 1 to these Regulations. The Inspection Checklist shall constitute an appendix to the Agreement and/or the Order;
8. **Common Areas** – corridors, sanitary facilities and other spaces within the Cinema and/or the Building which the Client and Event Participants may use together with other users of the Cinema or the Building, and which do not require separate consent or a separate agreement for exclusive use;

9. **Basic Equipment** – equipment (in particular technical equipment) of the Event Venue made available by Multikino for the purposes of the Event, as specified in the Agreement and/or the Order;
10. **Services** – services provided by Multikino to the Client or Event Participants as specified in the Agreement and the Order, including both Event-related services ordered by the Client and provided by Multikino, and services ordered by the Client and provided by a third party through Multikino;
11. **Fire Safety Instructions** – the fire safety instructions applicable at the Event Venue, specifying, among other things, fire protection rules, procedures in the event of a fire or other hazard, conditions and organisation of evacuation, with which the Client's Representative is obliged to familiarise themselves at the Event Venue, confirm familiarisation with a personal signature, and ensure that all Event service personnel also familiarise themselves with the document;
12. **Cinema Regulations** – the regulations applicable at the Cinemas while on Cinema premises, available on the Multikino website at: <https://multikino.pl/informacje/regulaminy#regulamin-kina>;
13. **Regulations** – these Regulations;
14. **Event Participant** – a guest or person who participates in an Event organised by the Client or the Lessor;
15. **Client** – an entity reserving and/or renting space at the Cinemas;
16. **Order** – a document signed by a duly authorised representative of the Client, declaring the intention to use the Event Venue and specifying basic information related to the rules for using the Event Venue, details of the parties' obligations in connection with the preparation and conduct of a specific Event, including in particular the Cinema, Event Venue, Services and Basic Equipment made available for the Event; the Order shall each time constitute an appendix to the Agreement;
17. **Agreement** – a civil-law agreement concluded between the Client and Multikino, the subject of which is making the Event Venue available at a given Cinema and providing Services to the Client, as well as defining the mutual rights and obligations of the Parties, covering both One-Time Agreements and Framework Agreements;
18. **One-Time Agreement** – a civil-law agreement concluded between the Client and Multikino for an Event on a pre-determined date;
19. **Framework Agreement** – a civil-law agreement concluded between the Client and Multikino, the subject of which is defining the rules for making Event Venues available and providing Services to the Client for Events to be organised during the term of the Agreement, without specifying specific dates, which shall be determined each time in Orders placed under the Framework Agreement;

§ 3

General Rules for Making Event Venues Available

1. Premises at the Cinemas are made available for the organisation of Events of a cultural, scientific and educational nature, as well as other events whose character does not harm Multikino's good name and does not conflict with the rules set out in the Cinema Regulations.
2. The period for making the Event Venue available is determined each time in the Order and/or the Agreement, indicating the start and end times of use, generally coinciding with the operating hours of the respective Cinema, subject to clause 3.
3. In cases justified by the Client's needs and Multikino's capabilities, the making available of premises at Cinemas at hours other than those specified in clause 2 is permitted.
4. The rules for the use of Cinemas and their operation set out in the Cinema Regulations shall apply to the use of the Event Venue.
5. Fire Safety Instructions are in force at each Cinema and Event Venue, with which the Client's Representative is obliged to familiarise themselves and enforce compliance by Event Participants.

§ 4

Rules for Reserving Premises at Cinemas

1. In order to reserve the Event Venue, the Client is required to send Multikino an inquiry by email to the email addresses provided by Multikino, together with basic information regarding the scope of making the Event Venue available and related services.

