

Conditions of participation for the Kulturnacht

Version of 24.02.2015 based on the resolutions of the Kulturnacht Advisory Board of 24.02.2015.
Updated and adjusted on 12.04.2024

1. Participants/organisers of the Kulturnacht

- 1.1. The Kulturnacht is a **platform for the cultural scene of the cities of Ulm and Neu-Ulm**. The following are invited to participate in the Kulturnacht
- Artists from Ulm and Neu-Ulm (whose place of residence or field of artistic activity is predominantly located here),
 - Ulm and Neu-Ulm cultural institutions,
 - Ulm and Neu-Ulm institutions that offer a regular cultural programme throughout the year.

If you are looking for suitable artists for your location, you can get an overview at www.kultur-in-ulm.de or www.kultur-in-neu-ulm.de.

- 1.2. Contractual partners of Kulturnacht Ulm/Neu-Ulm GbR are those persons or institutions who are registered via the form provided on the internet and who have registered the Kulturnacht fee.

- 1.3. If you have registered an entry, **you act as the responsible organiser** and also enter into the following **obligations**:

- You should be able to give us information about the state of affairs at any time during the planning phase.
- Room reservations and arrangements with landlords are your responsibility.
- You design your programme yourself and take care of the logistics on site.
- You undertake to actively promote the Kulturnacht using the official Kulturnacht logo (e.g. online, via social media - also by means of Kulturnacht posters and programme booklets, which you can obtain from the Cultural Department of the City of Ulm). We support you in this by making the venues at the Kulturnacht recognisable through signage.
- A box office must be set up on site and admission controlled,
- enquire about legal regulations for your event and comply with them (e.g. youth protection, bar regulations, conditions for the use of public spaces, event safety, fire protection, etc.),
- to obtain the appropriate permits (bar permits, special use permits for public places, etc.),
- to ensure the necessary insurance cover for your event,
- to observe the dates and deadlines mentioned and to independently obtain any missing information from the office (Cultural Department),
- pay the artists' social security contribution, if applicable,
- to provide information on the use of music subject to GEMA.

GEMA registration is handled centrally by Kulturnacht Ulm/Neu-Ulm GbR. As the organiser, please state in your application whether or not your programme includes music subject to GEMA (live or from sound carriers).

○ **Live music**

If live music was performed, please submit a completed GEMA music sequence form to the office (Ulm Cultural Department) after the event when settling the admission tickets. The required form "Musikfolge für eine Einzelveranstaltung" is available for download on our [website](#).

- **Music from sound carriers**
If music from sound carriers was played (e.g. DJ music), no further form needs to be filled in.

2. Aims of the Kulturnacht

- 2.1. The aim of the Kulturnacht is to offer the audience mainly a **live programme**. Therefore, your programme contribution should also include as much live performance as possible. The form and duration of live performances - including several shorter blocks - are relevant for the amount of the allowance.
- 2.2. The idea of the Kulturnacht is that the Ulm and Neu-Ulm cultural scene presents itself to the public in all its facets. Your Kulturnacht contribution should therefore be an outstanding **example of your artistic activity**.
- 2.3. At the same time, the Kulturnacht is intended to enable **artistic experiments in unusual places** and to enter into **interdisciplinary or intercultural cooperations**. So try out something new or implement old, long-held ideas. Proactively approach other cultural actors - whether with or without international roots, whether newly immigrated, refugees or long-established. **Culture connects, stands for openness, tolerance and diversity!**

3. Programme time

- 3.1. The aim is to provide the audience with as continuous a programme as possible in the **core time**.
from 7pm to 1am, although we are very happy to accommodate longer programme times. Your event should not be **less than a minimum length of 3 hours**.
- 3.2. If you offer a **(children's) programme in the afternoon**, please do **not start before 3 pm**. On the day of the Kulturnacht, the children's and youth runs of the Einstein Marathon usually also take place until 3 pm.
- 3.3. Please note: **The programme time is the period during which you show an artistic offer for the Kulturnacht and** is not the same as the general opening time of your institution (relevant especially for cafés and museums). The length of the programme time is relevant for the amount of the allowance.
- 3.4. In the interest of the constantly changing audience, it makes sense to make the **programme as long as possible** with several short blocks and **as few or short breaks as possible**. Only in this way do visitors have the opportunity to commute between the different venues without time pressure.

Example:

Live performances of approx. 20 minutes in length are repeated regularly throughout the evening, the breaks are no longer than 10 - 15 minutes, but should in any case be in reasonable proportion to the duration of the performance.

