

# The Regulations of Visiting and Participation in the Events of the Centre for the Documentation of the Art of Tadeusz Kantor CRICOTEKA in Cracow

## I. General Provisions

1. These Regulations of Visiting of the Centre for the Documentation of the Art of Tadeusz Kantor Cricoteka in Cracow (further: Cricoteka) determine the rules of admission of the facilities of Cricoteka, situated in Cracow, 2-4 Nadwiślańska St. and 7/5 Sienna St. (Tadeusz Kantor's Gallery - Studio). Due to the SARS-CoV-2 epidemic in Poland, from 12 June 2020 until further notice visitors are required to adhere both to the Regulations of Visiting and Appendixes 1 and 2 to the Regulations (further: Guidelines). The Guidelines are prominently displayed inside Cricoteka's buildings. Should any discrepancies occur between the Guidelines and the Regulations of Visiting, the Guidelines will take precedence.
2. Cricoteka is open to visitors on the following days and hours:
  - a. exhibition rooms: Friday - Saturday from 10 am to 9 pm, Sunday from 10 am to 7 pm;
  - b. Gallery-Studio of Tadeusz Kantor: Monday - Tuesday from 11 am to 2 pm, Wednesday from 3 pm to 6 pm;
3. Detailed information regarding admission fees (where applicable) is available on the website <http://www.cricoteka.pl/pl/> or at the Cricoteka's ticket office.
4. In justified cases, Cricoteka may change the days and hours of admission; all changes will be announced on its website.
5. The entry to the permanent exhibition, temporary exhibitions, workshops and all paid events organised by Cricoteka is by showing a valid ticket or an invitation, which should be kept for verification, unless otherwise specified. The entry to the exhibition, workshops or an event is equivalent with the acceptance of the provisions of these Regulations.

## II. Tickets

1. The admission to the permanent exhibition is free.
2. The admission to the temporary exhibitions is charged. Entrance fees vary depending on the exhibition; ticket prices are listed on the Cricoteka's website and at the ticket office.
3. Tickets can be purchased at the ticket office, located at Level -1 in the building in 2-4 Nadwiślańska St. in Cracow, as well as online at <https://bilety.cricoteka.pl>.
4. A ticket or an invitation is valid on the date indicated on it. Unused tickets cannot be returned. Cricoteka reserves the right to deny access to events after they start with no refund.
5. Reduced fees for the temporary exhibitions can be used by the following persons, upon the presentation of a document stating their entitlement to a discount:
  - a. students of primary, lower secondary and upper secondary schools, who are the citizens of the EU member states, Swiss Confederation and EFTA member states;
  - b. university students and PhD students who are the citizens of the EU member states, Swiss Confederation and EFTA member states;
  - c. members of artistic associations;
  - d. retirees, pensioners and people with disabilities, who are the citizens of the EU member states, Swiss Confederation and EFTA member states;
  - e. ISIC, Euro26 and Karta na Plus cardholders;
  - f. combatants, soldiers of the active service of the Polish Army;
  - g. teachers;
  - h. Karta Krakowska cardholders.

