



MESTNA OBČINA KOPER
COMUNE CITTÀ DI CAPODISTRIA

Turistična organizacija Koper
Organizzazione turistica di Capodistria

APPLICATION FORM FOR THE USE OF THE TAVERNA, KOPER

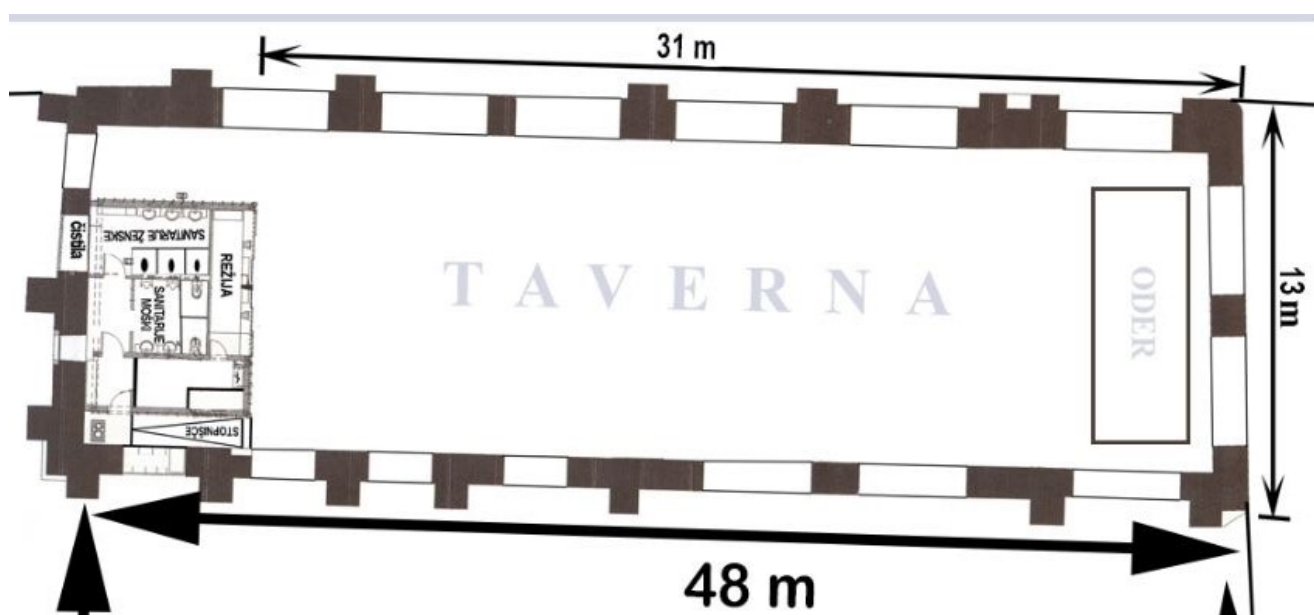
USER:

Name:		Registration number:	
Address:		Tax number:	
		Contact person:	
Postcode:		Mobile phone:	
Person in charge:		E-mail:	

1.	Purpose of use (circle):	a) SHOW/PERFORMANCE (concert, cultural program, movie night, etc.) b) EVENT (presentation, round table, etc.) c) OTHER: _____ (specify)		
2.	Title of the event:			
3.	Date and time of use:	a) on: __. __. 2018; from __. __ to __. __ (e.g. 17.30 – 20.30) b) from __. __. 2018 to __. __. 2018, a total of _____ days, as follows: 1) __. __. 2018 - from __. __ to __. __ (e.g. 17.30 – 20.30) 2) __. __. 2018 - from __. __ to __. __ (e.g. 17.30 – 20.30) 3) __. __. 2018 - from __. __ to __. __ (e.g. 17.30 – 20.30) 4) __. __. 2018 - from __. __ to __. __ (e.g. 17.30 – 20.30)		
4.	Objects of use (to be indicated below):	YES	NO	Notes
	Stage			Size: _____ m ² (current size 50m ²)
	Sound system			Estimated time of the technician's work: _____ h
	Lightning			Estimated time of the technician's work: _____ h
	Projection screen and projector			The use is possible only in the evening hours.
	Chairs			Number of chairs: _____ (max 200 chairs)
	Changing room			Use of the central space of the Taverna.
	Toilet (women, men, disabled)			Estimated time: from _____ to _____
	Electrical panel			Number of connections: _____
	Water connection			
Stands			Number of stands: _____	

5.	Estimated number of visitors:	_____ visitors
6.	Program: (including the time needed to preparations, the execution of the event and cleaning of all used spaces)	(Example: preparation 10:00 – 12:00, event program 12:00 – 14:00, cleaning 14:00 – 16:00)

7. Equipment arrangement in the building (dustbins, gastronomic offer, security fences, tables, benches, stands, etc.):



8. Statement:

I, the undersigned _____, declare to be the organiser of the event and I confirm to be aware of the price list and the rules of use of the Taverna. I guarantee that in case of use of the above listed spaces, we will make good use of them, we will provide the cleaning of the spaces and that we will be responsible for any damage on the building, its parts and for damage to third parties. I am aware that the completed application form for the use of the Taverna does not function as the permission for its use.

SIGNATURE and STAMP: _____

MANDATORY ATTACHMENTS:

- official order form for the use of the Taverna (obligatory for the release of the permission),
- security plan if requested by the law (specify the number of security service agents and their position),
- official order form or written agreement by the company Marjetica Koper d.o.o. for the final cleaning after the event.