

Translated from Bulgarian

ORDER
OF THE EXECUTIVE DIRECTOR OF
MILITARY CLUBS AND RECREATION CENTERS EXECUTIVE AGENCY

17.01.2019

No. 66

Sofia City

RE: Conditions, order and fees for using halls, summer garden and services in Lozenets residence, Sofia City, 70 Milin Kamak St.

On the grounds of art. 10, pt. 1 and pt. 14 of the Structural Rules of Military Clubs and Recreation Centers Executive Agency and art. 12, art. 13 and art. 14 of Regulation No. H-10/18.03.2011 for the organization and activity of military clubs and representative sites of the Ministry of Defense, I hereby

ORDER:

- I. I determine the following conditions and order for holding events in the halls of Lozenets residence:**
1. Representative events of the Ministry of Defense, the structures directly subordinated to the minister of defense and the Bulgarian Army, as well as receiving foreign delegations and guests determined by means of an act of the minister of defense shall be organized and held in Lozenets residence;
 2. Events for organized official initiatives of officials determined by means of an act of the minister of defense shall be held gratuitously in the halls of Lozenets residence;
 3. If there are no events applied for under pt. 1 and pt. 2, protocol events may be held in Lozenets residence by other establishments, organizations, physical and legal persons according to the order and fees determined by this order;
 4. The provision of Lozenets residence for holding events shall be performed on the basis of written application (*Attachment No. 1*) addressed to the Executive Director of Military Clubs and Recreation Centers Executive Agency, which application shall be accompanied by a list of the participants in the event, which list shall be updated as of the date of holding the event. The list shall contain: first, middle, and last name;
 5. On the basis of the application so submitted, an officer from the Representative Sites of the Ministry of Defense Department in the Ownership and Housing Stock Management Directorate shall prepare a written offer which, following its approval by the executive director of the agency, shall be sent to the applicant;

6. The fee for providing halls and services in Lozenets residence shall be paid in advance by the applicant, via bank, to the account specified in the offer, not later than 3 (three) business days before the event;
7. Every week, the head of the Representative Sites of the Ministry of Defense Department shall present a report to the Executive Director of Military Clubs and Recreation Centers Executive Agency regarding the events planned for the current and realized during the preceding period in Lozenets residence;
8. The persons responsible for the preparation of the events shall be obliged to ensure the protection of the used premises and property of Lozenets residence;
9. The persons responsible for the preparation of the events shall be obliged to ensure the cleaning of the premises used and their handover in the condition in which they were provided to them;
10. The persons responsible for the preparation of the events shall have the right of access to Lozenets residence not earlier than 3 (three) hours before the start of the respective event and shall be obliged to leave the residence at 24:00 hours at the latest;
11. The use of sound wiring systems in the territory of Lozenets residence shall be permitted subject to compliance with the legal provisions, the normative acts of Capital Municipality, and the Hygienic Norms No. 0-64 for allowable noise level limits in residential and public buildings and housing estates (State Gazette, issue 87 of 1972; amended and supplemented, issue 16 of 1975). Any musical sound generation shall mandatorily end at 20.30 hours;
12. The guests shall vacate the residence at 23.00 hours at the latest, except in cases of an application submitted for using additional time. Such time should be paid in advance in the amount of 600 leva, inclusive of VAT, for each additional full hour;
13. Tobacco smoking shall be prohibited in the halls and service premises of Lozenets residence;
14. Upon the occurrence of activities of significant national nature, the Agency reserves its right to cancel the use of Lozenets residence for the events under pt. 3 of this order.

II. I determine the following fees for holding events in the halls of Lozenets residence, as follows:

1. Fees for holding events in the halls and service premises of the residence:

No.	Description	Capacity / number of seats	Price incl. VAT in lv. up to 3 hours	Price incl. VAT in lv. up to 6 hours	Price incl. VAT in lv. over 6 hours
1.	Meeting hall	150	750	1500	1800
2.	Dining hall	30	350	700	1100
3.	Cocktail hall	150	1200	2400	3000
4.	Conference hall	100	500	1000	1600

5.	Library	30	350	700	1100
6.	Kitchen premise	300 m ²	-	250	350
7.	Summer garden	up to 150 people	-	2400	3600
		from 150 to 300 people	-	4200	4800
		over 300 people	-	4800	5400

Note No. 1: The holding of events in the halls of Lozenets residence up to 3 hours shall apply only and solely to seminars, training and presentations;

2. Package fees for holding events in the halls and summer garden of Lozenets residence:

No.	Description	Price incl. VAT in lv. up to 6 hours	Price incl. VAT in lv. over 6 hours
1.	Halls and summer garden	up to 150 people	7 200
		up to 300 people	8 400
		from 300 to 500 people	9 600
		over 500 people	12 000

In the case of an application received for holding events in Lozenets residence for more than 3 (three) consecutive days, the applicant shall use **15 %** discount per day from the above-indicated package fees, while in the case of an application for more than 7 (seven) consecutive days, the applicant shall use **30 %** discount per day from the above-indicated package fees.

III. I determine the following fees for using technical resources for sound wiring and multimedia in the halls and summer garden of Lozenets residence:

No.	Services	Unit prices incl. VAT (in leva)
1.	Multimedia	100
2.	Small screen measuring 180x150 cm	100
3.	Sound wiring of each of the halls: Cocktail hall, hall for 32 seats, hall for 12 seats, Conference hall, Library, summer garden.	100
4.	Discussion system with audio-recording capability	160
5.	Discussion microphone (price per day)	4
6.	Audio-recording (1 hour)	14
7.	Portable microphone (price per day)	14

IV. I determine the following fees for using equipment in the halls and summer garden of Lozenets residence:

1.	Cocktail tables, Ø-600 mm, height – 1180 mm	12
2.	Tablecloths for cocktail tables under pt. 1	8
3.	Folding cocktail table – 1800x750 mm, height 740 mm – rectangular	21
4.	Round catering table with folding legs measuring Ø 1800x740 mm	21

This order shall repeal order No. 527/30.04.2018 of the Executive Director of Military Clubs and Recreation Centers Executive Agency and shall come into force as of the date of its signature.

I assign the execution of the order to the head of the Representative Sites of the Ministry of Defense Department, to the officer in charge of Lozenets residence, and to the director of the Ownership and Housing Stock Management Directorate, and the control over its execution – to the chief secretary.

**EXECUTIVE DIRECTOR OF
MILITARY CLUBS AND
RECREATION CENTERS
EXECUTIVE AGENCY**

/signature-illegible/

VALERI STOYANOV

Seal of Military Clubs and Recreation Centers
Executive Agency

I, the undersigned Hristo Zahariev Hristov, do hereby certify that the foregoing translation from Bulgarian into English of the attached document, namely **Order**, is true and correct to the best of my knowledge. The translation consists of 4 (four) pages.

Sworn translator: Hristo Zahariev Hristov