§ 5

General Rules for Using Cinema Premises

1. The Client and Event Participants may use the Event Venue only in accordance with its intended purpose and within the scope specified in the Order and/or the Agreement.
2. During the Event, Multikino shall designate to the Client a Multikino Representative responsible for the execution of the Order or another designated person.
3. Making the Event Venue available entitles the Client and Event Participants to use the Event Venue indicated in the Order and/or the Agreement and the Common Areas directly adjacent to those spaces, in accordance with their intended purpose. The Client shall designate in the Order and/or the Agreement a Client's Representative as the person responsible for the Event on the Client's side, authorised to: (a) sign the Handover Protocol and Inspection Checklist of the Event Venue before the Event; (b) sign the Handover Protocol and Inspection Checklist after the Event; (c) receive any comments from Multikino regarding the Event and Event Participants; (d) receive warnings specified in the Agreement; (e) receive Multikino's decision to interrupt the Event in circumstances specified in the Regulations and the Order and/or the Agreement; (f) coordinate the Event and Event Participants; (g) perform other activities arising from the Order and/or the Agreement.
4. The Client/Client's Representative has no right to sublet the Event Venue or allow paid or unpaid use by third parties without documented consent from Multikino.

§ 6

Rules Before and During the Event

1. As a rule, the Event Venue is made available to the Client within the timeframe specified in the Order before the scheduled start of the Event, and the Client and Event Participants must vacate it no later than 3 hours after the Event ends. The Order or Agreement shall specify the schedule for making the Event Venue available to the Client.
2. The Client, represented by the Client's Representative, and the Multikino Representative responsible for the execution of the Order and Agreement shall inspect the condition of the Event Venue and its equipment immediately before the start and after the end of the Event. The inspection shall be documented in the Inspection Checklist, which shall constitute an appendix to the Order and/or the Agreement in accordance with the template in Appendix No. 1 to these Regulations.
3. On the day of handover of the Event Venue (or part thereof), an inspection checklist shall be prepared in accordance with the template in Appendix No. 1. The checklist shall be signed by the Client's Representative and the Multikino Representative indicated in the Order and/or Agreement. Signing by other persons requires appropriate authorisation. After the Event, dismantling and removal of the Client's items, the post-Event part of the Inspection Checklist shall be signed. In the absence of the Client's Representative, the Multikino Representative shall sign the document unilaterally, sending a scan to the Client's Representative by email. In the event of damage or comments, Multikino shall send the Client the document together with a description of the damage and photographic documentation.
4. If the Client needs to carry out assembly and disassembly work exceeding 3 hours after the Event ends, Multikino reserves the right to charge additional contractual penalties or fees, determined through individual negotiations with the Client in the Order and/or Agreement.
5. All work carried out at the Event Venue in connection with the organisation of the Event, including e.g. assembly and disassembly of scenography and equipment, may only be carried out with documented consent from Multikino. All work causing noise or vibrations must be carried out outside Cinema operating hours.
6. Unloading and loading of items delivered by the Client for the Event is only possible at the place and time designated by Multikino, in accordance with applicable fire protection and traffic regulations.
7. The Client and Event Participants may not use technical equipment belonging to the Event Venue outside the Event Venue.
8. Services ordered by the Client may only be provided by entities designated by Multikino and exclusively through its intermediary. Deviation from this requirement is only possible with documented consent from Multikino.
9. The Client is entitled to engage third parties for the organisation of the Event upon obtaining documented consent from Multikino. Agreements concluded by the Client with such parties must comply with the law and these Regulations and the Cinema Regulations. The scope of services provided by third parties on Cinema

premises, timeframes and equipment and materials used require documented consent from Multikino.

10. When using their own technical equipment (laptop, camera, projector, etc.), the Client bears full responsibility for the condition and safety of such equipment and undertakes to ensure that it is safe, does not pose a threat to persons or property, has all necessary approvals for use in Poland and meets Polish Standards. The Client may connect and test equipment with adequate advance notice, no later than 48 hours before the Event. If the Client tests the equipment later than 48 hours before the Event, Multikino shall not be liable for any incompatibility of the Client's equipment with the systems, devices or equipment at the Event Venue.

11. Multikino shall not be liable for the quality and content of materials used during the Event.

12. The Client is responsible for ensuring that Event Participants remain only in the Event Venue and in the Common Areas designated for this purpose.

13. Multikino reserves the right to remove from the Event Venue any Event Participant who is intoxicated and/or under the influence of intoxicating substances, as well as any Event Participant whose behaviour endangers the safety of other persons at the Cinema, disrupts order or violates generally accepted standards of behaviour in public places.

