

The Regulations of visiting and taking part 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 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, visiting them and staying in their area.
2. Cricoteka makes available to visitors its facilities located in ul. Nadwiślańska 2-4 and ul. Sienna 7/5.
3. Cricoteka is open to visitors in the following days and hours:
 - a. exhibition rooms and the bookshop: Tuesday – Sunday from 11am to 7pm, Monday – closed;
 - b. Gallery-Studio of Tadeusz Kantor: Friday – Monday from 12am to 6pm;
 - c. the Archive: Monday – Friday from 8am to 4pm.
4. Events such as spectacles, film shows, performances, concerts, workshops and lectures can take place outside the opening hours of the exhibition rooms.
5. Detailed information regarding the opening hours during Holidays and the amount of admission fees is available at the website <http://www.cricoteka.pl/pl/> or at the Cricoteka's box office.
6. In justified cases, Cricoteka may change the days and hours of admission while giving information on its website.
7. The ground of entering the permanent exhibition, temporary exhibitions, workshops and all paid events organised by Cricoteka is showing a valid ticket or an invitation, that should be kept for verification. The admission 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. A suitable entrance pass is issued at the Cricoteka's ticket office, situated on the -1 level of the building in ul. Nadwiślańska 2-4 in Cracow.
2. The admission to the temporary exhibitions is charged. The amount of fees for the tickets depends on the exhibition and is reported on the website or at the Cricoteka's ticket office.
3. A person entitled to a reduced ticket for the temporary exhibitions upon the presentation of a document stating the entitlement to a discount:
 - a. the pupils of primary, lower secondary and upper secondary schools, who are the citizens of the EU member states, Swiss Confederation and EFTA member states;
 - b. 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 the people with disabilities, who are the citizens of the EU member states, Swiss Confederation and EFTA member states;
 - e. the owners of ISIC, Euro26, Karta na Plus;
 - f. combatants, soldiers of the active service of the Polish Army.
4. A person entitled to free admission 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. the owners of Krakowska Karta Dużej Rodziny and Karta Dużej Rodziny;
 - d. the owners of Krakowska Karta Rodziny z Dzieckiem Niepełnosprawnym;
 - e. the assistants of the people with disabilities, entitled to a reduced ticket;
 - f. the students of higher artistic, theatrical, film and architectural schools and of departments of such profile at other universities;
 - g. the students of art history and curatorial studies;
 - h. students of upper secondary art schools;
 - i. the members of the organizations: AICA, ICOM, ICOMOS, IKT, CIMAM;
 - j. the members of the Association of Art Historians (SHS);
 - k. employees of cultural institutions;
 - l. journalists;
 - m. city and PTTK guides;
 - n. guardians of organised school groups (max 2 persons);
 - o. the owners of Karta Polaka;
 - p. the decorated persons: 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 Decoration of Honour "Meritorious for Polish Culture", the Decoration of Honour "Meritorious Cultural Activist";
 - q. the actors of Cricot 2 Theatre;
 - r. the members of the Program Council of Cricoteka;
 - s. the holders of personal invitations issued by Cricoteka.
5. Tuesday is a free admissions day to all the available at the time exhibitions.
 6. For the events and workshops organised at the Theatre Hall and the Educational Hall (i.a. concerts, performances, spectacles, lectures) separate price lists, approved each time by the Director of Cricoteka, apply.
 7. A person entitled to a reduced ticket for the charged events, such as spectacles, performances, film shows, concerts upon the presentation of a document stating the entitlement to a discount:
 - a. retirees,
 - b. pensioners,
 - c. people with disabilities,
 - d. children up to the age of 7,
 - e. pupils,
 - f. students,
 - g. the owners of Krakowska Karta Dużej Rodziny and Karta Dużej Rodziny,
 - h. the owners of Krakowska Karta Rodziny z Dzieckiem Niepełnosprawnym,
 - i. the assistants of the people with disabilities, entitled to a reduced ticket.
 8. The documents stating the entitlement to a discount should be presented to the staff of Cricoteka at the moment of entry.
 9. The tickets are available at the Cricoteka's box office, situated on the -1 level of the building in ul. Nadwiślańska 2-4 in Cracow or at the website <http://www.cricoteka.pl> under "Tickets".
 10. A ticket or an invitation entitle you to admission on the day indicated in their content. An unused ticket is not refundable. Cricoteka reserves the right to refuse admission to an event after its beginning, without the right to request a refund of the ticket price.
 11. The Cricoteka's ticket office is being closed half an hour before the closing of the exhibition rooms, or in case of ticketed events with a participating audience, after the beginning of an event.

12. The last visitors are admitted to the exhibitions at the latest 15 minutes before Cricoteka's closing time. In case of occurrence of the circumstances beyond Cricoteka's control, events can be cancelled, including: workshops, spectacles, concerts. Information about the return of tickets will be available at the Cricoteka's ticket office or will be provided individually.
13. The admission to the Gallery – Studio of Tadeusz Kantor is free.

