

RULES FOR WORKSHOPS

organised by Zachęta – the National Gallery of Art

I. GENERAL PROVISIONS

1. The events are organized by Zachęta – the National Gallery of Art, with its registered office in Warsaw, plac Małachowskiego 3, 00-916 Warsaw, entered in the Cultural Institutions Register maintained by the Minister of Culture and National Heritage, under number RIK 34/92, Tax Identification Number [NIP] 526-025-12-10, Business Statistical Number [REGON] 000275949 (hereinafter: Zachęta).
2. These Rules apply to the following events: family workshops, workshops for adults, workshops for schools, workshops for organized groups, and guided tours of the exhibitions. Information on the events is available at <https://zacheta.art.pl/pl/edukacja>.
3. The events are held at the building of Zachęta – the National Gallery of Art, plac Małachowskiego 3, 00-916 Warsaw, and at the Zachęta Project Room, ul. Gałczyńskiego 3, 00-362 Warsaw.
4. The workshops are intended for adults, children, and adults without full legal capacity accompanied by their adult carers. Participation in events requires registration as described in section (6) and subsequent ones.
5. These Rules also apply to open events that do not require registration.
6. Registration for events is possible:
 - a) by filling in the registration form available on the website, below the information about a given event;
 - b) by phone (+48 225 569 600) for the purpose of booking a specific time slot, and then by filling in the registration form sent to the email address provided;
 - c) by email for the purpose of booking a specific time slot, and then by filling the registration form that will be forwarded.
7. Completing and submitting the registration form serves as confirmation of participation in/booking a specific time slot for the workshops.
8. Zachęta may refuse participation in workshops if requirements for registration described in sections (6) and (7) above are not met.
9. Zachęta shall not bear responsibility if a person is unable to participate in an event due to any information missing from the registration form.
10. The number of people that can participate in registration-only events is limited, and participation is decided on a first-come first-served basis.
11. If an individual registers for an event, this means that they accept the Rules attached to the registration form.
12. Bookings for workshops or guided tours for groups organised by a teacher/carers may be cancelled 24 hours prior to the planned event at the latest.
13. Should the workshop or guided tour not get cancelled within the time limit specified in these Rules, the fee for the event will not be returned.
14. For open events with no prior registration, the participant – and for a child/a person without full legal capacity, their legal guardian – must read the Rules in advance; the Rules are available at <https://zacheta.art.pl/pl/wizyta>. The decision to participate in an event is tantamount to accepting the Rules.

II. RULES FOR PARTICIPATION

1. Children/individuals without full legal capacity may participate in the workshops exclusively under the care of or upon consent from their parents/legal guardians, based on original copies of consent presented to Zachęta (a current sample of the consent document is available at <https://zacheta.art.pl/pl/wizyta>).

2. Children/individuals without full legal capacity who participate in an event shall remain under the care of their parents/carers throughout the event. Zachęta does not provide insurance to participants and shall not be liable on that account.
3. Zachęta shall not be held liable for property damage or personal injury caused by workshop participants themselves or with their participation.
4. Zachęta shall not bear responsibility for valuable items left behind or lost by event participants.
5. Participants or their legal guardians shall bear full financial responsibility for damage caused by them at the premises where any activities related to the event programme are taking place.
6. In the event that there are any restrictions pursuant to generally applicable laws regarding gatherings, Zachęta may refuse participation by individuals who do not follow the restrictions, orders or prohibitions in force.

III. PARTICIPANTS' RIGHTS AND OBLIGATIONS

1. Event participants should read these Rules and comply with them.
2. Participants should follow the order regulations in force at Zachęta – the National Gallery of Art in Warsaw, and in particular should leave their outerwear, large bags and backpacks in the cloakrooms or another designated area indicated by Zachęta, and should follow the sanitary and fire protection rules that follow from applicable laws.
3. Where an event includes a guided tour of an exhibition, participants should also comply with the "Rules for visiting exhibitions", available on Zachęta's website: <https://zacheta.art.pl/pl/wizyta>.
4. Workshop participants should follow the instructions of the workshop facilitator, as well as any and all security measures.

IV. RIGHTS AND OBLIGATIONS OF ZACHĘTA

1. Zachęta has Standards for the Protection of Minors in force, which also apply to the events organised pursuant to these Rules. The Standards are available on Zachęta premises or on its website: <https://zacheta.art.pl/pl/wizyta>.
2. Zachęta shall have the right to change the time of the event, and shall notify participants of this fact in an email sent to the address provided in the registration form.
3. Zachęta shall provide accessibility services at the location of the workshops in line with the needs declared in the registration form in the section titled: "Information/Question for the organizer / Invoicing data" – if the need is notified at least 3 business days prior to the date of the event.

V. MISCELLANEOUS

1. Zachęta reserves the right to change the programme of an event and to cancel it if not enough people sign up for it.
2. Zachęta reserves the right to cancel an event for reasons beyond its control. In such case, participants will be informed of the cancellation in an email sent to the address they provided in the registration form.
3. Zachęta reserves the right to amend these Rules. Any amendments to these Rules will be published in same manner in which the Rules are made public.
4. Matters not specified in these Rules shall be governed by the provisions of the Act on assemblies, and the Civil Code.
5. These Rules enter into force on the day when they are signed and published.
6. The Rules are available at www.zacheta.art.pl.