

## Terms and Conditions for hosts of a Kulturnacht event

Agreement between Kulturnacht Ulm/Neu-Ulm GbR and individuals or venues who applied online.

### If you applied to organise an event, you are the host and agree:

- to reserve the venue and make the necessary arrangements with the landlord or landlady
- to organise your own programme and to pay for the expenses (including artists' fees, technical equipment, material, fees and taxes)
- to organise the logistics at the venue
- to advertise the Kulturnacht (using posters, programmes, and Kulturnacht signs at the venue)
- to run a box office at the entrance to your venue throughout the whole event, and to organise staff that will constantly check, if visitors are wearing a wristband
- to inform the Cultural Department of Ulm, if your event includes live music performances that you are required to pay GEMA fees for. The application and settlement with GEMA will be taken care of by the Kulturnacht Ulm/Neu-Ulm GbR. If there are live music performances at your venue, you agree to hand in the completed [GEMA Musikfolgebogen](#), including a list of all the titles performed, together with the remaining wristbands. If you are planning to play music recordings, this must be stated in your application, however, you are not required to hand in a *GEMA Musikfolgebogen*.
- to meet dates and deadlines
- to pay the *Künstlersozialabgabe*
- to comply with the law at your venue, e.g. protection of minors (*Jugendschutz*), alcohol licence (*Ausschankgenehmigung*),
- to apply for an alcohol licence and a special permit for the use of public spaces, if required

If you are planning your event to take place in a public space, please discuss your programme with us in advance. You also must apply for a special permit for the use of public spaces.

If you have any questions regarding the special permit for the use of public space and alcohol licensing, please get in touch with

- in Ulm: Abteilung Bürgerdienste - phone: 0731 – 161 3212

- in Neu-Ulm: Fachbereich Sicherheit, Ordnung und Verkehr - phone: 0731 – 7050-7100.

- to contact the Cultural Department of Ulm, in case you should have any further questions

The Cultural Department of Ulm, office of the Kulturnacht Ulm/Neu-Ulm GbR, is looking forward to helping you with any questions in general and regarding permits (e.g. special permit and alcohol licence).