

**PRICE LIST for the Use and Rental of the St. Francis Assisi Protocol  
and Event Hall in Koper**

| <b>Content:</b>   | <b>EUR<br/>(including<br/>VAT)</b> |
|---|------------------------------------|
| User fee for the use of the hall for various events*<br>(Up to 6 hours, including execution/preparation/cleaning for a particular event) <b>(1)</b>   | 350.00 €                           |
| User fee for the use of the hall for the execution of a wedding ceremony*<br>(Up to 2 hours for each wedding ceremony)  | 150.00 €                           |
| User fee for the use of the hall for up to 2 hours*   | 150.00 €                           |
| User fee for the use of the hall for exhibitions<br>(Up to 7 days, the user fee only includes the costs for the use of the hall, sanitary facilities and available equipment for event organization and does not include the costs for the person on duty, cleaning, technology, security guard, etc., which are calculated on the basis of the actual scope of services) | 350.00 €                           |
| User fee for the use of the hall for the execution of <b>4</b> events per calendar year*<br>(Up to 6 hours, including execution/preparation/cleaning for each event) <b>(1)</b>   | 1,200.00 €                         |
| User fee for the use of the hall for the execution of <b>8</b> events per calendar year*<br>(Up to 6 hours, including the execution /preparation/cleaning for a particular event) <b>(1)</b>  | 2,000.00 €                         |

| <b>Additional content:</b>   | <b>EUR<br/>(including<br/>VAT)</b> |
|--|------------------------------------|
| User fee or the use of the hall – each additional hour   | 60.00 €                            |
| Costs for person on duty per hour  | 15.00 €                            |
| Costs for one technician per hour  | 25.00 €                            |
| Costs of the organization and implementation of wardrobe services (up to 4 hours) – one person | 60.00 €                            |

| <b>Ticket for a guided tour of the hall:</b> | <b>EUR (EUR<br/>(including<br/>VAT)</b> |
|--|---|
| Adults                                       | 2.00 €                                  |
| Seniors, students                            | 1.50 €                                  |
| Children and groups (10 people or more)      | 1.00 €                                  |

- (1)** Instead of covering the fixed charges (which include all the services covered by the regular rental price of the hall) from the above price list, the user can choose to cover user fees for variable costs as follows:
- *A minimum amount of € 2.50 (excluding VAT) per person for an actually sold ticket or a donated ticket if its price is less than 10 EUR (excluding VAT) or*

- 25% of the ticket price (excluding VAT) per person for an actually sold ticket or a donated ticket if its price is higher than 10 EUR (excluding VAT)

Each user of the hall can order additional services, namely the implementation of ticket sales for each event at the expense of the user. Ticket sales are carried out in the TIC Koper tourist information centre (Praetorian Palace) during working hours.

The cost of carrying out ticket sales for the user of the hall is:

- 5% of every ticket sold without VAT or a maximum of € 0.50 excluding VAT per ticket sold if the user decides to its use own tickets or
- 10% of the value of each ticket sold without VAT or a maximum of € 1.00 (excluding VAT) if the tickets are provided by the hall administrator

The ticket sales service is regulated by a special agreement between the user and the hall administrator.

\*The user fee for renting the hall includes:

- The presence of a person on duty (1 person) throughout the period of execution and preparation for the event/wedding ceremony,
- Cleaning after the event/wedding ceremony;
- One security guard (up to 3 hours during the execution of the event) → if necessary, each additional hour of protection by an additional security guard is paid by the hall user directly to the security company\*\*,
- The use and cleaning of toilet facilities and the provision of sanitary materials;
- One technician (up to 4 hours for the preparation and execution of the event) → each additional hour of the technician's work is charged additionally, as is the presence of additional technicians\*\*,
- The usage of available event and technical equipment,
- Basic venue preparation/cleaning (up to 4 hours for the preparation and cleaning of the venue) → each subsequent hour is charged extra according to the price list (cost for the person on duty),
- The cost of electricity, water and other operating costs

\*\*The number of technicians/security/persons on duty for each event/wedding ceremony depends on the content of the event/wedding ceremony and is determined prior to the reservation confirmation.

Users that plan on using the hall more than 8 times per calendar year may agree on other terms and conditions for hall usage with the hall administrator. The latter is regulated by a special agreement on hall usage.

The user is authorized to use the hall on the basis of a completed application form to book the hall and a delivered order form or signed contract for services related to the use of the hall.