

Terms and Conditions for hosts of a "Kulturnacht" event

Version of the 24.02.2015 based on the decisions of the Kulturnacht-Beirat of 24.02.2015

Updated and adjusted on 21.04.2021 "Covid-19-version"

1. Hosts of a "Kulturnacht" event

1.1 The "Kulturnacht" is a **platform for the cultural scene of the cities Ulm and Neu-Ulm.**

- Artists of Ulm and Neu-Ulm (whose place of residence or artistic field of activity is predominantly located there)
- Cultural institutions of the cities Ulm and Neu-Ulm
- Institutions of the cities Ulm and Neu-Ulm, which are offering a regular cultural programme throughout the year are allowed to participate.

You can get an overview of suitable artists for your location under www.kultur-in-ulm.de or www.kultur-in-neu-ulm.de.

1.2 Contractual partners of the Kulturnacht Ulm/Neu-Ulm GbR are the persons or institutions that have registered on the internet using the form provided and have made the application.

Special covid-clause

People, who applied the event, **act as the responsible host** and enter into the following obligations under the "**Corona-Verordnung des Landes Baden-Württemberg**", the "**Bayrische Infektionsschutzmaßnahmenverordnung**" and the "**Infektionsschutzgesetz**":

- They have to check by themselves whether the planned events are permitted according to the relevant regulations and, if necessary, obtain the necessary permits by themselves
- Take the further development of the pandemic in account of the conception and take the necessary measures and precautions (e.g. contact data collection, inspection of a certificate of a negative corona test, inspection of a proof of a vaccination, ...) to ensure a "corona-suitable" event
- They must draw up a written hygiene concept and submit it to the Kulturnacht office (City of Ulm, cultural department) for information (Please regard dates and deadlines)

Important information!

According to the "Infektionsschutzgesetz", anyone who violates the respective regulations (Failure to comply with distance rules or the obligation to wear masks, no hygiene concept, exceeding the maximum permissible audience) may be subject a fine.

Hosts should make visitors aware of the hygiene rules required on site and ask the visitors for cooperation und compliance with them, in addition to the protective measures taken.

If guests do not comply with the regulations, you can exercise your householder's rights.

The protection of the fellow human beings, the performing artist or their staff has top priority.

Please take the infection protection measures very, very seriously.

With the "Kulturnacht" we want to show that cultural professionals, event houses, hosts and their teams are aware of their responsibilities and that it is possible to realise cultural events "corona-suitable".

The "Kulturnacht" should definitely not be a Corona multispreader-event!

1.3 If you have registered an event, **you act as the responsible host** and enter, among other things, into the following **commitments**:

- You should be able to give us information about the actual state of affairs at any time during the planning phase.
- Room reservations and arrangements are your responsibility.
- You design your own programme and take care of the logistics on site.
- You commit to actively promote the "Kulturnacht" using the official "Kulturnacht"-logo. (e.g. online, on social media, ...)
- A box office must be set up at the entrance and the entrance must be checked.
- You have to inquire about the legal terms and comply with them (e.g. protection of minors, dispensing regulations, conditions for the use of public spaces, event security fire protection, ...)
- Get appropriate permits (permit of the selling of drinks, ...)
- Ensure insurance coverage for the event.
- Observe the mentioned dates and deadlines and obtain the missing information independently from the office of the "Kulturnacht Ulm/ Neu-Ulm GbR" (Cultural Department, City of Ulm)
- If necessary: Pay the artists' social security contribution (*Künstlersozialabgabe*)
- Give information about the use of music, which you have to pay GEMA-fees for.

The registration at the GEMA is realised centrally by the "Kulturnacht Ulm/Neu-Ulm GbR". If you are a host, please state all times, if you have GEMA-obligated music in your programme or not.

- **Live music**

If live music was part of your event, please hand in the filled form "Musikfolgebogen für eine Einzelveranstaltung" after the "Kulturnacht". You can download it on our website.

- **Music recordings**

If music recordings were part of your event, you do not have to hand in the form, but you have to state this in your application

2. Aims of the "Kulturnacht"

2.1 The main aim of the "Kulturnacht" is to provide predominantly **live-programme**. Therefore, your programme should include as much live performances as possible. Form and duration of the live-programme, including several short blocks, are relevant for the expense allowance you get after the "Kulturnacht".

2.2 Programmes in times of Covid-19

Because of covid-19, the several blocks of programme should be explicit shorter (30 minutes), to minimize the risk of infection (especially in confined spaces).

Design several time slots for a changing audience and give many "Kulturnacht"-guests the chance to experience your programme.

Use the breaks between the programme slots to implement disinfection measures.

