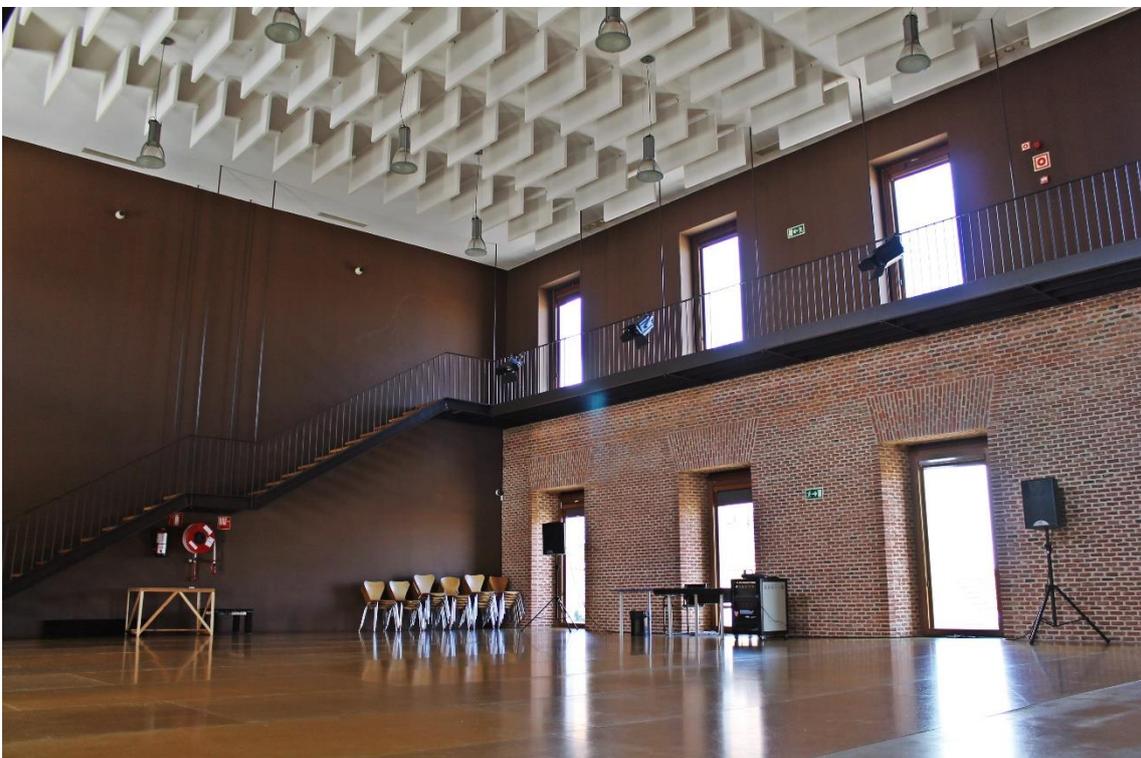


**RULES FOR USING
CONDE DUQUE REHEARSAL ROOMS**



Dance rehearsal room. © Paco Gómez



Theatre rehearsal room. © Elena Revilla

Welcome to the Conde Duque Centre.

For the benefit of other artists and workers at the Centre, we hereby set out the following **rules for using the space**:

- Rehearsal rooms are located in the southern wing of the Conde Duque building. Access is via the Central Courtyard, heading left towards the main lobby of the Conde Duque Centre and crossing the South Courtyard. The rooms are located on the first floor.
- The first rehearsal day will need to have been booked with the person responsible for the room's usage, in order to be issued with appropriate authorisation. Use of authorisation is required for subsequent access to the room.
- Each room is 169 m², with north and south facing windows, and there is a mirror running along one side in the dance room. There are also toilets that are shared with other spaces.
- Dates and hours of use by your company will be advised when you confirm your rehearsal if your project is selected by the Centre.
- The room is not soundproofed and high sound levels can be heard in neighbouring offices, the South Courtyard and the adjacent rehearsal room. You must always ensure that sound levels are respectful of all other spaces.
- When finishing each rehearsal, leave the room clean and tidy, with no leftover coffee, food or papers. Please remove all materials, props or set design from the room. The room cannot be locked. All electronic equipment fitted in the room must be switched off after use.
- For evacuation purposes, the maximum occupancy of the room is 38 people.

Other considerations:

- **The room can only be used for rehearsals, and no other activities open to the public, or otherwise, are allowed to be held by the company, unless they have the Centre's express authorisation.**
- Do not place any objects in such a way that they obstruct or block emergency exits. Do not place any containers with any liquid in them on top of electronic devices or on their supports, racks, desks, etc.
- Lighting equipment at the Centre located in the room can only be used by Conde Duque technical personnel. If the company uses it, it accepts responsibility for unauthorised use of such equipment and any ensuing damage, for which it will be liable.
- If activities that are open to the public are being carried out in the adjacent rehearsal room, the Centre will ask the company to rehearse without music during such activities in order to avoid noise pollution between the rooms.
- If the air conditioning of the room were to be inappropriate or there were any issues with the space, the company should contact the Conde Duque switchboard (91 318 44 50) or the person in charge of managing rehearsals, whose contact details will be provided when the application for rehearsal or residency is confirmed.

Advertising activities and terms governing recording.

Conde Duque can carry out broadcasting and promotion of these rehearsals through its usual channels and media. In this case, Conde Duque will ask the company for images of the project, such as photos, brochures or the artists' résumés.

The company accepts and consents to the recording of rehearsals or showcases open to the public for ten (10) minutes for the purpose of coverage to promote Madrid Destino activity, a public sector company that manages such activities at

Conde Duque. It also consents to the recording or capturing of all or part of the activities in photographic, audio or video format for Conde Duque filing and documentation purposes (which under no circumstances will be sold).

The company, at its own risk and initiative, and at no cost to Conde Duque, can record and/or photograph rehearsals for filing and documentation purposes, which under no circumstances will be sold. At least 15 minutes' playtime is allowed solely for the purpose of promoting the company or activities.

In any case, recording and/or photography will be subject to the following terms and conditions:

1. The company is to meet legal requirements, apply for and obtain permits and authorisations as required to carry out such recording and/or photography, in particular, any that refer to copyright, assignment of image and exploitation rights. The company or, as applicable, the organisation it hires to carry out recording and/or photography or individuals that do so with its consent must be in possession of such permits, authorisations and/or assignments at the time of recording and/or photography or broadcasting. Including, as applicable, individuals that appear in it.
2. Recording and/or photography of a rehearsal or open showcase should not in any way result in disruption of programming, neither can it be done if it disturbs the audience or technical personnel in any way, which shall not be recorded in such a way that they can be identified, unless their express authorisation has been obtained and under their sole responsibility.

During activities open to the public organised by Conde Duque in the rooms, in the event that the company wishes to record its performance, tracking shots are forbidden in order to avoid obstructing views. Use of any other type of fixed or mobile camera shooting that causes acoustic disturbance or obstructs the view of the audience will not be allowed.

Similarly, the company and participants accessing the Centre's spaces will at all times abide by times and instructions established by Conde Duque for setup and testing activities.

3. In the resulting recording's credits, the words "with the support of Conde Duque" should be shown prominently. Furthermore, the Centre's logo and that of the Arts Governance Department of the Madrid City Council shall appear in a proportionate size and shall use print characteristics and a running time that will allow for a clear identification in the credits, once agreed and approved by the person designated for such purposes by Conde Duque.
4. The company is to provide Madrid Destino with a copy of the recording and/or photography.
5. This authorisation does not provide for the broadcasting of the rehearsal; if the company wishes to do so, it will require express authorisation.