

SAŠA MARČETA FOUNDATION
REGULATIONS ON THE IMPLEMENTATION OF PROJECTS IN THE BIOSKOP BALKAN SPACE

1. GENERAL PROVISIONS

1.1. Bioskop Balkan includes two levels of active space within the building (hereinafter referred to as BB); multifunctional spaces designed for the implementation of cultural and artistic projects, as follows:

- Level 0 – Grand Hall
- Level -1 – Bioskop Balkan Gallery

1.2. THE OBJECTIVES OF THE SAŠA MARČETA FOUNDATION ARE:

- Supporting artists and improving the contemporary art scene by providing gallery space, financial, and organizational assistance;
- Collaborating with local art institutions, academies, and students on annual exhibitions, as well as with artists' associations;
- Engaging artists, curators, and art theorists in initiatives that encourage knowledge exchange and provide advice for program development;
- Promoting art through participation in prestigious international events;
- Providing space for the research and presentation of work by established and emerging artists;
- Encouraging active participation in cultural dialogue and creating a platform for understanding the critical positions of independent artists.

1.3. The functioning of the Saša Marčeta Foundation and BB is overseen by the Program Council of the Saša Marčeta Foundation, composed of Director Ksenija Samardžija and members Dragan Zdravković and Stevan Vuković.

1.4. Bioskop Balkan is a multifunctional space dedicated to cultural and artistic projects, which also includes commercial rental aspects.

1.5. Programs and projects held at BB spaces are entirely free for participants, the audience, and program organizers approved by the Program Council. The Saša Marčeta Foundation does not charge space rental fees to Space Users but grants the use of the space for cultural programs, which must not include any commercial elements (such as ticket sales, participation fees, memberships, sales, etc.).

1.6. The multifunctional spaces within BB are made available for use by interested parties. These Regulations define the general terms of BB space use for the implementation of cultural and artistic projects by other legal and individual entities (hereinafter referred to as Space Users).

- Cultural institutions, as well as institutions from other fields with cultural and artistic programs, established at the city, provincial, and national levels;
- Non-governmental organizations, artistic and professional associations in the field of culture and arts operating in the Republic of Serbia;
- Amateur associations in the field of culture and arts operating in the Republic of Serbia;
- Educational institutions (universities) operating in the Republic of Serbia;

- International cultural institutes and international cultural associations and organizations in the field of culture and arts;
- Individuals with the status of independent artists.

2. APPLICATION AND SELECTION PROCESS FOR PROJECTS AT BB

2.1. A request for project implementation at BB by a potential Space User must be submitted **at least four weeks before the planned event date**, exclusively in written form by completing the application form available on the Saša Marčeta Foundation's website.

Requests submitted in any other manner (by phone, personal delivery, etc.) will not be considered.

2.2. The request for program implementation at BB must include:

- A brief project description,
- Name of the organizer or project performer,
- Artistic portfolio, biography, recordings, and similar materials that present the organizer's or performer's previous artistic work,
- Planned technical requirements for the proposed project,
- Desired project dates,
- Specific space within BB for which the application is being submitted.

Requests that do not include the listed elements will not be considered. If the submitted request is incomplete, representatives of the Saša Marčeta Foundation and BB may request a supplement in writing.

A request for additional information **does not imply project approval or that the request has passed any level of selection**. The supplement is necessary for the request to be considered.

The response deadline for a properly submitted request is **ten working days**.

2.3. Submitted requests are reviewed by the Program Council of the Saša Marčeta Foundation. Requests are evaluated based on:

- The objectives of the Saša Marčeta Foundation outlined in Article 1.2,
- The program profile of BB,
- Available dates in the BB work calendar, and
- The availability of general resources (staff, technical equipment, furniture) of BB and the Saša Marčeta Foundation.

All these elements, as well as their interdependence, are taken into consideration during the evaluation process.

2.4. The Saša Marčeta Foundation is not obligated to accept every submitted request for project implementation at BB.

When confirming or rejecting a proposed project, the Saša Marčeta Foundation is not required to provide a detailed explanation of the reasons for acceptance or rejection, which are based on the criteria outlined in Article 2.3.

2.5. In case the requested level of BB is occupied during the specified period, the Saša Marčeta Foundation may offer an alternative date.

