



Reference Number: 1316/1-26

Zagreb, 14 April 2026

Pursuant to Article 28 of the Articles of Association of Vatroslav Lisinski Concert Hall, the General Manager hereby adopts the following

PROCEDURE FOR BOOKING DATES/TIME SLOTS FOR THE ORGANISATION OF EVENTS

AT VATROSLAV LISINSKI CONCERT HALL

I

The procedure for booking dates/time slots for the organisation of events at Vatroslav Lisinski Concert Hall (hereinafter: the Procedure) describes the method of submitting requests, the method of considering the programme, the method of allocating time slots (date and time of the event), and the method by which a reservation becomes finally contracted.

II

1. Submission of Requests

The procedure for submitting a request for the use of the premises begins with the submission of a request by the Organiser (a legal or natural person) via e-mail to najam@lisinski.hr, which is publicly available on the Vatroslav Lisinski Concert Hall website.

The request must contain:

- basic information about the event (programme title, performers and organiser)
- proposed date and time of the event
- completed Programme Proposal Evaluation Form (hereinafter: the Form)

If the Organiser does not submit the completed Form with the initial request, a Vatroslav Lisinski Concert Hall employee (hereinafter: Sales Associate) shall subsequently send it to the Organiser in order to collect all necessary and relevant information. The Organiser shall be obliged to submit the duly completed Form and all requested and relevant information. Requests that do not contain complete information cannot be forwarded for further consideration. In the event of incomplete documentation or missing information, the Sales Associate shall request that the Organiser provide the necessary supplements.

2. Approval of Requests

Programme proposals are considered at **regular production and sales meetings**.

The following criteria are taken into account during the evaluation:

- relevance and quality of the programme
- technical complexity and feasibility of the programme
- availability of dates/time slots and compatibility with other programmes (programme calendar)

A decision to accept or reject the programme proposal shall be made after consideration. The Organiser shall be informed of the outcome via e-mail.



The decision accepting the programme shall be sent via e-mail together with a proposal for an available event date/time slot. If the Organiser accepts the proposed event date/time slot, the Sales Associate shall send the Organiser a **Date/Time Slot Reservation Confirmation**. The **Date/Time Slot Reservation Confirmation** shall be sent by e-mail.

Vatroslav Lisinski Concert Hall publishes available dates/time slots twice a year. The available dates/time slots for the period from January through June of the following year are published in March of the current year and the available dates/time slots for the period from September through December of the following year are published in October of the current year.

3. Conclusion of Contract – Valid Reservation

The **30-day period for signing the Contract on the Use of Vatroslav Lisinski Concert Hall Premises and Services** begins on the date the Date/Time Slot Reservation Confirmation is sent.

If the contract is not signed within the stipulated period:

- the proposed date/time slot shall be cancelled
- Vatroslav Lisinski Concert Hall may make it available to other organisers

The Sales Associate – Box Office Manager **may not release tickets for sale without a signed contract**.

An original copy of the contract must be submitted. In urgent cases, or if the Organiser is unable to submit the contract immediately, the signed contract may first be sent via e-mail and an original copy subsequently delivered to Vatroslav Lisinski Concert Hall by regular post or in person.

Vatroslav Lisinski Concert Hall reserves the right to extend the deadline for signing the contract upon the Organiser's official reasoned request in justified situations.

The following shall be responsible for the contract conclusion process:

- Marketing, Communications and Sales Department
- Legal Affairs, Human Resources and Procurement Department
- Organiser

4. Communication and Special Notes

Official communication between Vatroslav Lisinski Concert Hall and the Organiser shall take place via e-mail. The date the e-mail is sent shall be deemed to be the relevant date.

In justified situations, Vatroslav Lisinski Concert Hall may approve deviations from the prescribed deadlines.

Vatroslav Lisinski Concert Hall reserves the right to reject a programme or propose another date/time slot in accordance with its programme and business priorities.

III

This Procedure shall enter into force on the date of its adoption and shall apply to all requests for the organisation of events received after its entry into force.

General Manager
Nina Čalopek