

Teatro Micaelense – Centro Cultural e de Congressos

General Terms and Conditions for the Use and Hire of Facilities

1. OPENING HOURS

- 1.1. The opening hours of Teatro Micaelense – Cultural and Congress Centre are from 9:00 a.m. to 12:30 p.m. and from 2:00 p.m. to 5:30 p.m., on weekdays.
- 1.2. Any changes to the opening hours will be quoted on a case-by-case basis, according to the client's requirements.

2. GENERAL CONDITIONS FOR THE USE OF FACILITIES

- 2.1. All rooms are hired with air conditioning, an installed lighting system and Wi-Fi.
- 2.2. The maximum capacity of the facilities must always be respected, in accordance with the selected layout.
- 2.3. Unless previously agreed in writing with Teatro Micaelense, no structural or decorative alterations may be made to the areas provided.
- 2.4. Without prior consent, the user may not attach, nail or glue anything to the walls, flooring, pillars, ceilings or any other elements of the areas provided, nor may the user cut or drill any such elements.
- 2.5. If the hired space is not returned in the condition in which it was provided, Teatro Micaelense shall arrange for any necessary repairs to be carried out and shall charge the user for all expenses and costs incurred in connection with such works.

3. LAYOUT AND SET-UP OF FACILITIES

- 3.1. Furniture will be arranged according to the selected layout, namely: Theatre, Classroom, Round Table, U-Shape, Lecture Style, or any other layout agreed upon.
- 3.2. In the event of changes to the confirmed layout requested on the day of the event, a 10% surcharge will be added to the price of the space.
- 3.3. Any other changes to the layout of the facilities are subject to prior authorisation and will be quoted on a case-by-case basis.

4. TECHNICAL EQUIPMENT AND SERVICES

- 4.1. The price of the facilities does not include technical equipment and services, which will be quoted on a case-by-case basis.
- 4.2. Audiovisual, sound and lighting equipment operated at Teatro Micaelense – Cultural and Congress Centre shall be provided by Teatro Micaelense or by entities contracted by it.

5. ADDITIONAL SERVICES

- 5.1. Catering services shall be provided by a company contracted by Teatro Micaelense, unless otherwise agreed.
- 5.2. Host/hostess services shall be provided by Teatro Micaelense or by a company contracted by it.

6. SECURITY, HYGIENE AND LICENCES

- 6.1. Any additional costs relating to enhanced security or hygiene measures required as a result of the event shall be charged to the event organisers.
- 6.2. The payment of licences associated with the activity shall be the responsibility of the event promoter.

7. SET-UP AND DISMANTLING

7.1. Set-up and/or dismantling periods shall be charged in accordance with the applicable price list and must take place within the agreed period.

7.2. If dismantling exceeds the agreed period, a fee equivalent to 50% of the price of the space will be charged.

8. FINANCIAL TERMS AND PAYMENTS

8.1. Confirmation of the event shall be subject to payment of 30% of the quoted price.

8.2. The remaining 70% shall be paid after the event, within 30 days from the invoice date.

8.3. Any late payment shall be subject to interest at the applicable legal rate.

9. SPECIAL RATES AND SURCHARGES

9.1. Events held during the Easter period, from Friday to Sunday, and on 31 December and 1 January shall be subject to a 200% surcharge on the price of the facilities.

10. EVENT CANCELLATION AND POSTPONEMENT

10.1. The cancellation or postponement of a confirmed and invoiced event up to 90 days before its start date shall incur a charge of 15% of the quoted amount.

10.2. Any cancellation or postponement after this deadline shall result in the retention, as compensation, of the 30% advance payment already received.

TEATRO MICAELENSE