

CITY OFFICE OF KRAKOW	Service sheet / external procedure no. SA-36
	Conclusion of a contract for making a site available on the Main Market Square in Krakow to organize an event/undertaking
<p>1. Handle the matter electronically Not applicable. Until the Ministry of Digital Service activates the service on ePUAP, the application and the required attachments can be sent electronically only using the ePUAP profile (website address: www.epuap.gov.pl) and using the form entitled: General letter to a public entity. The documents required for the procedure should be added to the "General letter to a public entity" form in the form of attachments.</p> <p>2. Appendices Appendix 1 - a template of an application for conclusion of a contract for making a site available on the Main Market Square for organizing events and other undertakings. Appendix 2 - a declaration on the form of participation, financing or co-financing of an event / undertaking from the budget of the organizational unit of the Municipality of Krakow. Appendix 3 - declaration on obtaining permits that meet the requirements of the Act of July 3, 2002. Aviation Law. Appendix 4 - a statement on the conditions indicated by the State Sanitary Inspection. Appendix 5 - a declaration on the possession of documents and permits confirming compliance with the legal requirements for the organization of an event / undertaking with participation of horses and taking responsibility for the safety of participants. Appendix 6 - detailed description of the event / undertaking. Appendix 7 - a statement on having current decisions or permits allowing the use of technical devices used during the event / undertaking. Appendix 8 - a model of the table containing the required information on the entry and parking vehicles during the event / undertaking. Appendix 9 - a statement on the nature of blood donation (commercial / non-commercial). Appendix 10 - fire documentation agreed with an expert with respect to fire protection matters, in the case of cultural and commercial events.</p> <p>3. Sign language version A film with a translation of the service description into sign language.</p>	

4. Matter handled by

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5. Documents from the Applicant (client)

I. Application for the conclusion of a contract.

The application model is attached as **Appendix 1** to this procedure.

II. Appendices to the application:

- 1) a civil law partnership agreement when the contract is to affect a Company.
- 2) unambiguous location of the event / enterprise marked on a situational map of the Main Market Square,
- 3) graphic and dimensioned design of the event / enterprise, taking into account the forms and methods of placing visual information carriers, spatial elements (e.g. stage, stands, equipment), art arrangement, stage arrangement using green vegetation, colours, types of materials, lighting, size of space intended for conducting commercial activities, catering, services, etc.,
- 4) detailed description of the event / undertaking - **Appendix 6**,
- 5) if during the event / enterprise the distribution or sales of foodstuffs and / or catering is carried out - a statement constituting **Appendix 4** to this procedure and a list of the range offered at individual stands.
- 6) if technical (play) devices are used during the event / enterprise - a statement constituting **Appendix 7** to this procedure.
- 7) in the case of a planned pyrotechnic display, a laser show, fireworks, lanterns, helium filled balloons, etc. or organizing competitions and balloon shows:
 - a statement constituting **Appendix 3** to this procedure,
 - a written acceptance by the Polish Air Navigation Services Agency of an event / enterprise, if the undertaking takes place in full or in part within the controlled space - if applicable,
- 8) declaration on the form of participation / co-financing the event / enterprise from the budget of the organizational unit of the City Office of Krakow (if the contract is concluded, attach a copy of it) - if applicable. The declaration model is attached as **Appendix 2** to this procedure.
- 9) a copy of the contract confirming the co-financing of the event / enterprise from the budget of the municipal organizational unit - if applicable,
- 10) a written consent of the entrepreneur / entity with which the Director of the Administrative Department of the City Office of Krakow had previously concluded a contract to provide access to the Main Market Square real estate, and whose activity is to be liquidated temporarily, suspended or limited in connection with the organization of the event / enterprise. This applies to a situation that significantly prevents operations in accordance with the concluded contract,
- 11) a design of temporary traffic organization approved by the competent unit performing the function of a public road manager in Krakow, when the need arises, also in case of a need for excluding only the area for cabs,

- 12) consent of the relevant unit performing the function of the public road administrator in Krakow for entering the roadway on the Main Market with a vehicle with a total weight of more than 7.5 tons and for entering and parking all vehicles on the Main Market Square,
- 13) approval of the competent unit in the event of inclusion, exclusion or limitation of street lighting and illumination of facilities at the Main market Square,
- 14) in the case of a planned fire show in the Main Market - a written opinion of the State Fire Service,
- 15) in the event of organizing an event / enterprise with the participation of horses at the Main Market Square, a statement constituting **Appendix 5** to this procedure.
- 16) a power of attorney to represent the SpPLICant, and in particular to conclude and collect the contract, if the Applicant is represented by another person.

