KAŠTEL MOROSINI - GRIMANI SVETVINČENAT

Based on Article 4 of the Declaration of Incorporation of the limited liability company SAVIČENTA d.o.o. dated February 8, 2021, and in connection with Article 422 of the Companies Act (NN 111/93, 34/99, 121/99, 52/00, 118/03, 107/07, 146/08, 137/09, 125/11, 152/11, 111/12, 68/13, 110/15, 40/19), the Management Board of the company hereby adopts on January 16, 2024,

Rulebook
on the concession of premises and equipment managed by SAVIČENTA d.o.o

Article 1.

(1) This Rulebook regulates the manner and conditions for the concession and use of real estate managed by SAVIČENTA d.o.o. (hereinafter referred to as the Company).

(2) Real estate premises may be assigned for use to legal and natural persons (hereinafter referred to as the User) on the condition that the manner and purpose of use of the premises do not interfere with the regular operation and activities of the facilities and do not damage the reputation and dignity of the facility.

Article 2.

The premises that can be partially or entirely rented are as follows:

1. Morosini-Grimani Castle
2. Visitor Center "The House of Witch Mare"

Article 3.

(1) The Company reserves the discretionary right not to rent the premises to legal or natural persons for events that would harm the reputation and dignity of the facility.

(2) The Company independently decides on the permission and conditions for the partial or complete closure of the castle premises to daily visitors, as well as the conditions for the use of the premises outside working hours, on public holidays, and Sundays.

Article 4.

(1) Prices for the rent of premises, as well as the rental of equipment and inventory, are specified in the price list, which is an integral part of this Rulebook and is found in Appendix 1.

(2) In the price for the service of assigning premises, the Company is obliged to provide a coordinator, use of sanitary facilities, and cleaning before the event, unless otherwise agreed.

(3) According to Article 2 of this Article, the Coordinator ensures the fulfillment of all obligations by the suppliers on the day of the event and oversees the course and fulfillment of the schedule. Coordinator services are an integral part of the Price List.

Article 5.

(1) Payment for the rent of premises is made based on a previously signed contract for the rent of premises, in the following manner:

• 25% of the total fee for the rent of premises within 7 working days after signing the contract, and the remaining 75% of the amount by the due date on the issued invoice after the event.

(2) The User is obliged to immediately provide the Company with confirmation of payment.

Article 6.

In case of cancellation of the Contract for the rent of premises by the User, the Company retains 25% of the total fee for the rent of premises.

Article 7.

(1) In case of cancellation of the use of premises due to reasons beyond the control of either party, the Company will refund the paid amounts to the User.

(2) In the case of a mutually agreed postponement of the assigned date for the use of premises, the Company will propose a new date to the User under the same conditions as stated in the originally signed contract for the rent of premises.

Article 8.

(1) Based on the opinion of a three-member Commission composed of Company staff, the Director of the Company retains the discretionary right to rent premises at prices lower than those determined by this Rulebook, or to approve a discount for marketing purposes.

(2) The minimum fixed costs charged by the Company, unless otherwise agreed, include cleaning before the event, staff costs (1 person), and operating costs. Depending on the client's needs, the number of staff increases, thereby increasing the minimum fixed costs.

(3) These costs are an integral part of this Rulebook.



Article 9.

(1) The installation of additional equipment (tent, stage, etc.) for an event requires the rental of the castle for more than 1 (one) day.

(2) The dismantling of equipment and the return of the premises to their original state is allowed until 10 p.m. If dismantling cannot be completed by the specified time, an additional rental for the next working day is required.

(3) For renting the castle for more than 2 (two) days, a discount of up to 20% of the total rental price is approved, as decided by the Company's Management.

(4) For the installation of a tent in the castle courtyard, weights must be used for the stability of the structure; drilling for the installation of stakes is prohibited.

Article 10.

(1) A 25% discount on the castle rental price is granted to direct Users with residence in the Municipality of Svetvinčenat.

(2) These discounts are calculated to foster positive relations with the local population by involving them in castle activities and for marketing visibility purposes.

(3) The discount mentioned in Article 10, paragraphs 1 and 2, does not apply to the fixed costs of castle rental, which are calculated after gathering all necessary event information, and the prices are an integral part of this Rulebook.

(4) The discount in Article 10, paragraph 1, does not apply to castle rentals in July and August.

