

Translated from Bulgarian

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

28.09.2020

No. 1045

Sofia City

RE: Conditions, order and fees for using halls and services in the Central Military Club, Sofia City, 7 Tzar Osvoboditel blvd.

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 Central Military Club:

1. In the halls of the Central Military Club shall be held events gratuitously by means of an act of the Minister of Defense, as follows:
 - 1.1. For representative events of the Minister of Defense, the Deputy Ministers of Defense, the standing secretary of the defense, the head of the defense and the commander of the Joint command of the forces and the commanders of the types of armed forces and the Joint command of special operations;
 - 1.2. Organization and conducting formal initiatives and measures of the government agencies and institutions, carried out in pursuance of the government policy of the representatives of the supreme government institutions – the President of the Republic of Bulgaria, the Prime Minister, the Chairperson of the National Assembly;
 - 1.3. Organization of events in the military clubs of military – patriotic unions, non-government organizations operating in the area of security and defense, associations of military men, reservists, war veterans, war invalids and war victims established as legal entities for non-profit activity.
2. In the halls of the Central Military Club may be carried out gratuitously activities and initiatives intended for military men and civilian servants of the Ministry of Defense, the structures directly subordinated to the Minister of Defense and the Bulgarian army and Bulgarian citizens – military men and civilian servants in the composition of the multinational units or who occupy positions in the overseas representation of the Republic of Bulgaria, in international organization or in other international initiatives on the territory of Bulgaria and abroad such as celebrations of national holidays and important for the Bulgarian

army historical dates and events, round tables, forums, literary reading, history discussions, seminars, conferences and other in case of proposal by the heads of administrative units of the Ministry of Defense and the structures directly subordinated to the Ministers of Defense, as well as by initiative/ proposal of the commander of the Joint command of forces, the commanders of the armed forces, the commander of the Joint command of the special operations and of the commanders/ heads of military units of the Bulgarian army by decision of the executive director for which is submitted application in writing at the Military Clubs and Recreation Centers Executive Agency

3. In the halls of the Central Military Club may be carried out gratuitously hourly events by military men and civilian servants of the Ministry of Defense, the structures directly subordinated to the Minister of Defense and the Bulgarian army and Bulgarian citizens – military men and civilian servants in the composition of the multinational units or who occupy positions in the overseas representation of the Republic of Bulgaria, in international organizations or in other international initiatives on the territory of Bulgaria and abroad, who shall submit application form (Annex No. 1) to the Centre for Administrative Service of Citizens, for the attention of the executive director of the agency and original certificate from the place of work.
4. In the halls of the Central Military Club may be carried out gratuitously hourly events by government agencies, institutions, departments, organizations, natural persons and legal entities, which shall submit application form (Annex No. 1) to the Centre for Administrative Service of Citizens, for the attention of the executive director of the agency.
5. In Hall No. 1 shall be organized gratuitously activities by military – patriotic unions, non-government organizations operating in the area of security and defense, associations of military men, reservists, war veterans, war invalids and war victims established as legal entities for non-profit activity subject to submission of application form by the chairperson of the organization.
6. In case of gratuitous use of the halls of the Central Military Union under item 1.2, the technical resources and equipment shall be paid in accordance with the terms and conditions herein.
7. Based on submitted application form, an employee of the Representative Sites of the Ministry of Defense Department, Property and Housing Management Directorate shall prepare an offer in writing, which shall be approved by the executive director of the agency and send to the applicant.
8. The fee for providing halls and services in the Central Military Club 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
9. The halls in the Central Military Club shall be vacated in accordance with the authorization of the executive director and prepaid time for their use, however not later than 11:00 p.m.
10. The use of the halls of the Central Military Club after 11:00 p.m. shall be carried according to preliminary stated and paid time in the amount of 600 leva, inclusive of VAT, for each additional full hour;
11. The use of the halls of the Central Military Hall after the planned and permitted time shall be stated in bilaterally executed record by the employee of the Representative Sites of the Ministry of Defense Department and the user and is in the amount of 600 leva, inclusive of VAT, for each hour that started. The amount shall be paid within three days after execution of the record.
12. The use of additional equipment and technical means, which are not stated in advance in the halls of the Central Military Unit shall be stated in bilaterally executed record by the employee of the Representative Sites of the Ministry of Defense Department and the user and shall be paid within three days after signing the record.

13. The persons responsible for the preparation of the events shall have the right of access to the premises of the Central Military Club not earlier than 1 (one) hour before the start of the respective event and shall be obliged to leave the site 1 (one) hour after the event at the latest;
14. The persons responsible for the preparation of the events shall be obliged to ensure the protection of the used premises and property of the Central Military Club.;
15. 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;
16. Upon holding event in the relevant hall, an employee of the Representative Sites of the Ministry of Defense Department shall deliver to the user the hall and for that purpose shall be made a record on a form in two counterparts – one for each party, describing the status of the premises and the equipment.
17. After the end of the event, the user shall deliver the hall to an employee of the Representative Sites of the Ministry of Defense Department and any of identified damages of the property or the hall shall be entered in a record and within three days the user shall remedy the damages.
18. Tobacco smoking shall be prohibited in the building of the Central Military Club;
19. When using halls in the Central Military Unit, 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..
20. In the building of the Central Military Club is prohibited the organization of any protest events.
21. In the halls of the Central Military Club is prohibited the organization of events with political, ethnic and religious nature.
22. On the second floor of the Central Military Club, it is prohibited to carry out events including dancing and games.
23. In case of occurrence of events of significant national character, the agency keeps the right to cancel the use of the halls.
24. Every week, the head of the Representative Sites of the Ministry of Defense Department shall present a schedule to the Executive Director of Military Clubs and Recreation Centers Executive Agency regarding the events planned for the current week at the Central Military Club.