14. Multikino reserves the right to check whether persons entering the Cinema premises are carrying any items that could endanger the safety of the Building and the persons therein.

15. Multikino reserves the right to verify the number of Event Participants in accordance with the number specified by the Client in the Order. Multikino also reserves the right to refuse admission to the Event of persons whose presence would exceed the number of Event Participants specified in the Order.

16. The Client is obliged to cover additional security and Event protection costs if the nature of the Event so requires. Additional security may be provided by Multikino or its cooperating entities for additional remuneration. Additional security may be provided by the Client after informing Multikino and reporting such persons to Multikino.

17. Multikino shall not be liable for items left by the Client or participants, including items left unattended on Cinema premises. For Events lasting more than one day, the Client may leave valuable items on Cinema premises at their own risk, but Multikino shall not be liable for such items. The Client should notify the Multikino Representative responsible for the execution of the Order. Notification of Multikino does not change the rules of liability – Multikino shall not be liable for such items.

18. The Client bears full risk-based liability for loss of property, any destruction and damage arising during the Event, including damage caused by the Client or attributable to the Client, Event Participants invited by the Client and third parties engaged by the Client to provide Event-related services. The amount of costs charged to the Client shall be determined by Multikino in a protocol documenting the damage, prepared by Multikino.

§ 7

Obligations of the Client and Event Participants

1. The Client and Event Participants are obliged to:

- a) maintain order and cleanliness during the Event,
- b) treat the premises and technical equipment made available with due care and in a manner consistent with their intended purpose,
- c) return the Event Venue in the technical and visual condition in which it was handed over,
- d) remove, on the day the Event ends or at another date agreed with the Lessor, all items placed by the Client or Event Participants in the Event Venue and Cinema (including, but not limited to, training and information materials, scenography, technical equipment, etc.),
- e) comply with health & safety, fire protection and other regulations governing the use of the Cinema and/or Building,
- f) unconditionally follow all instructions of the services and Multikino personnel present at the Cinema, including the Multikino Representative.

2. The Client and Event Participants are prohibited from engaging in dangerous behaviour or behaviour detrimental to the interests and good name of Multikino on Cinema and Building premises. In particular, the Client and Event Participants are prohibited from:

- a) removing or destroying any elements of Cinema or Building equipment,

- b) moving elements of Cinema or Building equipment beyond their designated location,
- c) placing any of their own signage on Cinema or Building premises without Multikino's consent,
- d) obstructing or impeding the use of evacuation routes within the Cinema, Building and beyond,
- e) smoking on Cinema premises,
- f) bringing hazardous, flammable, explosive or toxic materials into the Cinema, or materials which by their properties or applicable regulations require special storage conditions,
- g) bringing into the Cinema any devices, equipment or items which due to their weight, size or properties could cause damage to the Cinema, Building or any part thereof,
- h) bringing in and using intoxicating substances,
- i) bringing in and consuming alcohol other than that provided as part of the Services,
- j) consuming alcohol except in areas specifically prepared for this purpose in consultation with Multikino,
- k) igniting and using any objects that could trigger Cinema and Building teletechnical system sensors (smoke generators, etc.),
- l) bringing animals onto Cinema and Building premises without Multikino's prior consent, with the exception of guide dogs and assistance dogs,
- m) bringing and using bicycles, scooters, skateboards or similar devices on Cinema and Building premises,
- n) conducting advertising, promotional, political campaigns or other similar activities not previously agreed with Multikino.