Article 11.

A 10% agency commission is allowed on the exclusive use prices.

Article 12.

If a contract is made with the User for the use of the castle from 4 p.m., preparatory actions are allowed from 3 p.m.

Article 13.

(1) The working hours for the outdoor area of the castle (courtyard) are until midnight, in accordance with the decision of the Municipality of Svetvinčenat.

(2) Extending working hours is possible in the indoor areas (Tasting Room and Gallery) up to 2 a.m., with prior approval from the local government unit, the Municipality of Svetvinčenat.



(3) If the agreed time for the use of premises is exceeded, the User will be charged for each subsequent hour according to the valid Price List and must pay within the specified due date.

Article 14.

(1) The User is allowed to record and photograph in the rented premises, and the recordings and photos can be used exclusively for private purposes.

(2) The Company has the right to use event photos for its own marketing purposes if previously agreed and with a written Statement from the User.

(3) The User is allowed to use the recordings and photos for public purposes if this is previously agreed upon with the Company.

Article 15.

(1) Smoking is prohibited in all enclosed areas of Morosini-Grimani Castle, and pyrotechnics are completely banned.

(2) Candles, torches, lanterns, and other sources of fire used exclusively for interior or exterior decoration are permitted only with prior agreement and approval from the Company.

Article 16.

All third parties involved in the preparation and execution of events must be previously approved by the Company.

Article 17.

(1) For any event involving public gatherings, the User, as the event organizer, is obliged to report the public gathering to the administrative police station.

(2) For any event involving a music performance, the User must promptly report the performance to ZAMP and provide proof of this to the Company no later than 5 (five) working days before the premises are assigned.

(3) In case of violations of the Copyright Act, the legal responsibility lies with the User.

Article 18.

(1) The User (hereinafter referred to as the Organizer) of a public gathering is obliged to provide medical staff on the day of the event and bear the costs of organizing emergency medical services in accordance with the Health Care Act (NN No. 33/23), Article 11, and the

Rulebook on Conditions, Organization, and Method of Performing Emergency Medicine (NN 71/16), Annex 10.

(2) If the User (hereinafter referred to as the Organizer) cancels or jeopardizes the agreed event for any reason, or fails to fulfill obligations according to the agreement between the Company and the User, except due to force majeure, they must compensate the Company for any damage by subsequent agreement.

(3) The User is obliged to adhere to the prescribed noise levels in accordance with the Noise Protection Act.

(4) If the User plans to exceed the permitted noise levels, they are required to obtain approval from the relevant institutions.

(5) The User agrees that neither the Company nor its staff bear any responsibility of any kind towards third parties, and that no damage or any other compensation can be claimed from the Company related to any aspect of the organization and holding of the Event, as this is the explicit obligation and responsibility of the User (hereinafter referred to as the Organizer).

(6) The Company may enter into a Business Cooperation Agreement with the User if it is in the Company's interest for the event to be held, all for the purpose of destination marketing.
(7) The obligations of the Company and the User in the organization of a public event are regulated by a special Business Cooperation Agreement.

(8) In the case of producing promotional photos/films, the right to use them is retained by both the User (hereinafter referred to as the Organizer) and the Company (hereinafter referred to as the Co-organizer).

Article 19.

(1) The User agrees to maintain the existing condition of the premises rented to them and may not undertake any actions that would in any way alter the current state.

(2) Upon the conclusion of the event, the User is obliged to return the premises to the condition in which they were found.

(3) In the event of non-compliance with paragraph 2 of this Article, additional staff and cleaning costs will be charged, which are an integral part of this Rulebook.

Article 20.

(1) The User is obliged to take out an insurance policy for all participants and suppliers at the Event.

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(2) The User (hereinafter referred to as the Organizer) of the Event takes full responsibility for any damage caused to the property, either directly or indirectly caused by the actions of participants and suppliers at the Event.

(3) If the User (hereinafter referred to as the Organizer) undertakes actions that are inconsistent with the purpose and reputation of the Facility, the Company has the right to deny further use of the premises to the User. In such cases, the Company is entitled to withhold the payment for the assignment of the premises, regardless of whether the User is entitled to a refund of the fees charged.

(4) In the event of any unforeseen damage caused by third-party suppliers during the event, the User must take immediate actions to remedy the situation and inform the Company about the occurrence.

