

## House Rules

### 1. Usage Purpose

- Europe House, situated in the heart of Sarajevo within the Eternal Flame building, is managed by an EU funded project.
- It welcomes individuals, organisations and institutions seeking a venue for conferences, debates, art exhibitions, book presentations, workshops, smaller musical performances, and other public events.
- Priority is afforded to EU MS, EUNIC, DEI and EU-funded projects and initiatives, though events may not necessarily be funded by the European Union, as long as they are in accordance with EU values and initiatives.
- Europe House does not provide space for closed events such as meetings, internal training workshops, or courses.
- The Europe House premises are designed to be inclusive and accessible for individuals with disabilities.

### 2. Available Spaces



- 1. **UNITY ROOM (120m<sup>2</sup>):** A multipurpose conference room with up to 80 chairs, microphones, loudspeakers, Hi-Res video projector with media player, large-format 4K TV with laptop and simultaneous interpretation equipment for 30 persons.
- 2. **INSPIRATION ROOM (82m<sup>2</sup>):** A high-ceiling art gallery space for exhibitions and smaller musical performances, with a professional picture hanging system.
- 3. **CREATION ROOM (62m<sup>2</sup>):** Suitable for creative workshops and smaller conferences, equipped with 20 chairs, 5 tables and a Hi-Res video projector with laptop computer.

## 2. Booking Requirements

- All booking requests must be submitted through the provided online application available at [www.europehouse.ba](http://www.europehouse.ba) form at least 10 working days in advance of the event.
- Confirmation by Europe House staff is required to formally book the space. Bookings are on a first-come, first-served basis.
- Events of over 4 hours or outside of regular opening hours (Monday-Friday, 09-17h) may be approved only in exceptional circumstances.

## 3. Costs

- Use of space, standard security, and cleaning are provided free of charge.
- Event organisers must manage and cover catering services, though recommendations in this regard are available.
- If the nature of the event requires expert audio and/or video technical support, the event organiser is responsible for covering the cost of an external technician (Europe House external support staff) for the event's preparation and implementation.
- Extraordinary cleaning and security services may be liable to additional charges.
- For events that foresee a larger number of guests and/or VIP invitees, ushers and additional support staff must be arranged by the event organiser.
- Renting of equipment not available at Europe House is at the expense of the event organiser.

## 4. Responsibility

- Unless the activity is officially organised in cooperation with the Europe House project, Europe House is not responsible for event organisation and communication. Organisers can publicly acknowledge only that the event is taking place at Europe House in Sarajevo.
- Organisers must provide to Europe House event photos, videos and attendance lists.
- Organisers are responsible for any damage to the premises, furniture and equipment that may occur during their activities.

## 5. Force Majeure

- Europe House reserves the right to reschedule or cancel events/activities in cases of *force majeure*.