

Co-Organization Guidelines of the National Cultural Monument Vyšehrad

1. Application Submission

Requests for co-organization must be sent via email to kolenova@praha-vysehrad.cz or by post to: NKP Vyšehrad, V Pevnosti 159/5b, 128 00 Prague 2.

The application must include:

- a. Name of the event
- b. Date and venue of the event (within the NKP Vyšehrad premises)
- c. Applicant/Organizer (identification, contact details, focus of activities, website link)
- d. Detailed event description (main idea, cultural/sales/promotional character, program outline, target audience, link to website/Facebook event)
- e. Event financing (budget overview, sources of funding, admission fees)
- f. Collaborating entities (co-organizers, partners, sponsors, patrons)
- g. Connection to other activities (similar events by the applicant, previous editions of the same event)
- h. Layout sketch of the event space (event setup)
- i. Requirements for NKP Vyšehrad (e.g. technical equipment, furniture, visitor restrictions)
- j. Proposed terms under which NKP Vyšehrad would participate as a co-organizer

2. Application Deadline

Due to internal decision-making processes, applications must be submitted **no later than 60 days** before the planned event start date to the Head of the Program and Promotion Department.

3. Decision Process

The application will be submitted to the Director of the organization, who will decide whether NKP Vyšehrad is willing to co-organize the event under the proposed conditions.

4. Contractual Agreement

If co-organization is approved, a contract will be signed outlining the rights and responsibilities of the co-organizers. NKP Vyšehrad becomes a co-organizer **only upon signing this contract**.

5. Liability Clause

The co-organization contract will always include a clause stating that none of the co-organizers is responsible for fulfilling the obligations of the others toward their contractual partners in relation to the event, nor do they guarantee such obligations.

6. Post-Event Reporting

After the event, the main organizer is required to provide or grant access to information about the event (implementation report, event summary, attendance, financial statement, etc.). Detailed terms will be specified in the co-organization contract.

7. Final Decision Authority

The decision on whether NKP Vyšehrad will co-organize an event lies solely with the Director of the organization, who may decide not to participate, even in cases where NKP Vyšehrad has previously organized or co-organized the same or a similar event.

For any questions, please contact the Head of the Program and Promotion Department.

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