

ACCOMMODATION RULES

Center for Nanobiology and Structural Biology
Institute of Microbiology
Czech Academy of Sciences

Zámek 136
373 33 Nové Hradky

(hereinafter referred to as the "Accommodation Provider")

1. The type of accommodation is always specified during the binding written reservation by the guest. Subsequently, the guest is charged a corresponding price in compliance with the current valid price list for this type of accommodation, which is also available at www.konferencnizamek.cz.
2. If the guest does not prove his/her identity with a valid identity document (identity card, passport), the Accommodation Provider is entitled to refuse to provide him/her with the accommodation.
3. Based on an acknowledged binding reservation, the guest should usually check in until 7 pm. The room will be reserved for the guest until this time. If the guest fails to check in by the aforementioned time, or does not inform the Conference Center staff of his/her late coming beforehand, the Accommodation Provider is entitled to cancel the reservation and rent the room to another person. Later check-in is only possible by prior arrangement with the Conference Center staff.
4. The guest uses the room for the agreed period of stay. Unless otherwise arranged and agreed in advance, the guest must check out by 11:00 on the last day of stay at the latest and is required to leave the room by this time. If he/she fails to do so, the Accommodation Provider is entitled to charge the guest for an extra day, or its part.
5. If it is not possible to extend the guest's stay in the room where he/she has been staying from his/her arrival, the Accommodation Provider is entitled to offer a different room.
6. The Accommodation Provider shall not be responsible for valuable items left in the room. The Accommodation Provider will only be responsible for the guest's possessions, money and valuables if asked to take them for safekeeping against a receipt.
7. In the event the guest discovers or causes damage to the room equipment and the room itself, he/she is obliged to inform the Conference Center staff of the damage immediately. Compensation for any damage caused by the guest shall be governed by generally applicable legal regulations. The claim for compensation of damage caused by the guest also applies to the damage discovered by the Accommodation Provider after the guest's departure.
8. The guest must not move any furniture and equipment, or make any alterations to the electric network or other wiring and piping systems in the rooms and chateau area.
9. When leaving the room, the guest is obliged to close the water taps, turn off all lights, close the windows and close the room door. When checking out, the guest shall hand over

the room key to the Conference Center staff at the office on the 1st floor. If the guest loses the key, he/she is obliged to inform the Conference Center staff immediately and pay a contractual penalty of CZK 500 for the loss of the key.

10. Smoking in the chateau premises is strictly forbidden under a fine of CZK 5,000. In the case of damage caused by the guest related to the breach of the smoking ban, the Accommodation Provider reserves the right to claim compensation for the damage caused. It is strictly forbidden to light candles and make fire in the whole area of the chateau.
11. For security reasons, guests are only allowed to use such electrical appliances that are used for their personal hygiene (hair dryers, shavers, etc.), as well as laptops, tablets, mobile phone chargers and similar small electrical appliances. The guest is obliged to switch off the appliance after use and prevent any damage to property or fire caused by the appliance.
12. Anyone visiting the guest in the accommodation section can only come from 8:00 to 22:00 upon the agreement of the Conference Center staff. Outside this time, only the accommodated guests can access the accommodation section. It is forbidden to enter outside the designated areas.
13. The safety of minors shall be the responsibility of their guardians. It is not allowed to leave children unattended by adults in the room or in other chateau premises.
14. Dogs and other animals are forbidden to enter the chateau premises.
15. The guest is obliged to respect the night-time rest from 22:00 to 06:00.
16. Car parking within the chateau grounds is possible in compliance with the instructions of the Conference Center staff. The Accommodation Provider is not responsible for any damage of the vehicles parked in the grounds.
17. The Accommodation Provider processes personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) and other legislation. The Accommodation Provider processes data obtained directly from the guests. Personal data such as first name, surname, dates of arrival and departure, telephone number, e-mail address, address and date of birth may be processed for the purpose of accommodating the guest and exercising the Accommodation Provider's rights. Personal data to the extent of first name, surname, dates of arrival and departure, address, purpose of stay, and ID card or passport numbers may be processed for the purpose of fulfilling the Accommodation Provider's obligations imposed by Act No. 565/1990 Coll., on local fees, as amended. Personal data to the extent of name, surname, date of arrival, date of departure, permanent address, date of birth, travel document (passport), number citizenship, visa number, and purpose of stay may be processed for the purposes of fulfilling the Accommodation Provider's obligations under Act 326/1999 Coll., on the stay of foreigners in the Czech Republic and on the amendments to certain acts, as amended.
18. The Accommodation Provider shall process the mentioned personal data both manually and automatically (computer-controlled) directly through its authorized employees. The guest is entitled to access his/her personal data processed by the Accommodation Provider to correct or delete them, restrict their processing, and raise an objection against their processing. Furthermore, the guest has the right to obtain any personal data concerning

the guest from the Accommodation Provider, including the data he/she provided the Accommodation Provider with. The Accommodation Provider shall provide the data upon a written request of the guest without any undue delay. This right does not apply to personal data that are not processed automatically (computer-controlled). If the guest believes that his/her personal data are being processed illegitimately, he/she may file a complaint with the Supervisory Authority, i.e. the Office for Personal Data Protection in the Czech Republic.

19. The guest is not entitled to allow overnight stays to persons who are not properly registered for accommodation and who have not paid the accommodation price.
20. It is forbidden to throw rubbish away anywhere else than at the designated places or otherwise pollute the environment.
21. It is forbidden to carry or keep weapons within all premises of the Accommodation Provider.
22. The guest is obliged to observe the provisions of these Accommodation Rules. In the event of a breach, the Accommodation Provider has the right to withdraw from the contract for the provision of accommodation services before the expiry of the agreed period of accommodation without any compensation for the price of the stay.
23. The guests are entitled to using free wireless internet access (Wi-Fi).
24. The Conference Center staff can be contacted at the following telephone number:
+420 606 628 865.

The Accommodation Rules are valid as of 1st February 2019.