4. Use of public areas and bar

- 4.1. If you plan to perform in **public spaces**, please coordinate the programme planning in advance with our project team at the Ulm Cultural Department. A public space is any area outside buildings and private property, including the pavement. If public areas are to be used for your event during the Kulturnacht, an application for a special use permit must be submitted.

If you have any questions about applying for a special use permit in the city of Ulm, please contact the citizens' services of the city of Ulm (Tel.: 0731 - 161 3212).

For a special use permit in the Neu Ulm municipal area, please contact the Department 1/ Safety and Order Division (Tel.: 0731 - 7050 7100).

- 4.2. The sale of **alcoholic beverages** is also subject to approval. If alcohol is sold at an event as part of the Kulturnacht, you must apply for permission to operate a temporary catering establishment. This does not apply if the venue already has a liquor licence or if alcohol is served free of charge.

For applications in the city of Ulm, please contact the citizens' services of the city of Ulm (Tel.: 0731 - 161 3217).

For applications in the Neu-Ulm city area, please contact the Department 1/Department of Security and Order (Tel.: 0731 - 7050 7100).

- 4.3. The organiser undertakes to comply with the **regulations on the protection of minors** when admitting **people** after 10 pm and when selling alcoholic beverages. Please inform yourself about this in advance.

5. Funding

- 5.1. The Kulturnacht Ulm/Neu-Ulm is financed exclusively from sponsorship funds, income from ad sales and from admission revenue.
- 5.2. The income from the sale of all admission tapes (advance sale, box offices at the venues, central box office) will be collected and distributed as an expense allowance after the deduction of costs according to a certain distribution key resulting from the registration.
- 5.3. In addition to the commitment of the municipal employees of the **cultural department of the city** of Ulm, who coordinate the Kulturnacht Ulm/Neu-Ulm, this event is made possible above all by the great dedication of all the **artists**, as well as the **actors** at the venues and the volunteers on the **Kulturnacht advisory board**.

The Kulturnacht is not an event where you can make a big financial profit. However, it offers access to a new audience and can establish contact with new cooperation partners. Above all, the Kulturnacht is a much-appreciated platform for ideas from the cultural practitioners themselves and is supported by them.

So only participate if you can live with the fact that you will probably spend a lot of time and money on this evening, but have a lot of fun doing it.

- 5.4. The organisers realise their programme contributions (incl. fees, technical equipment, material, fees and charges) **from their own funds**.

6. Admission control/band sale on site

- 6.1. The admission ticket is an **admission wristband that** must be worn **firmly around the wrist** and is non-transferable. The organiser undertakes to ensure that visitors do not wear the wristband loosely. The admission wristband entitles the holder to enter all venues within the framework of the Kulturnacht Ulm/Neu-Ulm.
- 6.2. The organiser must indicate the required number of admission bands for the box office in the form provided. The office of the Kulturnacht Ulm/ Neu-Ulm (Cultural Department of the City of Ulm) will send the admission bands by post to the organisers. The receipt of the tapes is confirmed by a signature on the delivery note. A scan/photo of this must be sent to the cultural department for confirmation.

In the event that admission bands run short on the day of the event, additional band allocations should be made up at the Central Ticket Office on Münsterplatz.

6.3. The organiser undertakes to **set up a box office** at the entrance to the venue **during the entire programme time (incl. breaks!), to permanently staff it with sufficient personnel, to sell the admission tickets in the name of and for the account of Kulturnacht Ulm/ Neu-Ulm GbR, and to control the admission.** (An exception to this applies as described in point 6.4). Every admission ticket that is sold contributes to the fact that Kulturnacht organisers can be reimbursed for part of their costs through the payment of a financial allowance. In addition, the sale of admission bands forms the basis for financing the next Kulturnacht and thus secures the future of the project.

6.4. **Exception: Free children's offer**

Organisers offering a children's programme are free to offer their programme free of charge from 3pm to 6pm. This must be stated on the online registration form. If the organiser agrees, there is no obligation to operate a box office at the entrance from 3 to 6 pm.

Children up to and including 12 years of age receive a neutral children's wristband free of charge (used internally to record numbers). Their parents or other accompanying persons do not need **an admission wristband to** gain access to the venue.

