

Pesti Vigadó Nonprofit Kft.

General Manager's Directive No 30 of 09 September 2019

on the rules applicable to the occupation of the premises and any installation work conducted in the course thereof, for providing a venue for events or for other purposes, and to the protection of the parquetry and facework of the listed building of Pesti Vigadó

In respect of the Pesti Vigadó listed property (the 'Property'), it is a priority task of Pesti Vigadó Nonprofit Kft. (the 'Company'), as the company responsible for the maintenance and operation of the Property, to protect and preserve the condition of the Property. To that end, the Company's general manager has taken steps to issue the following General Manager's Directive and to repeal the earlier General Manager's Directive No 13 of 14 March 2019 on the same matter.

Persons affected by this directive (scope of the directive):

- the Company's employees,
- natural persons, legal entities and organisations without legal personality that are in a contractual relationship with the Company for the provision of services, and subcontractors of the above,
- natural persons, legal entities and organisations without legal personality that have concluded a lease contract with the Company ('Lessee').

1. The Lessee shall only be entitled to commence the pre-event installation works following the handover and acceptance process – with respect to the leased premises – conducted with the relevant staff of the Company; the Lessee may commence the equipment-delivery work if in possession of the record of handover and acceptance of the premises signed by both parties.

2. All persons to whom the directive relates shall be required to keep the access routes clear during the periods of installation and disassembly. At the preliminary visit to the premises, the Company shall inform the Lessee of the valuable items in the Property and the specific features of the Property (the gold plating on the doors and walls, etc.) that require particular protection, as well as of the load-bearing capacity of the parquetry flooring, prior to the delivery of the planned equipment and accessories, as follows:

Maximum permissible load of the decorative parquetry flooring on levels II and IV:

- oak parquetry: 0.39kg/mm² or -> 39 kg/cm²
- American walnut parquetry: 0.35kg/mm² or -> 35 kg/cm²

3. Any transportation conducted when taking occupancy or when leaving the premises, or during the event itself, may only be effected using equipment that is in faultless condition, is not overloaded, and whose wheels are not damaged.

4. The tyres of any transportation equipment must be made of a non-marking rubber compound (e.g. cast polyurethane (yellow), elastic rubber (black), or pneumatic tyres). The load of any such equipment may not exceed 50 kg per wheel.

5. Tables, chairs and any furniture in the rooms may only be moved by lifting them up; it is prohibited to drag the banquet tables across the floor.

6. It is forbidden to use pallet trucks on the parquetry and stone surfaced public areas, with the exception of hoisting equipment needed for moving pianos and in special cases based upon the decision of the Property Management Team (Example: moving of art works).

7. Any cabling must be laid in floor cable ducts and cable corridors, without gluing.

8. In order to protect the parquetry of the Property, carpets and other decorative items may only be affixed to the floor using TESA Professional 4333 PV1 Precision Mask Sensitive tape; in the event of failure to observe this provision, the Company shall be entitled to halt the installation process.

9. In order to preserve the parquetry of the Property, when installing stands and stage equipment, adequate protection must be provided (by laying carpets or PVC sheets) under the stands and across the area where the structural components are stored during the period of installation and disassembly.

10. The Lessee shall, following prior consultations with the Company's Property Management Team, remove any waste produced during installation and disassembly.

11. At the time of installation and disassembly, the service provider responsible for the security of the venue and the event shall continuously monitor the works and the packing processes, calling upon the carriers to take care to protect the condition of the building and ensuring that it is continuously present when larger items are carried in.

12. The service provider responsible for the security of the venue and the event shall immediately prepare a written record of any damage caused during the installation and disassembly works, informing the person who caused the damage about the damage, and notifying the Company's relevant event organiser of the damage.

13. Once the event is over, following disassembly and removal of the equipment, the Lessee and the Company's relevant representatives shall take down a written record of the handover and acceptance of the room(s) concerned, including any damage discovered.

This general manager's directive shall enter into force on the day it is issued and shall remain in force until withdrawn; the Company's general manager may amend it within his/her discretionary powers.

The Company's general manager shall ensure that this general manager's directive is available to those in a contractual relationship with the Company for the provision of services, prior to the conclusion of the contract, as well as during the term of the contract; to Lessees, it shall be available as Annex 1 to the General Terms and Conditions related to lease contracts for the provision of a venue for hosting events in the building of Pesti Vigadó; for employees of the Company, it shall be available for perusal at the start of their employment and throughout the period of their employment.

Budapest, 09 September 2019

Dr. Barbara Molnárné Szunyi, signed
general manager