§ 8

Health & Safety and Fire Protection Rules

1. The Client undertakes to comply with fire protection and health & safety rules before, during and after the Event until leaving the Cinema.
2. The Client is responsible for compliance by the Client and its representatives, as well as Event Participants, with order, fire protection and health & safety rules during the Event, in accordance with the Fire Safety Instructions applicable at the Event Venue. The Client confirms receipt of and familiarisation with the Fire Safety Instructions upon signing the Order and/or Agreement.
3. Preparation of the Event Venue by the Client in cooperation with Multikino:
 - a) for Events involving catering, exhibition stands or other items brought by the Client into the Cinema, if these items are placed outside the Event Venue in Common Areas, the Client shall receive from Multikino a Cinema Plan indicating the placement of catering points, stands and other equipment – compliance of the placement plan with the exact quantity of equipment set up shall be verified by the Client's Representative and Cinema staff (in case of doubt – consultation with the Multikino Representative or the Health & Safety Representative specified in the Regulations);
 - b) the Client shall send to the Client's Representative's email address: the Cinema Regulations, Fire Safety Instructions and the Cinema Plan with marked placement locations for stands and other elements by the Client;
 - c) the Parties shall verify the list of reported electrical devices and their compatibility with Cinema capabilities;
 - d) if necessary, the Parties shall organise a technical meeting before the Event;
 - e) if a significant portion of the Cinema is made available, Multikino may assign additional staff for service;
 - f) for exceptionally large events, Multikino may require the presence of emergency services and/or a fire service representative at the Client's expense.
5. The use of easily flammable scenography elements, equipment, decoration and other items brought by the Client onto the Event Venue is prohibited. Every scenography, equipment or decoration element must have fire-resistant properties. The Client is obliged to possess documents confirming compliance with these requirements, including those specifying the non-flammability characteristics of materials used for scenography and decoration, which shall be presented to Multikino upon any demand, within the time and in the manner indicated by Multikino.

6. The use of easily flammable building materials and products on general communication routes serving evacuation purposes is prohibited.

7. The Client is obliged to comply with the safety rules contained in the Fire Safety Instructions and the Agreement, and in particular to strictly observe the following prohibitions, orders and obligations, under penalty of receiving warnings and Event interruption by Multikino:

- 1) prohibition on obstructing evacuation routes,
- 2) prohibition on blocking evacuation doors,
- 3) order to ensure the passability of evacuation routes,
- 4) prohibition on obstructing firefighting equipment – hydrants/extinguishers,
- 5) order to secure and mark cabling on communication routes (e.g. cable trays in appropriate safety colours),
- 6) prohibition on using pyrotechnics (candles, sparklers, fireworks, etc.),
- 7) prohibition on cinema hall overcrowding,
- 8) order to store materials and other items only in places designated by Multikino,
- 9) obligation to ensure functional cabling with no visible damage,
- 10) absence of other unmentioned hazards that may affect safety at the Event Venue (to be established with the Multikino Representative, Event Manager and Health & Safety and Fire Protection Specialist).

4. The Client shall ensure the safety of Cinema visitors by:

- 1) securing the space – equipment assembly must not endanger safety (e.g. cables on the floor, heavy equipment, noise);
- 2) clear markings – all obstacles should be marked with tape or warning signs;
- 3) professional conduct of external crew – the crew should behave in a manner that does not disturb the comfort of customers – no loud communication, etc.;
- 4) time coordination – assembly should take place outside Cinema peak hours or after Cinema closure.

5. The catering zone and stands should be arranged in a manner that does not impede the free movement of Event Participants and Cinema customers and ensures access to evacuation routes.

6. The use of warmers requiring open-flame heating requires the provision of additional fire extinguishers at the warmer location.

7. Catering tables and exhibition stands must not be located near emergency exits, fire extinguishers, hydrants or other key elements of the fire protection system.

8. Electrical safety and equipment connection – all electrical devices (e.g. coffee machines, refrigerators, warmers) must be reported before the event to assess power requirements and electrical protection.

9. The use of damaged or uncertified extension cords and power strips is prohibited.

10. Circuit overloading should be avoided – if necessary, additional power supply may need to be arranged.

11. Delivery vehicles and evacuation routes. Evacuation routes and emergency exits must always be clear, unobstructed and accessible at all times when people are present in the facility. Minimum requirements/distances:

- 1) Cinema/Building emergency exit – must not be blocked or physically obscured (e.g. by a vehicle, pallet or equipment);
- 2) A space of at least 3 metres radius from the exit must be kept clear – this allows for free opening of doors and rapid exit of people.