If an alternative space or date is offered to the potential Space User for the realization of their program, the request is considered approved.

If the potential Space User does not accept the alternative space or date, they must formally decline the proposal in writing.

2.6. If the request refers to an event traditionally held (for at least the past five years) during a specific period for which it is widely recognized, alternative dates will not be offered for such events if the requested dates are occupied, unless suggested by the potential Space User.

2.7. Projects and programs of a commercial nature cannot be realized in the BB space if they are submitted as artistic projects. This provision implies that it is not allowed to charge participation fees or membership dues, sell tickets, vouchers, drinks, or food, sell paintings, books, or CDs, collect contributions or donations benefiting the Space User, or generate income in any similar manner at any stage of the program for which space use has been approved.

3. PROJECT PREPARATION AND IMPLEMENTATION AT BB - PROCEDURES

3.1. The potential Space User is required to complete the electronic form on the official website of the Saša Marčeta Foundation with project details for which they are seeking support for implementation, after which it will be forwarded to the Program Council.

By completing the electronic form, the Space User agrees to all the provisions of this Regulation.

3.2. After completing the electronic form, it is forwarded to the Program Council, which decides on the implementation of the project within BB or another capacity of the Saša Marčeta Foundation.

3.3. Changes to the project details after the initial submission of the electronic form, caused by changes in objective circumstances, must be reported to the Saša Marčeta Foundation in a timely manner via email. Their approval or disapproval will be confirmed by the Saša Marčeta Foundation, also via email.

In the case of the cancellation of an approved project by the Space User, the Space User is obligated to inform the Saša Marčeta Foundation in writing as soon as possible.

If the Space User does not inform the Saša Marčeta Foundation about the cancellation of the approved program, the responsibility for any potential consequences rests with the Space User. If the Space User does not inform the Saša Marčeta Foundation about the cancellation of the approved program, the Saša Marčeta Foundation reserves the right not to approve future programs from the Space User.

3.4. Considering the multifunctionality of the BB space, by agreeing to implement the project, the Space User accepts the possibility of holding parallel programs within the same space. This provision particularly applies to the simultaneous holding of exhibition and performance programs in the same space.

3.5. The specificity of each space within BB entails certain technical requirements for project implementation, which the Space User will be informed about in writing following the approval process.

For project implementation in the BB spaces, there is a regulation on executive technical production, which will be sent to the Space Users if the project is approved.

3.6. The Space User, as the organizer of their event, is responsible for providing personnel for the organization of the event, such as individuals for physical tasks, experts in sound or lighting, stage design, etc.

A more detailed distribution of responsibilities and obligations between the Space User and the representatives of the Saša Marčeta Foundation will be further defined through email communication or a preparatory meeting after the project implementation is approved.

3.7. The Space User who uses BB equipment for the event must sign a Statement of Use of BB's technical equipment and furniture upon picking up, or beginning to use the equipment, and again upon returning, or completing the use of the equipment. Handling technically demanding equipment (such as projectors, etc.) requires the engagement of qualified professionals.

3.8. The Space User must notify the representatives of the Saša Marčeta Foundation if their projects and programs have been supported in public competitions at the international, national, provincial, or city level, and if the approved project budget includes costs for equipment rental.

In that case, the use and/or rental of technical equipment from the Saša Marčeta Foundation is possible, in accordance with the available equipment at BB, only for the missing portion of equipment, if available. The Saša Marčeta Foundation and BB do not charge Users for the use of approved equipment, but ensure that the User uses it professionally, carefully, and responsibly.

3.9. The Space User is expected to use the spaces within BB with the care of a good host, and the project is considered completed only after the space has been returned to its original condition.

For projects involving more than 80 people (including program participants and expected audience); for full-day and multi-day programs, regardless of the number of participants; and for projects taking place over the weekend, regardless of the number of participants, the Space User is required to organize the restoration of the space to its original condition.

3.10. The Space User may arrange certified catering for guests and the audience after the event, if agreed upon with the representatives of the Saša Marčeta Foundation after the project's approval.

Alcoholic beverages, except for hard liquor (wine, beer, etc.), are allowed in limited quantities within BB, which will be defined during the preparatory meeting. For projects involving minors, alcohol service is not permitted. The Space User is required to return the space to its original condition, in accordance with section 3.9.