2.3 The idea of the "Kulturnacht" is that the art scene of Ulm and Neu-Ulm presents itself to the public in all its facets. Your event should therefore be an outstanding **example of your artistic activities**.

2.4 At the same time, the "Kulturnacht" is designed to **enable artistic experiments in unusual places** and to enter into **interdisciplinary** or **intercultural collaborations**. Do not be afraid of trying new ideas and proactively approach other cultural activists.

Culture unites, stands for openness, tolerance and diversity!

3. Times of programme

3.1 The aim is, to offer a programme that is as consistent as possible in the **core time from 7 pm to 1 am**. Your event should **not be less than 3 hours**.

3.2 If you offer a **children's programme in the afternoon**, please do **not start before 3 pm**. At the same day, the children's and youth runs of the "Einstein Marathon" usually takes place until 3 pm.

3.3 Please note: The time of programme is the **period in which you show an artistic offer** for the "Kulturnacht" and is not the same as the general opening hours of your institution. (Especially relevant for cafes and museums). The length of the programme is relevant for the expense allowance.

3.4 In the interest of the constantly changing audience, it makes sense to organize the **programme as long as possible** with several **short blocks** and as **few short breaks** as possible. This is the only way for visitors to shuttle between the different places without having any time pressure.

Example:

Live-acts of about 20 minutes are repeated regularly through the evening, the breaks are no longer than 10-15 minutes, but should always be proportionate to the duration of the performance.

4. Use of public spaces and selling of drinks

4.1 If you are planning to organize an event on a public space, please inform the organising team at the Cultural department of the city of Ulm.

You also must apply for a special permit for the use of public spaces.

A public space is every space beyond buildings and posted properties, so e.g. also the sidewalk. If you want to use a public space for your event, you have to file an application.

For questions about the application in the city area of Ulm, you can call the "Bürgerdienste" of the city of Ulm (Phone: +49 731 - 161 3212).

For questions about the application in the city area of Neu-Ulm, you can call the "Dezernat 1/ Abteilung Sicherheit und Ordnung" (Phone: +49 731 - 7050 7100)

4.2 For the sale of alcoholic drinks at your "Kulturnacht" event, you also need a permission. If you already have an alcohol licence ("Ausschankgenehmigung") or serve the alcohol free of charge, you do not need this permission.

To file an application in the city area of Ulm, please contact the "Bürgerdienste" of the city of Ulm (Phone: 0731- 161 3217)

To file an application in the city area of Neu-Ulm, please contact the "Dezernat 1/ Abteilung Sicherheit und Ordnung" (Phone: 0731 - 7050 7100)

4.3 If people can get access after 10 pm and if alcoholic drinks are sold, the host undertakes to observe the regulations of the Protection of Minors ("*Jugendschutzgesetz*"). Please inform yourself in advance.

5. Finances

5.1 The "Kulturnacht" is financed by sponsorship funds, by the income of ad sales and by admission revenues.

5.2 The proceeds from the sale of the wristbands ((presale), box office at the "Münsterplatz" and the box offices at every venue) are collected and after the deduction of costs, distributed as expense allowance (according to a certain distribution key resulting from the application)

5.3 In addition to the efforts of the staff of the Cultural Department of the city of Ulm, this event is enabled through the commitment of all **artists**, the **actors** at the venues and the volunteer workers of the **"Kulturnacht-Beirat"**.

The "Kulturnacht" is not an event, which you can make big financial profits. However, it offers access to a new audience and establishes contact to new cooperation partners.

Please only participate, if you are aware that, if you organise an event at the "Kulturnacht", you will be investing a lot of time and effort, have lots of fun, but you will not get rich.

5.4 The hosts finance their events (including honoraria, techniques, material, fees, duties, etc.) **from own resources.**

6. Access control/ Wristband-sale at the venues

6.1 The **wristband**, which **must be worn firmly around the wrist** and is **not transferable**, is the ticket for the "Kulturnacht Ulm/Neu-Ulm".

Hosts agree to make sure that visitors do not carry the wristband loosely with them.

The wristband entitles people to enter all venues, which are part of the "Kulturnacht". The use of buses/ trains and trams that run in "Waben 10/ 20" is free of charge during the "Kulturnacht".

6.2 The host shall indicate the required amount of wristbands in the form provided for this purpose. The office of the "Kulturnacht Ulm/Neu-Ulm GbR" (Cultural Department, city of Ulm) sends the wristbands to the hosts by post. A signature of the host on the delivery note confirms the receipt of the wristbands. A scan/photo of it must be sent to the Cultural Department.