Article 21.

With the adoption of this Rulebook, the Rulebook on the assignment of premises managed by SAVIČENTA d.o.o., dated December 31, 2022, ceases to be valid.

Article 22.

This Rulebook enters into force on January 23, 2024.

In Svetvinčentu, 19.1.2024.

CEO

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Savičenta d.o.o., za održavanje, izgradnju i turistička agencija, Svetvinčenat 47, 52 342 Svetvinčenat
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Appendix 1.
Price List

The stated prices apply to the assignment of premises per day. ***All prices are subject to a 25% VAT charge.***

Exclusive Use – full rent of the castle

Month	EXCLUSIVE USE
July, August	3.800,00 €
June, September	3.000,00 €
March, April, May, October	2.250,00 €
November, December, January, February	1.760,00 €
Staff Costs (2 persons)	*INCLUDED*
Cleaning Costs	*INCLUDED*

Rent of individual premises in the castle

TASTING ROOM AND GALLERY
Max. capacity up to 40* persons/seats

Rent of tasting room and gallery	June-September	October-May
16:00-24:00	1.200,00 €	800,00 €
16:00-02:00	1.400,00 €	1.050,00 €
Staff cost (1 person)	*INCLUDED*	*INCLUDED*
Cleaning Costs	*INCLUDED*	*INCLUDED*
** Exceeding working hours*	*270,00 €*	*270,00 €*

- Equipment in Tasting room: 6 pieces of high tables
- Equipment in the Gallery: 19 tables for 47 people
- Chair: 47 pieces
- Additional equipment rental required for more than 47 people
- Maximum number of seats due to the size of the room: 55 people.

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CASTLE COURTYARD

Rent of the courtyard up to 50 people	June-September	October-May
16:00-20:00	960,00 €	670,00 €
16:00-24:00	1.280,00 €	840,00 €
Staff cost (1 person)	*INCLUDED*	*INCLUDED*
Cleaning Costs	*INCLUDED*	*INCLUDED*
** Exceeding working hours*	*270,00 €*	*270,00 €*

Rent of the courtyard 51-100 people	June-September	October-May
16:00-20:00	1.380,00 €	960,00 €
16:00-24:00	1.630,00 €	1.120,00 €
Staff cost (1 person)	*INCLUDED*	*INCLUDED*
Cleaning Costs	*INCLUDED*	*INCLUDED*
** Exceeding working hours*	*270,00 €*	*270,00 €*

Rent of the courtyard 100-300 people	All-day rental according to the **Exclusive use** Price List

CONGRESS HALL

Congress hall rental*	€320,00 4 hours of use €40 for each subsequent hour
Technician service	€20 Price per hour

no discount is granted in accordance with article 10, paragraph 1, for the service of using the Congress Hall

The price includes: 80 chairs, projector, projector screen, pointer, conference table for 12 people, lecturer's table for 4 people, speaker podium

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Weddings

WEDDING PHOTO SESSION IN THE CASTLE	
During working hours (up to 10 people)	40 €
Outside working hours	120,00 €

**no discount is granted in accordance with article 10, paragraph 1, for the wedding photo session in the castle*

CIVIL WEDDING + WEDDING PHOTO SESSION*		
During working hours (up to 10 people)	135,00 €	Includes a 45-minute wedding ceremony + 1-hour photo session
Outside working hours	200,00 €	Includes wedding ceremony + 1-hour photo session

**no discount is granted in accordance with article 10, paragraph 1, for the use of the hall for the Civil Wedding Ceremony + wedding photo session*

**The official hall for civil weddings includes a table for the registrar, 80 folding conference chairs, 14 formal chairs*

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Other costs

Minimum fixed costs - Staff (1 person) - Cleaning - Utility costs	550,00 €	In the case of realization of the events referred to in Article 10, paragraph 1, the User is obliged to pay the minimum fixed costs
Personnel cost (1 person)	100 €	The staff is engaged according to the needs of the User and is not an integral part of the individual prices
Microphone	20 €	Microphone rental for the conference hall
Black folding chairs	2,00 €	Price per piece
Event organizer	10% on the entire amount of expenses	The service of the organization is charged additionally after the end of the event due to subsequently incurred costs. Organization refers to communication with external partners and the implementation of the event from the very beginning, that is, the complete realization of the event.