

Regulations for the provision of services of the Pacóttowo Palace Complex

These regulations specify the conditions for the provision of rental services; the facility does not provide hotel, catering, equestrian center, beauty and massage services.

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The version of these regulations drawn up in Polish is legally binding, other language versions are for information purposes only.

1. Exclusive rental of the facility

These rules apply to the rental of the facility as part of the following offers: **Individual stays, Business offer and Weddings and special events.**

Rental conditions

We rent the facility exclusively for individual and group stays (including weddings, special occasions and business events). Exclusivity means that we will not rent other parts of the facility to other people at the same time. The buildings and infrastructure covered by the lease are each time individually specified in the rental terms and conditions due to the possibility of their temporary exclusion from operation. Rental means that the Tenant may stay in the building/buildings or in a specific area at the agreed time. Any other arrangements must be included in the rental terms to be valid.

The minimum rental period is 1 day. The maximum rental period is one month.

The stay period is from 2:00 p.m. to 12:00 p.m. It is possible to postpone the start and end time of the rental while maintaining the length of the stay, i.e. 22 hours.

The halls and rooms in the palace are air-conditioned.

Smoking is strictly prohibited in the buildings (including electronic cigarettes). The buildings are covered by a fire protection system monitored by the State Fire Service - triggering an alarm results in the arrival of the State Fire Service unit. Triggering an unjustified alarm will result in charging the Tenant with the related fee.

The palace and the surrounding park are entered in the register of monuments.

The prices presented in price lists or offers do not include the rental of swimming pools and baths and other services (e.g. meals), unless this is clearly specified in the price list or offer. The bathhouse and swimming pools are available for a fee, upon prior arrangement at least 5 weeks in advance.

If you are interested in additional services, please inquire about their availability in advance.

In each case, Pałac Pacóftowo Sp. z o. o. is only responsible for the rental of buildings and infrastructure and is not the organizer of the stay/celebration.

The organizer of the stay/celebration (Tenant) is obliged to complete all formalities, including compliance with sanitary regulations and obtain all consents/permits necessary to organize the stay/celebration.

If the rental period is exceeded (i.e. the Tenant, his guests, cooperating companies, etc. remain on the premises) after the end of the agreed rental period, the Tenant is obliged to pay the Landlord on site 1/22 of the total rental price (gross) - in accordance with basic price list, for each commenced hour exceeded.

If the agreed number of people staying on the leased premises is exceeded, the Landlord has the right at its discretion:

- terminate the lease with immediate effect, without refunding the paid price to the Tenant and without refunding any costs to the Tenant and entities cooperating with him. The Tenant and persons staying on the Landlord's premises are obliged to immediately leave the Landlord's property and take all their belongings (including garbage, waste, etc.) or
- demand from the Tenant an immediate additional payment to the price taking into account the increased number of people staying in the premises of the leased property.

If it is necessary to meet additional sanitary and epidemiological requirements, we reserve the right to charge additional fees.

The deposit will cover any damage, the cost of disposal of waste left by the tenant, guests and service companies, as well as fees related to exceeding the rental period or the agreed number of guests. If the value of damages, fees and the cost of waste disposal exceeds the amount of the deposit, the Tenant is obliged to pay Pałac Pacóttowo Sp. z o. o. difference within 3 days of receiving such information.

The deposit is refunded within 7 days of the end of the rental. The deposit does not bear interest.

The tenant is liable for any damage caused to the property of Pałac Pacóttowo Sp. z o. o. in the time from: making the subject of the lease available to the persons indicated by the Tenant, until leaving the property of Pałac Pacóttowo Sp. z o. o. by the Tenant and persons invited by him and persons/entities handling the stay/event, caused by persons other than the employees of the Landlord (including, among others, by themselves, invited persons, persons/entities operating the event and by unidentified persons).

We do not cancel reservations - we leave the property at your disposal on the agreed date in accordance with the rental agreement.

The price of our rental service includes 23% VAT. Please report the need to issue an invoice or receipt with your Tax Identification Number (NIP) before making the payment. If no notification is received, we provide a fiscal receipt.

We only accept payment by bank transfer.

Validity of submitted by Pałac Pacóttowo Sp. z o. o. offers are 7 days from the date of their sending, unless a different deadline is indicated in the content of the offer. The offer is not a confirmation of acceptance of the reservation, nor is it a reservation of a date.