6. A document confirming the entitlement to a discount must be presented upon the purchase. With tickets purchased online, the document must be presented to the museum staff upon entering the exhibition.
7. The following persons are eligible for free access, upon the presentation of a document stating the entitlement to free admission:
  - a. children up to the age of 7;
  - b. persons over 70 years of age;
  - c. Krakowska Karta Dużej Rodziny and Karta Dużej Rodziny cardholders;
  - d. Karta Rodziny z Dzieckiem Niepełnosprawnym cardholders;
  - e. caregivers of the people with disabilities entitled to a reduced ticket;
  - f. students of higher artistic, theatrical, film and architectural schools and of departments of such profile at other universities;
  - g. students of art history and curatorial studies;
  - h. students of upper secondary art schools;
  - i. AICA, ICOM, ICOMOS, IKT, CIMAM members;
  - j. Association of Art Historians (SHS) members;
  - k. employees of cultural institutions;
  - l. journalists;
  - m. city and PTTK guides;
  - n. guardians of organised school groups (up to 2 persons);
  - o. Karta Polaka cardholders;
  - p. recipients of honours: the Order of the White Eagle (OB), the War Order of Virtuti Militari, the Order of Merit of the Republic of Poland (OZ), the Medal for Merit to Culture - Gloria Artis, the 'Meritorious for Polish Culture', the 'Meritorious Cultural Activist';
  - q. the actors of Cricot 2 Theatre;
  - r. the members of the Program Council of Cricoteka, with 3 family members. Other family members (up to 5 persons) may purchase group tickets;
  - s. curators of Cricoteka exhibitions, with 3 family members. Other family members (up to 5 persons) may purchase group tickets;
  - t. designers of the Cricoteka building, with 3 family members. Other family members (up to 5 persons) may purchase group tickets;
  - u. holders of personal invitations issued by Cricoteka;
  - v. lecturers giving lectures at Cricoteka (on the day of the lecture);
  - w. workshop leaders hosting workshops and other events at Cricoteka (on the day of the event)
  - x. artists participating in events organised at Cricoteka (on the day of the event)
  - y. employees of companies hired by Cricoteka (ushers, security, cleaning staff); their accompanying persons (up to 3 persons) may purchase group tickets.
8. Tuesday is a free admissions day to all current exhibitions. Groups wishing to obtain free access on other days should send their request at least 2 weeks prior to the visit, subject to approval by the Director of Cricoteka.
9. The events and workshops organised at the Theatre Hall and the Educational Hall (i.a. concerts, performances, theatre shows, lectures) have separate entrance fees, subject to approval by the Director of Cricoteka. The employees of companies hired by Cricoteka (ushers, security, cleaning staff) may access the abovementioned events free of charge, with 1 accompanying person, on the condition that a booking is made beforehand with the Cricoteka staff member in charge of visitor service.
10. Cricoteka's ticket office closes half an hour before the closing of the exhibition rooms; the last visitors are admitted at the latest 15 minutes before Cricoteka's closing time. Should any circumstances arise beyond Cricoteka's control, events may be cancelled, including: workshops, spectacles, concerts. Information about refunds will be available at the Cricoteka's ticket office or provided individually.
11. The admission to the Gallery - Studio of Tadeusz Kantor is free.

### III. Rules of admission and stay at Cricoteka's premises

1. Guided group tours can be arranged upon reservation by phone: +48 12 442 77 70 or by email: [rezerwacje@cricoteka.pl](mailto:rezerwacje@cricoteka.pl).
2. Due to the SARS-CoV-2 epidemic in Poland, from 12 June 2020 until further notice, the bookings of group educational workshops cannot be made unless a confirmation is issued by Cricoteka that a given workshop can be safely conducted. The confirmation can be obtained upon request submitted by email at [rezerwacje@cricoteka.pl](mailto:rezerwacje@cricoteka.pl). Current information concerning educational workshops on offer can be found on Cricoteka's website: <https://www.cricoteka.pl/pl/en/>.
3. The cancellation of group reservation (pt. III. 1.) can occur no later than 24 hours before the planned visit (event); otherwise the person making the reservation will be charged with the cost incurred by Cricoteka in order to organise the visit (event).
4. For safety reasons, the maximum number of visitors participating in a guided tour cannot exceed 3 people.
5. The guardians of organised groups are responsible for the behaviour of the underage members of the group.
6. Children under 13 can access Cricoteka's facilities only under the supervision of adults.
7. Parents or legal guardians bear responsibility for minors. These persons are obliged to exercise appropriate custody over the minors in Cricoteka's facilities and adjacent areas.
8. The following actions are forbidden in Cricoteka's facilities:
  - a. bringing in firearms, sharp objects and other dangerous tools;
  - b. littering;
  - c. eating and drinking, including alcoholic beverages, except for the specially allocated places;
  - d. behaving in a way that may hinder or prevent other people from visiting the exhibition;
  - e. using open fire and smoking tobacco or e-cigarettes;
  - f. taking photos using a tripod and/or a flash-lamp;
  - g. having conversations on mobile phones and via other means of communication at a distance, while visiting the exhibition;
  - h. entering rooms not intended for visitors;
  - i. bringing bicycles, scooters, skateboards, etc., to the area of the facilities;
  - j. running or sliding across the floor;
  - k. touching the exhibits and elements of interior design, except for the exhibits designed specifically for that purpose and appropriately marked;
  - l. entering while under the influence of alcohol or other substances causing effects similar to alcohol consumption.
9. It is forbidden to bring animals to the exhibition rooms, the Educational Hall, the Theatre Hall and the Archive, except for service dogs. The staff may, in justified cases, refuse access to the facility to the persons with animals.
10. Due to the cultural, artistic and educational activities carried out at Cricoteka's facilities, as well as their public availability, the visitors are requested to dress appropriately to those circumstances.
11. The building in 2-4 Nadwiślańska St. in Cracow is accessible for people with disabilities. A wheelchair for the people with limited mobility is available at the reception desk.
12. Cricoteka staff is entitled to demand that the visitors comply with the provisions of these Regulations, and in the case of refusal to comply, to ask the visitor to leave Cricoteka's facilities. Should the visitor, despite the requests from Cricoteka's staff, continue to behave in violation of the established order, especially engaging in actions that can result in loss of health or life or constitute a threat to Cricoteka's property or other persons, Cricoteka staff is entitled to call the security of the facility, the police, the emergency medical services or the fire brigade. In that case the visitor will be charged for the intervention costs of such services.

