

Translated from Bulgarian

Attachment No. 1  
To Order No. 1046/28.09.2020

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

**APPLICATION**

from .....  
address ..... postal code .....  
telephone: ..... e-mail: .....  
fax: ..... bulstat .....

**DEAR MR. EXECUTIVE DIRECTOR,**

I hereby state my wish, subject to your permission, to use on ..... (date) in Lozenets residence (underline what you wish):

- hall(s) .....
- summer garden YES, NO for the following number of people:
  - up to 150 people;
  - from 150 to 300 people;
  - over 300 people;
- kitchen premise.

for the following time (underline what you wish):

- up to 3 /three/ hours for the time from ..... to ..... hours;
- up to 6 /six/ hours for the time from ..... to ..... hours;
- over 6 /six/ hours for the time from ..... to ..... hours.

I wish to additionally use ..... hours.

***Note No. 1: The opening hours of Lozenets residence are from 9.00 a.m. to 11.00 p.m. The use of the residence after 11.00 p.m. is realized according to the time applied and paid for in advance in the amount of 600 leva, inclusive of VAT, for each additional full hour. The holding of events in Lozenets residence includes the time from the entry of the service personnel until its leaving.***

***Note No. 2: The use of the halls and/ or the garden of Lozenets residence after the planned and permitted time shall be confirmed in a bilaterally signed record by an employee of Representative Sites of the Ministry of Defense Department and the user and is in the amount of 600,00 (six hundred) levs, inclusive of VAT, for each started hour. The amount shall be paid within three days after execution of the record.***

**Note No. 3: Before the holding of a concert, you should present certified copies of the contracts for ceding the right for public performance of the works which will be performed. Upon non-presentation, you will be denied the provision of a venue to hold the event.**

**I wish to use multimedia equipment – YES/ NO:**

- multimedia – YES/ NO
- screen with size 180x150 cm (small) – YES/ NO;

**I wish to use sound wiring YES/ NO**

- sound wiring of hall and/ or summer garden – YES/ NO
- Powered speakers – portable (2 pcs) – YES/ NO;
- discussion system for audio-recording – YES/ NO;
- discussion microphone ..... pcs.
- audio-recording ..... hours
- portable microphone - YES/ NO ..... pcs.

**I wish to use catering equipment – YES, NO**

- Cocktail tables, Ø-600 mm/ 1180 mm - .....pcs
- Tablecloth (elastane: wine red) for cocktail table - .....pcs.
- Tablecloth (cotton and satin – colour: champagne) for cocktail table .....pcs.
- Ribbon (cotton and satin – colour: champagne) for cocktail table .....pcs.
- Rectangular catering table with folding legs 1800 x 750 mm x 740 mm .....pcs
- Tablecloth (elastane – colour: wine red) for rectangular catering table .....pcs.
- Round catering table Ø 180/ 740 mm .....pcs
- Tablecloth (cotton and satin – colour: champagne) for round catering table ....pcs
- Barrier column (set) ...pcs;

**Note: In the course of the use of Lozenets residence, the Agency does not assume a commitment for providing a cloakroom, service personnel, and the protection of the personal effects of the participants in the event.**

The nature of the event is: (in free form, please describe what the residence will be used for, kind, type of the event and the number of participants)

.....  
.....

Person responsible for preparation and organization of the event:

.....  
(name, family name, contact telephone)

Person responsible for ensuring the access regime

.....  
(name, family name, contact telephone)

The applicant declares that it is familiar with Order No. 1046/28.09.2020 of the Executive Director of Military Clubs and Recreation Centers Executive Agency regarding the conditions, order and fees for using halls, summer garden and services in Lozenets residence, and bears responsibility in the event of its non-fulfillment.

Date:

Respectfully,

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I, the undersigned Petia Markova, do hereby attest to the authenticity of the translation made by me from Bulgarian into English of the foregoing document. The translation consists of 3 pages.

Sworn translator: \_\_\_\_\_  
Petia Markova