6. Fees

- 1) For using real estate, fees are calculated in the amount specified in the Appendix to Regulation No. 2031/2017 of the Mayor of the City of Krakow of 17 August 2017 on rates for temporary making real estate and space available (as amended).
- 2) Those using public address systems in the area of the historical complex of the City of Krakow are required to pay a deposit of PLN 2,000. The deposit for the use of a sound system is not charged for events / undertakings organized by the entities indicated in § 2 par. 1 point 1), events organized by municipal organizational units as well as in the case of organizing projects indicated in § 2 par. 2 point 1) of the Resolution referred to in point 1.
- 3) If the Main Market Square is made available due to the organization of an event / enterprise, a deposit is charged for:
 - a) setting the stage, construction, scaffolding
 - b) setting shopping facilities
 - c) entry of vehicles with a gross vehicle weight rating above 10 tonnesin the amount specified in the Resolution referred to in point 1.
The deposit is not collected from the organizational units of the Municipality of Krakow and from municipal organizational units.
- 4) Irrespective of the payment of the fee for providing sites for commercial purposes, the applicant is obliged to pay the market fee resulting from the resolution of the City Council of Krakow regarding the market fee.

7. Form of consideration

- 1) Civil law agreement.
- 2) The written agreement concerns, in particular, enterprises not subject to payment for the temporary occupation of real estate pursuant to relevant provisions.
- 3) Opinion in the case of organizing traditional marches, calls, campaigns, etc., and events on public roads.

8. Time of consideration

Up to 30 days from the date of submitting a complete application submitted, and in particularly complex cases no later than within two months.

9. Documents obtained in the proceedings

- 1) Opinion of the Chief Art Consultant of the City regarding the layout and design of the event / enterprise, if the documentation indicates such a need.
- 2) Opinion of the substantive organizational unit of the City Office of Krakow / municipal

organizational unit (depending on the nature of the event / enterprise), in the event of organizing an event / enterprise not listed in the Annex to Regulation No. 2891/2016 of the Mayor of Krakow of October 31, 2016 (as amended).

- 3) Opinion of the City Guards, Police or Fire Brigade and others - in the event that the application indicates that the implementation of an event / enterprise can create a threat to public order, security or threat to public property.
- 4) Opinion of the competent unit performing the function of a public road manager in Krakow in the event that the application indicates that the event / enterprise can may affect traffic in the road lane.
- 5) Individual consent of the Mayor of Krakow or an authorized entity, i.e. the Secretary of the City of Krakow to organize an event not listed in the Resolution 2891/2016 of the Mayor of the City of Krakow of 31 October 2016 on the management of the Main Market Square in Krakow (as amended) .
- 6) Other documents resulting from the individual nature of the case.

10. Appeal procedure

Not applicable.

11. Legal basis

- 1) Act of 08 March 1990 on Municipal Self-government.
- 2) Resolution No. CXV/1547/10 of the Krakow City Council of November 3, 2010 regarding the creation of the Old City Cultural Park (as amended).
- 3) Resolution No. LXI/876/12 of the Krakow City Council of November 21, 2012 on determining the amount and rules of collecting the fair fee (as amended).
- 4) Regulation No. 20/2004 of the Mayor of the City of Krakow of January 12, 2004 on the principles of use and protection of the public space of the historical complex of the City of Krakow (as amended).
- 5) Regulation No. 2891/2016 of the Mayor of the City of Krakow of 31 October 2016 on managing the Main Square in Krakow (as amended).
- 6) Regulation No. 2031/2017 of the Mayor of the City of Krakow of 17 August 2017 on rates for temporary making real estate and space available (as amended).
- 7) Regulation No. 1125/2018 of the Mayor of the City of Krakow of May 2, 2018 regarding the rules of temporary access to real estate and space (as amended).