12. Fire access road. If emergency doors are also part of the route for emergency services, additional regulations apply:

- 1) Fire access lane width: minimum 4 m,
- 2) Distance from the Building: no more than 15 m and no less than 5 m,
- 3) Parking in a manner that restricts manoeuvring or access to external hydrants is prohibited,
- 4) If a vehicle must be unloaded on the fire access road, a driver must be present at all times to move the vehicle when requested.

13. The Client's Representative, as the person present during the Event, is obliged to familiarise themselves with the Fire Safety Instructions and ensure that all Event service personnel also familiarise themselves with this document.

14. For certain Cinemas, Multikino may require the Client to provide a Fire Protection Project for the Event no later than 3 days before the planned Event start date. The Client is obliged to comply with the arrangements contained in the Fire Protection Project.

15. If Multikino identifies violations of fire protection and health & safety rules specified in this Agreement, in the Fire Safety Instructions or in the Fire Protection Project, the Client may receive written warnings: warning No. 1 with the threat of warning No. 2 (with the penalty of Event interruption), if warning No. 1 is not immediately complied with. The warning template shall be appended to the Agreement. Warnings shall be delivered to the Client's Representative during the Event or sent to the Client's Representative's email address, together with an SMS confirming issuance of warning No. 1 and/or warning No. 2.

16. Receipt of warning No. 1 and warning No. 2 and failure to immediately rectify the irregularities shall result in immediate Event interruption without the possibility of continuation despite subsequent rectification of irregularities, as well as the Client's obligation to pay the full remuneration and without the Client's right to demand a refund of any part or all of the Remuneration paid to Multikino before the Event date. Multikino shall inform the Client's Representative of the Event interruption during the Event or send information about the Event interruption to the Client's Representative's email address, together with an SMS confirming immediate Event interruption.

17. If, as a result of irregularities in the Client's actions regarding fire protection or health & safety during the Event, the Cinema is evacuated, the Client shall bear the costs of such evacuation.

18. The Client's Representative is obliged to remain in contact with the Multikino Representative and respond to any potential hazards.

19. In the event of procedure violations or hazards or other emergency situations, the following persons must be notified immediately:

- 1) Multikino Representative;
- 2) Cinema Shift Manager;
- 3) Multikino Health & Safety and Fire Protection Specialist – 513-111-982;
- 4) Director of Corporate Sales Division – 513-111-968.

§ 9

Catering Companies and Other Client Subcontractors

1. Where catering is organised by the Client, the catering company must meet sanitary requirements, hold current employee health certificates and an approved HACCP system (Hazard Analysis and Critical Control Points), hold appropriate permits and meet other legal requirements.

2. By engaging a catering company, the Client confirms that the catering company meets the above standards.

3. Serving alcoholic beverages is only possible with Multikino's consent, provided the catering company holds appropriate permits and only in locations designated by Multikino.

4. Waste management and cleaning – the catering company or other subcontractors must each time provide an adequate number of waste bins and appropriately labelled sorted waste containers.

5. The Client bears full liability for any property damage and harm to the health of Event Participants caused by the catering company or other Client subcontractors, including their acts and omissions.

§ 10

Event Conclusion

1. The Client, represented by the Client's Representative, and the Multikino Representative responsible for the execution of the Order and Agreement shall inspect the condition of the Event Venue and its equipment immediately after the Event ends. After the Event, dismantling and removal of the Client's items, the post-Event part of the Inspection Checklist in Appendix No. 1 shall be signed.

2. In the absence of the Client's Representative, the Multikino Representative shall sign the document unilaterally, sending a scan to the Client's Representative by email. In the event of damage or comments, Multikino shall send the Client the document together with a description of the damage and photographic

documentation.

3. If damage is identified, including destruction, breakage, loss of property or other damage or losses at the Event Venue resulting from improper use of the Event Venue or Cinema or Common Areas or Building, this shall be noted in the Inspection Checklist. Multikino shall prepare photographic documentation and damage documentation. Furthermore, Multikino shall prepare a repair cost estimate, inform the Client and then carry out repairs, and the Client shall cover the full cost of damage repair within 14 days of delivery of the debit note, which the Client accepts.

