

The Conditions for the Usage of the Diocletian's Palace Substructures **Event Organization**

As managers of the Diocletian's Palace Substructure which is inscribed in the World's Cultural Heritage List (UNESCO) and whose preservation and protection we are entrusted with by the City of Split, we hereby provide the conditions and instructions drafted by our expert staff, archaeologists, historians and restorers. These instructions and information are needed in order to enable quality and suitable usage of the Diocletian's Palace Substructures, without disturbing basic protection and preservation principles, and they are as follows:

The area cannot be privatized for any events being held in the Diocletian's Palace Substructure. The area is always open for visitors during working hours and the visitors can move freely in all premises.

If the event is held outside the working hours of the Diocletian's Palace Substructures, a corresponding fee for overtime work of the employees engaged by the Split City Museum (receptionists, museum workers, cleaning staff, security staff) and real material expenses (expenses which occur during manifestation – electricity and similar) shall be paid.

The organization of the premise which is used for the event organization has to be set in a manner that nothing is moved, placed, leaned against, nailed or similar to the pylons or walls. Everything has to be free-standing.

Nails, electrical installations and similar must not be hung. Hanging can be done using free-standing support only. The use of open flame or food heating devices is not allowed.

If the food is being served, it has to be precooked and prepared as food thermal processing, regardless the methods, is not allowed in the Substructures. The use of squid ink is not allowed in any form.

Communications or passages have to be unobstructed for large number of visitors to pass. Stone artefacts must not be used as support of any kind.

Substructure spotlights are to be used to lighten the Substructure, not the event. For this purpose, the Organizer shall bring other reflectors and spotlights, making sure the existing capacity is not overloaded which might lead to a short circuit in the electrical installations.

When preparing and holding an event, it is necessary to listen to the Museum staff and to act in accordance with their instructions.

Museum information boards must not be moved without prior approval provided by the Museum employees.

The music played during the event must not disturb regular visitors and damage the cultural good due to its intensity.

If the used premises are physically damaged, the Organizer is obliged to settle the repair expenses in order to return the premise to its original condition. The repair shall be implemented by a licenced company or a person authorized by Split City Museum

The Organizer is obliged to equip the premise in accordance with the instructions and orders provided by the experts from the Split City Museum. The Organizer shall comply with all the instructions during event realization and implementation.

The Organizer is hereby especially warned of the possibility of sudden flooding of the Diocletian's Palace Substructures, including the premises intended for events, during strong thunderstorms. If such situation occurs, the Organizer is obliged to comply with the museum experts' instructions. If sudden flood of the premises intended for the event occurs, the Split City Museum shall not bear any responsibility and is not obliged to settle the potential damage caused to the premise user.

The Organizer is obliged to implement all necessary measures with the purpose of protecting and ensuring the safety of the items (equipment and personal items) that are to be used as requisites or equipment in the above defined area. Furthermore, the Split City Museum shall not bear any responsibility for such items.

A contracted event is organized and implemented in a manner that its appearance and offer does not endanger the Diocletian's Palace Substructures or museum visitors to the Diocletian's Palace Substructures.

Everything stated above has the purpose of regular usage of premises like Diocletian's Substructures which are listed on the UNESCO's World Heritage List and which might be used for different events in accordance with the above stated conditions.

Split City Museum Director
Branka Brekalo