

# PRBB Auditorium

The PRBB, as a scientific facility for biomedical research, complements its services with an **auditorium** designed for holding scientific conferences. It is located on a raised level, in the heart of the PRBB building overlooking the sea, across from Barceloneta beach, with independent access from the rest of the building and a capacity for 250 people.

The **auditorium** is a single space with three annexing rooms and areas to house posters, stands and others.

## 1. Characteristics of the PRBB auditorium

- Surface area: 265 m<sup>2</sup>
- Vestibule: 65 m<sup>2</sup>
- Capacity: 250

## 2. Technical equipment

- Head table with eight microphones and four LCD monitors to follow the presentation.
- Speaker's podium and laptop for speakers.
- Two 7500 lumens video projectors onto a central screen measuring 290 cm x 560cm.
- Fixed video camera.
- Possibility of recording the event on DVD.
- Connections to the PRBB centers' networks.
- Internet connection via Wi-Fi
- Hand-held and lapel microphones.

## 3. Rates for public use of the auditorium

Working day, 8 h (from 9.00 h to 18.00 h)	1.880,52 €
Half working day, 4h (from 9.00 h to 18.00h)	1.127,50 €
Sat., Sunday or holiday, 8h (9.00 h-18.00h)	2.351,01 €
Half Saturday, Sunday or holiday, 4h	1.409,18 €
Additional hour (working day)	264,59 €/h
Additional hour (Sat., Sunday or holiday)	330,51 €/h
Security	48,98 €/h

**2016 rates.** These amounts are prior to any applicable taxes.

If required, and according to the nature of the event, the following extra services may be applicable:

Cleaning (daytime/working day)	27,14 €/h
Cleaning (holiday/night time)	32,66 €/h
Security	48,98 €/h
Maintenance (daytime/working day)	54,44 €/h
Maintenance (holiday/night time)	70,76 €/h

**2017 rates.** These amounts are prior to any applicable taxes.

**Rates exclusive of special costs for security, simultaneous translation and/or other services that may be requested.**

## 4. Services included

- Use of audio and video equipment.
- Electricity for heating and ventilation or air conditioning.
- Audio and video technician.
- Cleaning.
- Video recording \*
- Racks

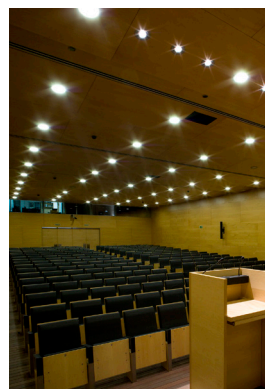
\* Under request and authorization of the organizer, videorecording of the event and a DVD copy.

## 5. Services not included

- Simultaneous translation service.
- Receivers for simultaneous translation devices.
- Security staff (You may contract the PRBB to provide these services).
- Auxiliary staff room
- Ushering and hosting services.
- Event organization services.
- Catering service (we can supply a guide of usual providers).

## 6. Conditions of payment

- 20% in advance when making the firm booking, which shall not be refunded in the event of cancellation of the booking.
- 80% one week prior to the event to be held in the auditorium.



## 7. General conditions of use

### 7.1 Target customers

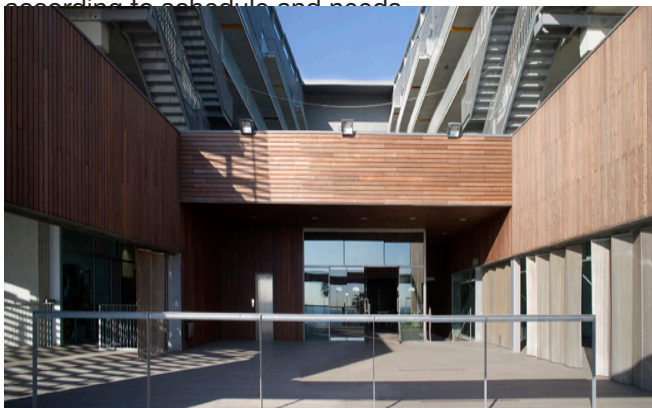
The **Auditorium** is available for activities pertaining to research bodies or groups of the centres that make up the PRBB. Provided their normal activities are not interfered with, the **Auditorium** may be used by the aforementioned centers for associated activities (congresses of scientific associations, etc.). Secondly, external bodies and companies who wish to hold activities, preferably of a scientific nature. Applications from civic and neighborhood associations will be considered for activities that are open to the public.