§ 11

Refusal to Make the Event Venue Available

1. Multikino reserves the right to refuse to make the Event Venue available:
 - a) if the nature of the organised Event could negatively affect the image of Multikino or is contrary to the law;
 - b) to entities that have previously violated the provisions of these Regulations;
 - c) to entities with outstanding payables due to Multikino on other grounds.

§ 12

Fee Setting and Settlement Rules

1. Fees for the use of the Event Venue and Services are determined through negotiations between Multikino and the Client.
2. A detailed list of fees payable by the Client for the use of the Event Venue and Services is specified in the Order accepted by Multikino and/or the Agreement.
3. If Multikino agrees to extend the duration of the Event, the Client shall be charged an additional fee for each commenced hour of extended use of the Event Venue at current rates or in accordance with the Order and/or Agreement.
4. Settlement rules, including advances, prepayments, deadlines and payment terms, are specified in the Order and/or Agreement.

§ 13

Event Cancellation Rules

1. Multikino may withdraw from making the Event Venue available to the Client due to utility supply interruptions during the Event not attributable to Multikino, including electricity and hot and cold water, or fire protection and health & safety violations attributable to the Client.
2. Rules for Event cancellation by the Client or withdrawal from making the Event Venue available to the Client shall be specified in the Agreement or Order.
3. In the event of the Client's withdrawal from organising the Event for reasons not attributable to Multikino, the Client shall be obliged to pay a withdrawal fee or other fees or contractual penalties in the amount and on the terms specified in the Order and/or Agreement.

§ 14

Final Provisions

1. Submission of a signed Order and/or Agreement to Multikino by the Client is equivalent to the Client's acceptance of these Regulations and an undertaking to comply with them and ensure their compliance by Event Participants.
2. The Regulations are published on the Multikino website at: <https://multikino.pl/o-nas/konferencje-w-kinie>.
3. The Client shall receive the Regulations together with the Order and/or Agreement template.
4. The Regulations shall enter into force on 30.05.2025 (version dated 04.02.2026).

Appendix No. 1 to the Regulations INSPECTION CHECKLIST TEMPLATE

APPENDIX NO. 6 – EVENT VENUE INSPECTION CHECKLIST BEFORE AND AFTER THE EVENT

	EVENT INSPECTION CHECKLIST	
CINEMA NAME	Multikino [_____]	DATE
EVENT TYPE		
CONTRACTOR		CONTACT
ORGANISER'S REPRESENTATIVE		
CINEMA REPRESENTATIVE		

PRE-EVENT INSPECTION

Fire Protection and Evacuation Safety INSPECTION TIME: _____

Items to verify (YES / NO / N/A):

- Entrances and exits are clear / unobstructed
- Evacuation routes and evacuation doors are not obstructed
- Width of evacuation route: hall – minimum width of hall entrance corridor / foyer – minimum 1.4 metres
- Firefighting equipment (extinguishers, hydrants) is not obstructed
- Additional catering/stand elements – arranged in accordance with the event map
- The organiser's responsible person is informed about emergency procedures
- No tripping hazard. All cables are secured with strips or taped with yellow-black tape / cables do not cross passages or evacuation doors

Handover of rental area

Comments on the area being handed over: NO / YES (delete as appropriate)

COMMENTS / DESCRIPTION OF CORRECTIVE ACTIONS: _____

Signature of the inspecting person: _____

POST-EVENT INSPECTION

INSPECTION TIME: _____

Items to verify (YES / NO / N/A):

- All equipment used during the rental has been removed from the hall (check behind the screen, behind masking panels, around all seats, etc.)
- All waste has been removed, the hall is cleaned and ready for use
- Equipment stored on Cinema premises (for later collection) is safe, tidy and does not obstruct communication routes or evacuation routes

Comments on the area being handed over: NO / YES (delete as appropriate)

COMMENTS / DESCRIPTION OF FURTHER ACTIONS: _____

Signature of the inspecting person: _____

Signature of the organiser's responsible person: _____