13. In case of destruction or damage of the facility, its equipment or the exhibits by a visitor, Cricoteka staff is entitled to request detailed personal data of the perpetrator in order to prepare the protocol of the incident. In case of refusal of voluntary provision of necessary data the police or the security of the facility will be called.
14. At Cricoteka's facilities, it is allowed to take pictures and make video recordings under the permitted private use, in accordance with the provisions of the Act from 4 February 1994 on Copyright and Related Rights preservation. Reproduction of the exhibits or the elements of the arrangement of the exhibitions or using them in other way that interferes with the copyright to the works within the meaning of the A/M Act to an extent beyond the permitted use requires the consent of the entities holding copyright to the exhibits or elements of the exhibition arrangements.
15. For safety reasons, at the time of any assembly work or other special situations, the access to particular sections of the building may be limited or denied by the Director of Cricoteka.
16. The visitors are required to comply with the instructions of Cricoteka staff, regarding the rules of visiting Cricoteka's facilities and staying in their area. This applies in particular to the need to evacuate the buildings.
17. Visitors are required to abide by fire safety instructions which are in force at the facilities, which are prominently displayed in Cricoteka's buildings.

#### **IV. Other provisions**

1. The square in front of the Cricoteka's headquarters in ul. Nadwiślańska 2-4 in Cracow is a 24 hours open square. It is forbidden to drive a car or other mechanical vehicle into the square and to consume alcohol and other substances with effects similar to those caused by alcohol, as well as to litter.
2. Cricoteka's facilities and the adjacent areas are covered by a 24-hour CCTV system that records image, and physical protection.
3. Climbing the façade of the building of Cricoteka is strictly prohibited.
4. The provisions of these Regulations are also applicable to area adjacent to the building in 2-4 Nadwiślańska St. in Cracow, owned by Cricoteka.
5. The use of Cricoteka's facilities and the area adjacent to the building in 2-4 Nadwiślańska St. for commercial purposes requires prior approval of the Director of Cricoteka or a conclusion of an appropriate contract.
6. Detailed information and explanations concerning the rules of admission and stay at Cricoteka's facilities are provided by Cricoteka's box office, situated at Level -1 in the building in 2-4 Nadwiślańska St. in Cracow.
7. These Regulations are available at Cricoteka's website: <http://www.cricoteka.pl/pl/> as well as at Cricoteka's ticket office.

#### **Appendixes:**

1. Appendix 1 to the Regulations of Visiting of the Centre for the Documentation of the Art of Tadeusz Kantor CRICOTEKA in Cracow
2. Appendix 2 to the Regulations of Visiting of the Centre for the Documentation of the Art of Tadeusz Kantor CRICOTEKA in Cracow