

Rules for Using the Stay-tion Space for Public Initiatives

1. Purpose of Using the Space

The “**Stay-tion**” communal space / “**Civita Nova 1**” is part of the “Great Amber” community program, which aims to:

- promote public participation in cultural and civil processes;
- create an environment for meetings, knowledge sharing, and inspiration;
- support non-commercial activities that provide significant benefits to the public or a part of it.

The space is available free of charge for **non-commercial activities** that promote **culture, sustainability, non-formal education, social inclusion, community participation, public security**.

2. Who May Apply

The space can be used free of charge by:

- **non-governmental organizations (NGOs);**
- **private persons** organizing a non-commercial event with a socially significant purpose.

The event must be **open to the public** and **without a profit**.

The space **is not intended for** regular events, such as lessons organized at specific times weekly. The space shall not be transferred under an independent lease. For such purposes, the Concert Hall may offer other premises.

3. What is Not Allowed

It is prohibited to use the space free of charge in the following instances:

- by political parties or organizations directly or indirectly linked to or funded by political parties;
 - for events by religious organizations or events with the purpose of preaching faith;
 - for political and religious campaigns and speeches;
 - for commercial events, product presentations, sales or marketing activities;
 - for private celebrations or closed events with no public purpose.
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4. Procedure for Submitting an Event

- The space can be used **free of charge** if the event complies with the present Rules and is coordinated with the manager of the Concert Hall, SIA "Lielais Dzintars".
 - The **application** must be submitted at least **14 days prior to the event** by filling in the application form on the Concert Hall website www.lielaisdzintars.lv under "Pietura" / "Stay-tion".
 - The application shall be reviewed **within 3 working days** and responded to using the e-mail address specified in the application.
 - The management of the Concert Hall reserves the right to assess the application and **refuse** it without further explanation if it does not comply with the Rules or the values of the Concert Hall.
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5. Responsibilities of the Event Organizer

- **If the planned event is canceled**, the organizer must promptly notify the manager of the space.
 - The organizer shall ensure the **arrangement of the event, technical equipment, and cleaning of the space** after the event.
 - The organizer **shall bear the costs of any copyright licenses** if music is played or performed during the event.
 - The organizer shall ensure **information and promotion of the event** (social media, posters, etc.).
 - The organizer **shall be responsible for the safety of the event, its compliance with laws and regulations, and the behavior of participants**.
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6. Conditions for Using the Space

- **Additional equipment** (chairs, sound and lighting equipment, etc.) or necessary personnel shall be booked in advance and provided by the Concert Hall for a fee. Contact: konferences@lielaisdzintars.lv.
 - The organizer of the event **must comply with the** "Stay-tion" communal space rules.
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7. Rights of the Concert Hall

- The concert hall may **prioritize applications** that are particularly aligned with its values – culture, sustainability, creativity, community involvement.
- The Concert Hall may **review** an approved application if there is evidence of non-compliance of the organized event with the Rules or with public interest.
- **The Concert Hall shall provide** the placement of information about the event on the Concert Hall's website free of charge. Other advertising services, if such are needed, shall be provided for a fee. Contact: konferences@lielaisdzintars.lv.

- If any rules are violated during the event, the Concert Hall may **refuse further use of** the space by the organizer in question.
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8. Contact Details

In case of any questions or concerns, please contact the Customer Service Department of the Concert Hall via laura.zvirbule@lielaisdzintars.lv.

 *The manager of the space:*

SIA “Lielais Dzintars”

Radio iela 8, Liepāja

www.lielaisdzintars.lv