GENERAL TERMS AND CONDITIONS OF USE FOR THE SPACES OF THE CITE INTERNATIONALE DES ARTS

This translation is for informational purposes only. The French version of the rules is authoritative.

Preamble

La Cité internationale des arts, hereinafter referred to as the Owner, has premises that it makes available to users, hereinafter referred to as the User, for experienced or amateur activities (professionals, associations, companies, businesses, individuals) for occasional or regular use.
Regular use during the same season entitles the User to preferential rates. Former residents of the Cité internationale des arts are also entitled to preferential rates.
Artists currently in residence, although subject to the same rules, will be billed differently.

Article 1 – Purpose

The spaces made available to the User located at 18, rue de l'Hôtel de Ville in Paris are as follows:
• Studios on floors 2, 3, and 4 with a surface area of 12 m^2, upstairs, 1 upright piano, maximum 3 people;
• Studios nos. 1 and 2 with a surface area of 35 m^2, basement level, 1 upright piano, maximum 19 people;
• Studio no. 3 with a surface area of 70 m^2, basement level, 1 upright piano, 1 baby grand piano, maximum 38 people;
• Studio No. 4 with a surface area of 33 m^2, basement level, 1 upright piano, maximum 19 people;
• Studio No. 5 with a surface area of 100 m^2, basement level, 2 baby grand pianos, maximum 49 people.

Cultural activities outside the aforementioned studios that have not been reserved and paid for through Quickstudio are strictly prohibited, particularly in the corridor area, which must remain a common area. The User shall ensure that, in the event of an audition, a warm-up space (studio) is reserved in addition to their initial reservation. •

Article 2 – Time frame and frequency

The Teneur spaces are open every day (including weekends, school holidays, and public holidays) from 10 a.m. to midnight, with the exception of the landing studios, which close at 10 p.m.
The minimum rental period is two consecutive hours on the round hours (e.g., 4 p.m. to 6 p.m.).
Rental times must be respected. Any overages will be billed by the hour.

Article 3 – Means

The key(s) to the spaces must be collected/returned at Reception at the times indicated on the reservation and by the designated person in charge. The User must provide the other participants with the access code to the spaces, which is available on request at Reception upon presentation of proof of reservation.
The provision of utilities (electricity and heating depending on the season) is included.
The user must adapt to the existing facilities and no modifications will be made.
Access to the parking lot is not permitted, except on an occasional basis for the sole purpose of unloading and loading equipment. A written request must be sent to the following address: espaces@citedesartsparis.fr no later than 48 hours before the reservation. Access to the basement areas is by stairs only; only users with reduced mobility may use the elevator.
The Owner shall not be held liable for any instruments, equipment, or objects brought into the studio by the User. These items remain the responsibility of the User, who must ensure their safety.

Outside the hours of occupancy indicated in the reservation, it will not be possible to leave instruments, equipment, and objects in the studio. The Owner does not have storage space available to the User.
In the event of damage to equipment belonging to the Owner, as agreed by both parties, the User shall be responsible for the cost of repairs.
In the event of a public event (concert, performance), the Owner must be informed. An agreement may then be put in place depending on the nature of the event and the studio concerned.
Food and drinks (other than water) are prohibited in the premises.

Article 4 – Managing the schedule and cancellations

The User agrees that the data provided when registering on the online form will be stored and used by the Cité internationale des arts and Quick-Studio (online booking platform) in accordance with the applicable personal data protection law (GDPR).
For regular bookings, additional reservations, changes, and cancellations must be made at least one week in advance by email to the following address: espaces@citedesartsparis.fr.

For occasional bookings, no cancellations are possible once payment has been made. Any request to postpone a booking must be notified 5 working days before the reserved date, otherwise the booking will be final.

In certain exceptional circumstances, the Holder may be forced to cancel one or more bookings. The Holder will formally contact the Lessee two weeks prior to the reservation(s) to find a replacement date or issue a full refund.