This offer ends at 6 p.m. and the organiser **is obliged to set up a box office**, to permanently staff it with sufficient personnel, to sell admission tickets in the name of and for the account of Kulturnacht Ulm/ Neu-Ulm GbR, and to control admission. (see point 6.3)

6.5. The organiser sells admission wristbands at the box office at the regular and reduced admission price and issues free wristbands to authorised persons.

6.6. **Admission (except free children's offer see 6.4)**

The regular entrance fee is 10 €.

The reduced admission price is €8.

Reductions are available at all box offices

- Disabled persons with a degree of disability of 50% or more on presentation of a valid disabled person's card.
- Pupils, trainees, students, FSJ or Bundesfreiigendienst (Federal Volunteer Service) participants, voluntary military service on presentation of the respective valid ID.
- Recipients of Unemployment Benefit I or Unemployment Benefit II upon presentation of a notification or the Lobby Card.

Free admission at all box offices

- Children up to and including 12 years accompanied by a parent or guardian. They receive a children's band free of charge - accompanying guardians pay admission.
- Accompanying persons of disabled persons receive a free admission wristband at 10 € upon presentation of a disabled person's pass marked "B". These ribbons must be noted as "free ribbons" on the statement/back of the delivery note.
- Kulturnacht organisers with the appropriate ID. All organisers will receive two of these passes in advance.

6.7. From every ticket sold, 1 € will go to the cultural project promotion of both cities.

6.8. **The organiser agrees that the project team of the office will carry out spot checks on admission control and the sale of admission tickets at the venue.**

If admission control at a venue is not carried out at all or is carried out negligently at certain times, the organiser shall lose the right to participate in the distribution.

Furthermore, in the event of particularly serious violations of the rules of the Kulturnacht, the organiser may be denied participation in the Kulturnacht in the following year.

- 6.9. After the end of the event, the organiser shall undertake to
- **the remaining tapes** and
 - **the delivery note** and
 - to send the **completed and signed music sequence for GEMA accounting** (only for events with live music) to the Cultural Department of the City of Ulm as the office of Kulturnacht Ulm/Neu-Ulm GbR,
 - as well as to **transfer all proceeds from the** sale of admission bands to the office of Kulturnacht Ulm/Neu-Ulm GbR after the invoice has been issued.

7. Expense allowances

- 7.1. We would like to support you in your programme contribution with an expense allowance, to the extent that the budget of the Kulturnacht allows.
- 7.2. The organiser is not entitled to the payment of an expense allowance. Payment is only possible if the admission revenue and sponsorship money exceed the expenses of the central organisation. The office of the Kulturnacht Ulm/Neu-Ulm commits itself to keeping the expenses within reasonable limits. A possible surplus in income can also be used to finance the next Kulturnacht.
- 7.3. The **amount of the expense allowance is based** on the amount of income generated by the Kulturnacht. We indicate the expected payout amount for your project when you register. However, the amount is only an estimate based on the conditions of the previous year, so it cannot be guaranteed.
- 7.4. The **amount of the allowance** is based on a points system that takes into account the following criteria:
- Evaluation of the performers: Are Ulm/Neu-Ulm cultural practitioners involved in your programme contribution?
 - Valuation of the venue: Does a cultural institution from Ulm/Neu-Ulm participate or an institution that offers a year-round and regular cultural programme?

(The performers as well as the venue will only be evaluated once each, even if it is a cooperation of several partners).
 - Kulturnacht opening hours: How long is the institution open specifically for Kulturnacht? Admission control must take place during this time.
 - Does your contribution include live performances and what is the duration of these performances?
- 7.5. To ensure that we can pay out the amount to all organisers promptly, the office (Ulm Cultural Department) sets a **deadline by which your remaining tapes, including the completed back of the delivery note, must be received at the latest (usually 2 weeks after the event)**. If organisers deliver the documents later without consultation, they can no longer be considered for the distribution.
- 7.6. **All tapes not returned to us will be considered sold**, unless they are specifically listed as free tapes for persons accompanying disabled persons in the statement of account

8. Legal information on data storage

- 8.1. The organiser agrees to the storage and processing of the data provided for the purposes of the Kulturnacht Ulm/Neu-Ulm.

- 8.2. By entering the data, the organiser declares that he/she holds the rights to the texts and images in question. They expressly make them available free of charge for the purposes of the Kulturnacht (programme, internet, public relations/press).
- 8.3. The editorial team of the Ulm Cultural Department reserves the right to revise entered programme texts editorially and to adapt photos for the format of publication (in doing so, the aspect ratio may be changed).