Please make sure to pick up enough wristbands. In case you run out, you will be able to get more wristbands at the central box office at "Münsterplatz".

6.3 The host agrees to run a box office at the entry of the venue **throughout the event (including the breaks) and make sure that there is enough staff**. Hosts also agree to sell the wristbands in the name and for the account of the "Kulturnacht Ulm/Neu-Ulm GbR" and **to check the entry of their venue**. (Every visitor has to wear a wristband).

Every sold wristband contributes to the fact that hosts of the "Kulturnacht" can get part of their costs refunded by paying out a financial expense allowance. In addition, the sale of the wristbands forms the basis to fund the next "Kulturnacht" and secures the future of the project.

6.4 The host will be selling wristbands at regular and reduced prices. The admission for children and carers of handicapped visitors is free, so they receive a wristband free of charge.

6.5

The regular ticket price is 10 €.

The discounted ticket price is 8 €

The following groups of people receive discounts at every box office:

- Disabled persons with a degree of disability of 50% on presentation of a valid ID
- Students and apprentices ("FSJ", "Bundesfreiwilligendienst") with valid ID

- Unemployed visitors
(Persons who draw unemployment benefits "ALG I" or "ALG II" with valid ID)
e.g. "Lobby-Card"

Free admission at every box office:

The following groups of people receive free admission:

- Children aged 12 or younger accompanied by persons having parental authority
(Parents pay the regular ticket price)
- Carers of disabled visitors will receive a free ticket, if the disabled visitor carries a valid disability card/ ID
- Hosts of the "Kulturnacht" get free admission to other venues by showing their host ID. (Every host gets two of them)

6.6. 1 € of every sold wristband benefits the cultural project funding of both cities.

6.7. The host agrees that the organisation team will randomly check if the box offices are manned and visitors are wearing wristbands. **Hosts only negligently checking or failing to check, if visitors are wearing wristbands, will lose entitlement to receive payment.** In case of major violations of the "Kulturnacht" terms and conditions, the host may not be allowed to host an event at the following "Kulturnacht".

6.8. The host undertakes to hand in the

- **Remaining wristbands**
- **Delivery note**
- **Filled and signed form "Musikfolge für eine Einzelveranstaltung"** (if the event included live music performances)
to the Cultural Department of the city of Ulm and transfers **all the proceeds from the sale of the wristbands** after receiving an invoice.

7. Expense allowance

7.1 We are trying to support every host of a "Kulturnacht" event financially; however, the payment depends on the Kulturnacht budget of the current year.

7.2. The host is not entitled to an expense allowance. It is only possible if the entrance fees and sponsorship fees exceed the expenditure of the central organisation.

The office of the "Kulturnacht Ulm/Neu-Ulm GbR", the Cultural Department of the city of Ulm undertakes to keep the expenses in an appropriate framework.

A possible surplus can also be used to finance the next "Kulturnacht".

7.3. The **amount of the expense allowance** is determined by the amount of the revenues of the "Kulturnacht". We will provide the expected payout for your project when you register. However, this amount is only an estimate based on the conditions of the previous year, so it cannot be guaranteed.

7.4 The **amount of the expense allowance** is determined by a points system, which incorporates the following criteria:

- Are creatives from Ulm/Neu-Ulm part of your event?
- Is the venue a cultural institution in Ulm/Neu-Ulm or a venue that offers cultural events throughout the year and on a regular basis?
- What are your opening hours at the "Kulturnacht"? (the time you need to make sure, visitors are wearing wristbands - especially cafés/bars are asked to make sure this is covered)

- Does your event include live performances and how long do the performances last?

7.5. In order for us to be able to pay all the expense allowance promptly, the organisation team of the Cultural Department of the city of Ulm sets a deadline for handing in the remaining wristbands and the filled backside of the delivery note. (Usually two weeks after the event)

Hosts failing to hand in their statement by the deadline will not receive any payment. Please also refer to dates and deadlines.

7.6. We rate all wristbands not returned to us as sold. Unless these are expressly listed as free wristbands for a personal assistance and support of a disabled person in the settlement.

8. Legal information on data storage

8.1. The host agrees to the storage and processing of the data provided for the purposes of the "Kulturnacht Ulm/Neu-Ulm"

8.2. With the entry of the data, the host declares that he/she has the rights to the texts and images in the question. These are expressly made available free of charge for the purposes of the "Kulturnacht Ulm/Neu-Ulm". (Programme, Internet, Public Relations/Press)

8.3. The organising team of the Cultural Department of the city of Ulm reserves the right to revise entered programme texts editorially and to adapt photos for the format of the publication. (Changes to the aspect ratio are possible).