



UNIVERSITY
OF LJUBLJANA

AG

Academy
of Music

PREMISES RENTAL FORM

University of Ljubljana, Academy of Music

EVENT

Event name:	<input type="text"/>
Event type:	<input type="text"/>
<i>(fill in if you selected "Other" for this event type)</i>	<input type="text"/>
Expected number of visitors:	<input type="text"/>
Expected numbers of performers <i>(if any)</i> :	<input type="text"/>

INFORMATION ABOUT THE TENANT

Organization / Name and surname:	<input type="text"/>
Address:	<input type="text"/>
Contact person:	<input type="text"/>
Telephone:	<input type="text"/>
E-mail:	<input type="text"/>

RENTAL PERIOD

Date:	<input type="text"/>
Time (from – until): <i>(Please take into consideration also room/hall preparation time.)</i>	<input type="text"/>
The time your event will start:	<input type="text"/>

HALL / ROOM

<input type="checkbox"/> Julij Betetto Hall (323,29 m ²) / max. 200 seats	<input type="checkbox"/> Multimedia room (36,36 m ²)
<input type="checkbox"/> Trio Lorenz Hall (104,37 m ²) / 80 seats	<input type="checkbox"/> Large lecture hall (105,40 – 149,17 m ²)
<input type="checkbox"/> Marijan Lipovšek Hall (85,83 m ²) / 40 seats	<input type="checkbox"/> Small lecture hall (51,91 – 54,94 m ²)
<input type="checkbox"/> Production room (90,01 m ²)	<input type="checkbox"/> Lobby <i>(ground floor)</i>

ROOM EQUIPMENT

Number of seats/chairs:	<input type="text"/>
Number of tables:	<input type="text"/>
Projector and screen:	<input type="text"/>
Laptop:	<input type="text"/>
Magnetic board with markers:	<input type="text"/>
Lectern:	<input type="text"/>
Basic sound system (<i>speaker microphone - max. 4</i>):	<input type="text"/>
Number of speaker microphones:	<input type="text"/>
Complex sound system (<i>for performers, musicians ...</i>):	<input type="text"/>
<i>Please specify the instruments to be amplified or send us the following form Stage Rider.</i>	<input type="text"/>

OTHER EQUIPMENT

Number of music stands:	<input type="text"/>
Number of chairs for performers:	<input type="text"/>
Conductor's music stand:	<input type="text"/>
Choral risers:	<input type="text"/>

WARDROBE FOR VISITORS | The wardrobe is located in front of the Julij Betetto Hall |

Use of wardrobe for visitors:	<input type="text"/>
Number of hostesses (<i>if needed</i>):	<input type="text"/>

DRESSING ROOM FOR PERFORMERS

Do you need an extra room for the performers?	<input type="text"/>
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RENTAL OF MUSIC INSTRUMENTS

Parlor piano:	<input type="text"/>
Concert piano:	<input type="text"/>
Organ:	<input type="text"/>
Other instrument(s):	<input type="text"/>

Terms of Service

After receiving the rental form, we will send you a final offer.

The Academy of Music of the University of Ljubljana (UL AG) is open every weekday from 7:00 a.m. to 10:00 p.m., on Saturdays from 9:00 a.m. to 1:00 p.m. and on Sundays from 3:00 p.m. to 7:00 p.m. Renting a hall/room outside the regular working hours includes an additional payment according to the price list of the security service.

The Academy of Music of the University of Ljubljana reserves the right to refuse the rental of the premises if the demands are unreasonable or if the tenant's event would be contrary to the House rules of the UL AG or to the Fire regulations of the UL AG.