Article 5 – Financial conditions

Regular occupancy during the same season entitles the User to monthly billing at the hourly rate specified in the agreement. The User is informed that these rates are

revised on September 1 of each year. These preferential rates are assigned based on the type of activity and the number of occupants declared on the registration form by the User. Payment shall be made upon receipt of the monthly invoice and within the specified period.
Any delay in payment will result in the loss of the slots reserved for the season and the withdrawal of the preferential rate. A fixed compensation fee of €40.00 for recovery costs must be paid by the User in accordance with the Law of March 22, 2012 on the simplification of the law and the streamlining of procedures and in accordance with Article L441-6 of the Code de commerce.

Occasional use is billed hourly or at a flat rate with immediate payment, according to the public rate on the Quick-Studio platform and the quote sent electronically.
Payment must be made within 72 hours of receiving the booking confirmation. For any order placed less than 5 business days before the booked date, payment must be made immediately.
Any delay in payment will automatically result in the loss of the studio reservation.
There must be a minimum of 2 hours between two reservations on the same day for the same studio.
A one-hour break in the same studio will be billed.

Article 6 – Payment terms

Payments can be made by credit card on the Quick-Studio merchant site after receiving a payment link; by check made out to the Cité internationale des arts, in cash and/or by credit card by appointment with the Owner's accounting department; by bank transfer:

BNP PARIBAS
À l'ordre de la CITE INTERNATIONALE DES ARTS
• Centre d'affaires : PARIS ASSOCIATIONS (02837)
• RIB : 30004 00974 00021003571 93

• IBAN FR76 3000 4009 7400 0210 0357 193

• BIC BNP AFRPPXXX

In the case of payment by bank transfer, please indicate espaces@citedesartsparis.fr as the recipient of the notification.

Article 7 – Deposit

Regular occupancy requires the payment of a deposit of €300.00 to guarantee the annual schedule for the season. The deposit will be refunded, once the amounts due have been paid, if the schedule is not renewed for the following season.
In the event of non-payment and/or damage not covered by the User's insurance, the amounts due will be deducted from the deposit.

Article 8 – Liability and insurance

The User agrees to use the premises and equipment with care. The User will receive the key or keys to the spaces at Reception. In the event of loss or damage, the User will be required to pay €50.00 per key. When leaving the premises, the door must be locked and the key returned to Reception. In the event of damage to the locks, the User shall reimburse the repair or replacement costs, upon presentation of the invoice.
The User shall ensure that their employees, customers, or visitors are properly welcomed and that they remain within the designated space. The activities carried out during the period of availability are the sole responsibility of the User, who undertakes to comply with the safety instructions applicable on the Owner's premises, the ERP (Etablissement Recevant du Public) instructions, and the instructions for the preservation of furniture and pianos.
Emergency exits must remain freely accessible.
Fire safety installations must not be modified in any way.
The studio must be left clean (water bottles, paper, and other trash must be placed in the trash cans provided; furniture must be folded and returned to its original place).
Moving furniture between rehearsal studios is strictly prohibited. Consumption of

beverages (other than water), food, and cigarettes is strictly prohibited. Buffets and cocktail parties are not permitted. Pets are not allowed in the rehearsal studios.
The User must obtain prior authorization from the authors or their representatives under copyright laws (SACEM/CNM/SPRD/etc.). Furthermore, the User agrees to take out insurance covering any damage to property or persons and to provide the Owner with proof of such insurance.

Article 9 – Captation

Any recording (audio, audiovisual, photographic, etc.) made within the Owner premises must be agreed in writing prior to booking and is only permitted under the following terms and conditions:
• Recordings for internal use are permitted at no additional cost.
• Recordings for commercial or professional purposes and/or intended for public distribution are subject to an additional charge of 20% of the total reservation amount and, unless otherwise requested by the Holder, must not feature the Cité internationale des arts logo.
• Recordings made during events open to the public and organized on the premises of the Owner are permitted at no additional cost.

Article 10 – Termination

In the event of non-compliance with its obligations by the User, the Owner reserves the right not to accept the reservation, with the User bearing sole responsibility.

Article 11 – Legal disputes

In the event of a dispute between the parties, the dispute shall be settled by the competent courts of Paris.