

*Translated from Bulgarian*

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

28.09.2020

No. 1046

Sofia City

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

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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 as follows:
    - 2.1. Organized official initiatives of the Ministry of Defense, the structures directly subordinated to the Minister of Defense and the Bulgarian Army by proposal of 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, the commander of different armed forces and the commander of Joint Command of Special Operations;
    - 2.2. holding protocol and representative events in pursuance of the government policy for the representatives of supreme government institutions – the President of the Republic of Bulgaria, the Prime Minister, the Chairperson of the National Assembly.
  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. The applicant for the event shall provide up-to-date list to the employee of the Representative Sites of the Ministry of Defense Department, who is responsible for the event, containing full name of the visitors as well as registration numbers of the motor vehicles that will be admitted on the territory of the residence.
8. The halls and the summer garden of Lozenets Residence 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.
9. The use of the halls and the summer garden of Lozenets Residence 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;
10. The use of the halls and// or the summer garden in Lozenets Residence 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.
11. The use of additional equipment and technical means, which are not stated in advance in the halls and the summer garden in Lozenets Residence 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.
12. 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;
13. 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;
14. 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;
15. 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 8:30 p.m.;

16. Upon holding event in the relevant hall and/ or summer garden of Lozenets Residence, 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 and/ or the summer garden 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 records and within three days the user shall remedy the damages.
18. Tobacco smoking shall be prohibited in the halls and service premises of Lozenets residence;
19. When using halls and/ or summer garden at 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.
21. In the building of Lozenets Residence is prohibited the organization of any protest events.
22. In the halls and/ or the summer garden of Lozenets Residence is prohibited the organization of events with political, ethnic and religious nature.
23. The applicants under p.3 may use the halls located on the ground floor, the kitchen premises on the ground floor and the summer garden of Lozenets Residence.
24. In case of occurrence of events of significant national character, the agency keeps the right to cancel the use of the halls and/ or the summer garden of Lozenets Residence.
25. 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 in Lozenets residence;

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

1. Unit fees for holding events in the halls, summer garden and service premises of the residence:

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.	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 <sup>2</sup>	-	250	350
7.	Summer garden	up to 150 people	-	2400	3600
		from 150 to 300 people	-	4200	4800
		from 300 to 500 people	-	4800	5400

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

No.	Description	Capacity/ number of seats	Price, VAT inclusive BGN (working time from 9:00 a.m. to 11:00 p.m.)
1.	Halls and summer garden	up to 150 people	8 400
		from 150 to 300 people	9 600
		from 300 to 500 people	10 800
2.	All halls on floor 1	460	7 700

**Remark 1:** Package prices do not include use of kitchen premises

**Remark 2:** In the case of an application received for holding events in the halls and/ or the summer garden of Lozenets residence for 3 (three) to 7 (seven) 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 and equipment in the halls and summer garden of Lozenets residence:**

**1. 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: Meeting hall, Dining hall, Cocktail hall, Conference hall, Library and summer garden	100
4.	Active loud speakers – portable (2 units)	100
5.	Discussion system with audio-recording capability	160
5.	Discussion microphone (price per day)	4
6.	Audio-recording (1 hour)	14

7.	Wireless microphone (price per day)	14
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**IV. I determine the following fees for using equipment in the halls and summer garden of Lozenets residence:**

No.	Equipment	Unit prices, inclusive of VAT (price per day)
1.	Cocktail tables, Ø-600 mm, height – 1180 mm	12
2.	Tablecloth 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 building of Lozenets Residence**

This order shall repeal order No. 66/17.01.2019 and order No. 817/29.07.2020 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

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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 6 pages.

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