The PRBB will assess the suitability and the viability of all applications presented, taking into consideration the number of attendees expected.

### 7.2. Use of the spaces

It will be available to the applicant the rented space and equipment at the agreed time. The anteroom or lobby and terrace are considered Auditorium spaces.

If you need the space in advance to prepare the act, it must be requested expressly and will be billed according to schedule and needs.



### 7.3. Access to the PRBB building

Access to the Auditorium for external events will be strictly by the stairs located at the entrance of the inner square of the building and always require security personnel. For people with limited mobility, the access through lifts up the 1st floor can be used.

### 7.4. Timetable

The established schedule for the use of the Auditorium is from Monday to Friday, 9am to 18pm.

- Full-day: 8h
- Half-day: 4h

- Both full-day and part-day include the 0.5 h before start and 0.5 h after finish, for preparation and dismantling.
- For activities which are realized wholly or partly after the established schedule, additional hours and services will be billed at the current rates.
- If it is required to occupy the room for preparations the day before the activity, time will be billed by hours, with a minimum of two.

### 7.5. Signage and PRBB corporate image

The organizer shall follow the criteria and standards of the PRBB as regards signage, location, media and duration thereof. The PRBB may remove those elements that are placed without its express authorization.

No element may be placed so as to totally or partially cover any PRBB sign or corporate image, either inside or outside the **Auditorium**.

Bodies not pertaining to the PRBB may only put up signs concerning the event or elements of their corporate image inside the **Auditorium** itself or on the media installed to signal the access to the **Auditorium**. Under no circumstances may elements of their own corporate image be put up in the reception of the PRBB building.

The applicant shall provide in advance notice of the extraordinary presence of authorities and media, within the precincts of PRBB.

### 7.6. Maintenance of the facilities

The applicant is responsible for keeping the facilities in the same condition as they were found prior to their use. The applicant shall assume the cost of any damage caused to the venue or to the equipment of the **Auditorium** and adjacent areas and shall attach to the documentation a copy of its civil liability insurance, together with proof of it being up-to-date on the date of signature of the contract. The organizer shall ensure that civil liability is covered throughout the validity of the contract.

### 7.7. Safety measures

- Nothing may be placed so as to hinder the emergency exits or access to the machine room or that may involve a risk to people.
- Corridors and emergency exits must be left freed.
- At all times, Auditorium capacity shall be adhered to.
- Access to fire detection and extinction elements must not be covered or impeded.

- It is not allowed to store objects or materials that are liable to combust or cause explosion.

### 7.8. Restrictions

It shall not be permitted:

- To serve food and drink inside the Auditorium.
- To nail, hang or affix any materials without the express authorization of the PRBB.
- To set up marquees or other kinds of enclosures, whether temporary or not, either in outside the entrance to the auditorium (terrace), or in other areas, without the express authorization of the PRBB.
- To make such noise as to hinder the activities being carried out in the rest of the centre.

The applicant shall provide information concerning the activity to be carried out on the application form drafted for this purpose.

## 8. Organization

### 8.1 Technical service

The PRBB has its own technical service which takes care of projection, video and sound etc. This service is included in the established rates during the specified working times. If, due to the nature, duration or dates of the event, either of the parties deem it necessary to increase/extend such service, the PRBB's Public Relations Department shall supply the additional services, which shall be invoiced to the organizer.

The organizer may not contract this service directly and neither may it employ persons from outside the PRBB Consortium to do so without its express authorization.