3.11. In accordance with municipal regulations and the internal organization of the Saša Marčeta Foundation, events in BB are held exclusively during a pre-agreed contractual time period.

3.12. Most spaces within BB are pet-friendly, as long as the pets do not interfere with the maintenance of the program and the operation of BB.

3.13. The Space User, as the event organizer, is responsible for managing all obligations regarding copyright for the screening of films, broadcasting of audio recordings, performance of

musical works, and for any similar circumstances and obligations regulated by the Copyright and Related Rights Act.

4. PROMOTION OF PROGRAMS IN BB

4.1. The Space User is obligated to mention the partnership with BB and display the logo of the Saša Marčeta Foundation and BB on all appropriate occasions, such as press conferences, interviews, announcements, statements and notifications to the media, posters, program booklets, brochures, social media visuals, etc.

Promotional materials related to the program's realization by the Space User may only be displayed within BB in designated areas, based on confirmation and a precise agreement with the BB representative.

If the Space User collaborates with sponsors in the realization of the program, they must indicate this in the electronic form. The Saša Marčeta Foundation does not guarantee the possibility of special prominence for the sponsor's logos. This issue is specifically and concretely discussed during the preparatory meeting after the project's approval by the Program Council.

4.2. The Saša Marčeta Foundation may, through its communication channels, participate in the promotion of events held in BB.

The participation of the Saša Marčeta Foundation in promotional activities related to the event is only possible if the Space User provides the necessary materials in a timely manner, such as program descriptions, visuals, photos of artists or participants, etc., which will be agreed upon between the Space User and the representative of the Saša Marčeta Foundation no later than at the preparatory meeting.

The Saša Marčeta Foundation is not responsible for the attendance of events organized by third parties.

4.3. The Saša Marčeta Foundation reserves the right to photograph or film programs taking place in BB for the purpose of promoting the Saša Marčeta Foundation.

Entering the BB space, in terms of the Law on Personal Data Protection and the Law on Public Information, is considered as consent to the potential publication of these photographs and video recordings on social media, the Saša Marčeta Foundation website, as well as other publications or audio-visual materials of the Saša Marčeta Foundation.

Any individual who wishes to deny the right to publish photographs or recordings featuring their image must submit a request to the email address press@fondacijasasamarceta.org no later than twelve hours after the photographs or recordings were made.

4.4 The space user, as the event organizer, has the right to photograph or film the program's realization.

The space user agrees that, if they photograph or film the program's realization, they will provide these materials to the Saša Marčeta Foundation for the purpose of promoting the work of the Foundation and BB. The materials must be sent to the representatives of the Saša Marčeta Foundation within 48 hours, and no later than 72 hours after the program's realization.

Photographing minor participants in the program is only permitted with prior consent from the parents or guardians of the minors, or with a collective consent statement in the case of

representatives of educational institutions attended by the minors. The space user is responsible for ensuring compliance with this provision for programs organized in the BB space.

5. Final Provisions

5.1. The space user is not allowed to lease the space to third parties.

5.2. During their stay in the BB spaces, any form of violent behavior, harassment, or hate speech based on gender, sex, gender identity, sexual orientation, age, nationality, political affiliation, disability status, or any other form of difference, directed by the space user toward their own team, employees of the Saša Marčeta Foundation, visitors, the public, or other persons, is strictly prohibited in accordance with the Law on Prohibition of Discrimination.

5.3. The Saša Marčeta Foundation reserves the right to withdraw approval for the program's realization and instruct the space user to physically leave the BB space in case of non-compliance with this provision.

The space user agrees to respect the authority of the security personnel in BB, or if no such person exists, the authority of representatives of the Ministry of Internal Affairs of the Republic of Serbia, during their stay in the BB spaces.

5.4. The Saša Marčeta Foundation reserves the right to cancel the program's realization in BB at any stage of its implementation due to non-compliance with the provisions of this Regulation, or significant deviations from the approved program.

5.5. In the case of non-compliance with the provisions of this Regulation by a potential space user or space user at any stage of the implementation of an approved program, the Saša Marčeta Foundation reserves the right not to approve future programs for that space user.