Rules for accepting reservations

We confirm acceptance of the reservation after agreeing the rental terms with you (the agreement takes the form of a written summary of all arrangements and your expectations, hereinafter referred to as the "Agreement") and payment of the full price together with a refundable deposit in the amount specified in the price list.

We do not make preliminary reservations. The reservation of the date is our written confirmation of acceptance of the reservation.

If you are interested in reserving the facility in subsequent years (not included in the price list), we will offer you additional individual arrangements.

Services accompanying the lease organized by entities employed by the tenant

During the lease, the Pacóttowo Palace Complex may provide services from companies employed by the Tenant related to catering and event/stay service, provided that they are included in the Agreement:

- details of the organization of these services (their nature, duration, etc.),
- contact details of the service provider (name, telephone number, e-mail address).

The tenant is obliged to:

- familiarize the entities he employs with these Regulations and is responsible for their compliance with them,
- indicate all persons and companies providing services for him, if they are to have access to the infrastructure of Pałac Pacóttowo Sp. z o. o. before the rental start date.

In no case will Pałac Pacóttowo Sp. z o. o. is not responsible for the provision of services by companies employed by the Tenant, does not mediate or is responsible for settlements with the Tenant and/or entities employed by him.

Determining the principles of cooperation between the Landlord and the company that the Tenant intends to choose to organize catering and waiter service may require a meeting with this company in Pacóttowo, before signing the Agreement. We reserve the right to refuse cooperation with the indicated company.

Before the end of the rental period, all waste is obliged, jointly and severally with the Tenant, to be removed at its own expense by the company that introduced it to the Pacóttowo Palace Complex.

2. Renting a facility for a photo session

These rules apply to the rental of the facility as part of the **Photo session** offer.

Rental conditions

The session takes place inside (common rooms, selected apartment) and/or outside the palace - at the Tenant's discretion.

It is possible to postpone the session due to weather conditions - no later than 3 hours before the agreed date and, depending on the availability of another date indicated by the Tenant.

The session fee is charged for each commenced hour of rental. We issue a receipt or invoice (please report the need to issue an invoice and the details no later than before payment). We only accept payment by bank transfer.

The Renter is obliged to provide who will perform the session, how many people will be there, the Photographer's contact details and inform the Photographer about our rules:

- The Photographer is entitled to additional time to set up and collect the equipment, i.e. 30 minutes (15 minutes before and 15 minutes after the session) - this time is free of charge. If the session requires longer preparation (equipment, etc.), an appropriately longer rental period should be agreed.
- Photos and video material taken with us during the session and used by the Photographer in the portfolio and other professional (but not commercial) purposes must have our logo, and the captions under the photos/videos (if any) also state that they were taken in the Pacóttowo Palace Complex. If necessary, please contact us to provide your logo.
- To use photos/videos for commercial purposes, including: advertising, promotional or information purposes, you must obtain our written consent and pay an individually agreed fee.
- Photos/video for the bride and groom for non-commercial use do not have to contain our logo or information about where they were taken.

The tenant is obliged to call 601-502-272 in the morning on the day of the session and confirm or possibly change its date.

Booking a session date means that no other session will be held on the same date (hours on a given day). However, this is not an exclusive rental of the facility and it may happen that the facility will be rented by someone else for

that day. Exclusive rental takes priority over rental for a photo session. In such a case, we will offer you a change of date or refund the received payment, but we will not refund any fees or costs related to the planned session. We receive binding information about the receipt or lack of a reservation for an exclusive rental for a given date 2 days in advance. Then we contact you and provide information.

To ensure a guaranteed date, we offer exclusive rental of the palace. The minimum stay is one day.

Rules for accepting reservations

We confirm acceptance of your session reservation after agreeing the terms in writing with you and paying the full price.

We confirm acceptance of the reservation after agreeing the rental terms with you (the agreement takes the form of a written summary of all arrangements and your expectations, hereinafter referred to as the "Agreement") and payment of the full price specified in the price list.

3. Payment details

Pałac Pacóftowo Sp. z o.o.

Al. Jana Pawła II nr 11, 00-828 Warszawa, Poland

TIN: 5272804502

Bank BGŻ BNP Paribas S.A.

Account No.: **37 1600 1462 1839 8211 6000 0003**

Bank Swift Number (BIC): PPABPLPK

IBAN: PL37 1600 1462 1839 8211 6000 0003

Please note, if you wish to receive an invoice, including an invoice with your Tax Identification Number, you must declare this before making payment and provide the details!