II. I determine the following fees for holding events in the halls of the Central Military Club military men and civilian servants of the Ministry of Defense, the structures directly subordinated to the Minister of Defense and the Bulgarian army and Bulgarian citizens – military men and civilian servants in the composition of the multinational units or who occupy positions in the overseas representation of the Republic of Bulgaria, in international organization or in other international initiatives on the territory of Bulgaria and abroad:

No.	Description	Capacity / number of seats	Price, VAT inclusive BGN (working time from 9:00 a.m. to 11:00 p.m.)		
			From 1 to 3 hours (9:00 a.m. to 11:00 p.m.)	From 3 to 6 hours (9:00 a.m. to 11:00 p.m.)	More than 6 hours (9:00 a.m. to 11:00 p.m.)
1.	Concert hall	400	900	1700	2100
2.	Hall 1	150	200	300	500
3.	Ceremonial hall	150	300	500	800

4.	Reception hall	25	100	150	200
5.	Gallery hall	30	100	150	200
6.	Music hall	80	200	300	500

III. I determine the following fees for holding events in the halls of the Central Military Club from government agencies, institutions, departments, organizations, natural persons and legal entities:

1. Unit fees for use of the halls:

No.	Description	Capacity / number of seats	Price, VAT inclusive BGN (working time from 9:00 a.m. to 11:00 p.m.)			
			Up to 1 hour	From 1 to 3 hours (9:00 a.m. to 11:00 p.m.)	From 3 to 6 hours (9:00 a.m. to 11:00 p.m.)	More than 6 hours (9:00 a.m. to 11:00 p.m.)
1.	Concert hall without terrace	400	600	1200	3000	4200
2.	Concert hall with terrace	500	800	1400	3300	4500
3.	Hall 1	150	250	500	1000	1500
4.	Ceremonial hall	150	450	900	2000	2400
5.	Reception hall	25	150	300	700	850
6.	Gallery hall	30	150	300	700	850
7.	Music hall	80	250	500	1200	1500
8.	Terrace on the ground floor	-	-	-	250	350
9.	Terrace on the second floor	-	-	-	250	350

Remark: In the case of an application received for using a hall for more than 6 hours for 3 (three) to 7 (seven) consecutive days, the applicant shall use **15 %** discount, and for more than 7 (seven) consecutive days - **30 %** from the fee per day.

2. Package fees for holding events in the halls:

No.	Description of halls	Price, VAT inclusive BGN (working time from 9:00 a.m. to 11:00 p.m.)
1.	Ceremonial Hall, Reception hall, Gallery, Music hall and terrace on the second floor (total) for a whole day	5000
2.	All halls in the Central Military Club (total) for a whole day	10200

Remark: In the case of an application received for holding events in the halls of the Central Military Club for 2 (two) to 7 (seven) consecutive days, the applicant shall use **15 %** discount per day from the above-indicated package fees, while in the case of more than 7 (seven) consecutive days, the applicant shall use **30 %** discount per day from the above-indicated package fees.

IV. I determine the following fees for using technical resources and equipment in the halls of Central Military Club:

1. I determine the following fees for using technical resources for sound wiring and multimedia in the halls of the Central Military Club:

No.	Services	Unit prices incl. VAT (in leva)
1.	Multimedia	100
2.	Screen measuring 180x150 cm (small)	100
3.	Screen measuring 217x143 cm (medium)	120
4.	Screen measuring 420x320 cm (big)	150
5.	Sound wiring of each of the halls: Hall No. 1, Ceremonial hall, Reception hall, Music hall and Gallery, including up to 3 (three) wire microphones	100
6.	Sound wiring of the Concert hall, including up to 3 (three) wire microphones	150
7.	Monitor speakers (2 pcs)	80
8.	Powered loudspeakers – portable (2 units)	100
9.	Discussion system with audio-recording capability (price per day)	160
10.	Discussion microphone	4
11.	Audio-recording (1 hour)	14
12.	Wireless microphone (price per day)	14
13.	Wireless microphone - badge type	35
14.	Laptop	30
15.	Control panel for spotlights (price per day)	100
16.	Spotlights – LED	25
17.	Spotlight – tracer	90

2. I determine the following fees for using equipment in the halls in the Central Military Club:

No.	Equipment	Unit prices, inclusive of VAT (price per day)
1.	Cocktail tables, Ø-600 mm, height – 1180 mm	12
2.	Tablecloth (elastane) for cocktail table under pt. 1, colour – wine red	10
3.	Tablecloth (cotton and satin) for cocktail table under pt. 1, colour – champagne	12
4.	Ribbon (cotton and satin) for cocktail table under pt. 1, colour – champagne	1,60
5.	Rectangular catering table with folding legs – 1800 x 750 mm, height 740 mm	21
6.	Tablecloth (elastane) for rectangular catering table under pt. 5, colour – wine red	12

7.	Round catering table with folding legs measuring Ø 180, height 740 mm	21
8.	Tablecloth (cotton and satin) for round catering table under pt. 7, colour – champagne	21
9.	Barrier column (set)	10

3. I prohibit hereby that the technical resources are taken out of the Central Military Club.

This order shall repeal order No. 466/12.05.2017, 517/ 27.04.2018 and 818/29.07.2020 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 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 6 pages.

Sworn translator: _____
Petia Markova