12. Additional information for the

client Accessibility of the procedure

The procedure and application forms can be downloaded from the website:

www.bip.krakow.pl and accessed at the Department of Administrative Affairs of the City Office of Krakow.

- 1) When submitting photocopies of the documents requested, the originals should be presented for inspection. The Department of Administrative Affairs may request the applicant to provide additional documents, arrangements and permits resulting from the individual nature of the case.
- 2) If it is necessary to close a stop for a horse carriage in connection with the organization of the event / enterprise, after prior approval of the design to change traffic organization in the unit acting as public road manager in Krakow, before implementing the event / enterprise, appropriate information should be placed on the

marking to show the start and end of the stop.

3) The procedure does not apply to real estate and buildings on the grounds of the Main Market Square in Krakow and the "Krakow Florist" market.

4) An application for making space available at the Main Square in Krakow for organizing an event / enterprise should be submitted at least 30 days in advance.

5) Failure to meet the deadline referred to in point 4 may prevent the application from being processed and, as a consequence, result in failure to conclude a temporary access contract.

6) The location and type of an event / enterprise is determined each time by the applicant, with their own responsibility. The location of the proposed event / enterprise is only allowed in places where it does not cause interference, in particular: pedestrian traffic, entry, exit, or spatial order.

7) Consent to sports competitions, rallies, races, other events / projects that cause traffic problems or require the use of a road in a special way and take place entirely at the Main Market Square, issued by the Department of Administrative Affairs of the City Office of Krakow. In the event that the event / enterprise will start or end at the Main Market Square, and at the same time it will also be carried out on the area of the road lane managed by the unit acting as a public road manager in Krakow - the above unit issues the permission resulting from art. 65 of the Road Traffic Law Act.

8) The applicant's failure to meet their financial obligations to the Municipality of Krakow is the basis for refusing to conclude the contract.

9) Entry to the main roadway of a vehicle with a total weight of more than 7.5 tonnes and the entry and stopping of all vehicles on the Main Market Square shall also require the consent of the unit performing the function of public road administrator in Krakow.

10) The sale and serving of alcoholic beverages requires a separate permit issued in a separate procedure.

11) A sound system can be used after allowing this option in the contract. Sound emission in the protected area should be directed to undeveloped areas and the sound intensity must not exceed 85 dB measured in the distance of:

a) 32 m from the sound source for events,

b) 16 m from the sound source in other cases whose purpose is the need for public communication.

12) In the event of municipal services recording any deviation from the conditions agreed in the contract, the user of the sound system shall reduce the sound level or turn off the sound equipment.

13) Violation of the terms of the contract in terms of the conditions for the use of a sound system, spatial elements or the entry of vehicles results in forfeiture of the deposit.

14) If the organization of the event / enterprise includes: a launch of balloons, pyrotechnic shows, setting up technical devices, helicopter flights, drones, etc., additional documents must be obtained and submitted to the Administrative Affairs Department.

15) On the Main Market Square it is allowed to organize events listed in the list attached to Resolution No. 2891/2016 of the Mayor of the City of Krakow of 31 October 2016 (as amended). Other events of particular historical and cultural importance to the City may be organized after obtaining individual consent from the Mayor of Krakow or an authorized entity, i.e. the Secretary of the City of Krakow. 16) If it is necessary to move or remove elements of space equipment for the duration

of the event / enterprise, the activities are carried out by the organizer of the event / enterprise at its own cost, after prior arrangements with the Department of Administrative Affairs at the City Office of Krakow. After the event, the organizer is obliged to restore the area to its original condition.

17) An applicant with foreign documents submitting their application submits them translated into Polish.

18) An applicant holding foreign documents allowing the use of any device to be used during the event / undertaking is required to obtain Polish equivalents of the documents and present them in the Administrative Department of the Krakow City Office at the latest after the conclusion of the contract, and before the event / undertaking starts.

19) If the Organizer uses the logotype of the city of Krakow or the name Krakow, the project should be compatible with the City Visual Identification System, available on the website www.bip.krakow.pl and shall be provided for the acceptance of the Department of Social Communication at the City Office of Krakow via <https://skp.um.krakow.pl/grafika>

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