### 8.2. Person in charge

The applicant shall name accountable person who shall hold the right of their representation in the coordination and organization and shall act as interlocutor with the PRBB's Public Relations Department, during the preparation of the event and while it is being held, undertaking all aspects of the organisation such as: receiving the public, control of the capacity of the venue and keeping order, overseeing the activity in the auditorium (microphones, speakers' needs...), liaising with the production technician(s) during the event, compliance with Occupational Hazard Prevention regulations, and in general, any other organizational aspect of the event.

### 8.3. Materials reception

No space is available to store material(s) in advance. Material(s) may be received the day prior to the activity, provided the availability of the auditorium

so permits. In this case, prior agreement should be reached, specifying the number of packages, volume, contents and storage conditions. The material(s) shall be delivered to the vestibule of the Auditorium by the carrier.

### 8.4. Catering

The organizer may contract whichever catering company it wishes bearing in mind the space restrictions with regard to the number of participants and the fact that the only area available (uncovered) is the one located in front of the auditorium and exceptionally the area on the ground floor beneath the Auditorium, which cannot store the catering and neither are places available in the PRBB to handle catering, barring those already mentioned. Such characteristics shall be conveyed in order to seek approval of the PR Department.

## 9. Services of Security, cleaning and Maintenance

The services for security, cleaning and maintenance are exclusive of the PRBB. Whenever the hiring of additional services to the established ones is required, they will be billed according to the existing rates to such an effect.

## 10. Personal Data

The parties are subject to the requirements, duties and obligations set out in Organic Law 15/1999, of 13 December, on the Protection of Data of a Personal Nature.

## 11. Independence of parties, labour regulation and occupational hazard prevention.

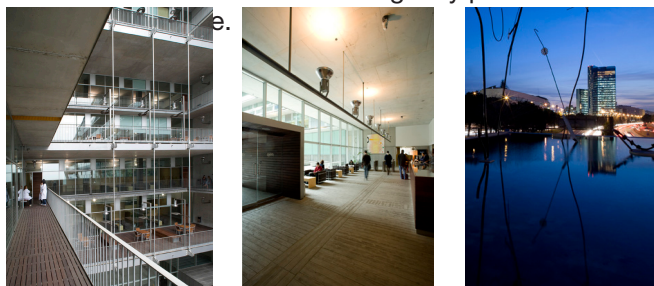
Use of the PRBB Auditorium does not involve the existence of a relationship of association, agency or legal dependency between the PRBB Consortium and the organizer. To this end, it shall also be understood that the personnel or collaborators of the organizer participating in the act for which the PRBB Auditorium is being used shall depend legally and for all purposes solely and exclusively on the organizer, and are subject to the organizer's guidelines, with no involvement whatsoever by the PRBB Consortium. It is the exclusive, direct duty of the organizer to fulfil all requisites concerning employment, when applicable, in regard of such persons.

To this end, the organizer shall, in complying with its duties, adopt all necessary measures as to protect the safety and health of its personnel, collaborators

and guests participating in the act for which the PRBB Auditorium is being used, insofar as assessing occupational hazards, information, the right to participation and consultation, staff training, emergency measures and health surveillance, in accordance with the stipulations of the regulations governing occupational hazard prevention.

For the purposes of Royal Decree 171/2004, of 30 January, developing article 24 of Law 31/1995 of 8 November on Occupational Hazards Prevention concerning the coordination of business activities, the organizer declares that it is aware of the existence in the PRBB building of several bodies and is committed to meeting all requirements, duties and obligations (of cooperation, information, establishment of the means of coordination and designation of the person appointed to coordinate, evaluate and plan the prevention of possible occupational, etc. hazards) as foreseen in the aforementioned regulation.

For its part, the PRBB Consortium, as title holder of the PRBB building, undertakes to fulfil the obligations that the aforementioned regulation imposes on the persons responsible for the work centers, that is to say, to inform and give the necessary instructions to the organizer as to the general hazards of the building that may affect the activities that the organizer seeks to carry out, the general safety regulations regarding the use of the facilities and the emergency procedures that



### Information and bookings:



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