III. Rules of admission and stay in the area of Cricoteka's facilities

1. Visiting in organised groups with a guide and conducting educational activities is possible after making a reservation at 12 442 77 70 or rezerwacje@cricoteka.pl.
2. Cancellation of the aforementioned reservation (pt. III. 1.) can occur at the latest 24 hours before the planned visit (event). If the cancellation deadline is not met the person making the reservation will be charged with the cost incurred by Cricoteka in order to organise the visit (event).
3. For safety reasons, the maximum number of visitors in a group for a guided tour is up to 30 people. The workshops are organised for groups up to 25 people. Larger organised groups can be split into smaller ones. Any deviations from this rule must be accepted by the Director of Cricoteka.
4. The guardians of organised groups are responsible for the behaviour of the underage members of the group.
5. Children up to the age of 12 can stay at the Cricoteka's facilities only under the supervision of adults.
6. The parents or legal guardians bear responsibility for the underage persons. These persons are obliged to exercise appropriate custody over the underage persons at the time of their stay in the area of the facilities and the areas adjacent to the facilities of Cricoteka.
7. The organisers have a right to exclude from the workshops persons who disturb their course or behave inappropriately.
8. The organisers do not take responsibility for eventual injuries or unfortunate accidents of the participants of the workshops. Before a guided tour or participation in the events at the Educational Hall, the Theatre Hall or the visit to the Archive you should leave coats, umbrellas, hand luggage, backpacks and large bags in the cloakroom.
9. The items in the way of comfortable visiting can be left in the lockers. The fee for the lost key is 20 PLN.
10. Cricoteka does not answer for the items left in the area of the building unattended.
11. In the area of Cricoteka's facilities it is forbidden:
 - a. bringing in firearm, sharp objects and other dangerous tools;
 - b. littering;
 - c. eating and drinking, including alcoholic drinks, except for the specially marked places;
 - d. behaving in a way that may hinder or prevent other people from visiting the exposition;
 - e. using open fire and smoking tobacco or e-cigarettes;
 - f. taking photos using a tripod and 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 the elements of interior design, except for the exhibits designed specifically for that purpose and appropriately marked;

- I. staying at the facility under the influence of alcohol or substances which reception causes effects similar to the effects of alcohol consumption.
12. It is forbidden to bring animals to the exhibition rooms, the Educational Hall, the Theatre Hall and the Archive, except for the assisting dogs. The staff may, in justified cases, refuse access to the facility to the persons with animals.
13. 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 adjust the outfit to those circumstances.
14. It is possible to borrow a wheelchair for the people with limited mobility at the reception desk of the building.
15. The staff of Cricoteka is entitled to admonish the visitors who do not comply with the provisions of these Regulations, and in case of refusal to comply, to ask the visitor to leave Cricoteka's facilities. In case when the visitor, despite the warning from Cricoteka's staff, is still behaving in violation of the established order, especially the behaviours that can result in loss of health or life or constitute a threat to Cricoteka's property or other persons, the staff of Cricoteka 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.
16. In case of destruction or damage of the facility, its equipment or the exhibits, by the visitor, the staff of Cricoteka is entitled to request provision of 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.
17. At the Cricoteka's facilities, it is allowed to take pictures and 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.
18. For safety, assembly work or other special situations reasons, access to the places in the building may be limited or excluded by the Director of Cricoteka.
19. The visitors are required to comply with the comments and recommendations of the staff of Cricoteka, regarding the rules of visiting Cricoteka's facilities and staying in their area. That applies in particular to the need to evacuate the buildings.
20. The visitors are required to conform to the fire safety instructions in force at the facilities, that are available in visible places in the area of the facilities.
21. Cricoteka can make tablets and other multimedia devices, containing content related to the exhibitions, available to the visitors. Those devices will be available until the depletion of their number. The basis for issuing the device is filling out the reverse, there provided will be the visitor's data: name, surname, address, and NIN number, as well as providing a valid document allowing the verification of the A/M data. In case of lack of possibility of verification of the A/M data Cricoteka reserves the right to refuse to provide the device. The visitors, to whom the multimedia devices have been provided, are required to use them in accordance with their purpose and only in order to gain access to the multimedia content related to the exhibitions. The visitors are responsible for the loss or damage of the device.
22. The Administrator of personal data gathered in accordance with pt. 21 is Cricoteka, those data are deleted after returning the device and the verification of its state.

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 the image, and physical protection.
3. Climbing the façade of the building of the Cricoteka's headquarters is completely prohibited.
4. The provisions of these Regulations are applicable to the owned by Cricoteka area adjacent to the headquarters of the building in ul. Nadwiślańska 2-4 in Cracow.
5. Use of the space of Cricoteka's facilities and the area adjacent to the building in ul. Nadwiślańska 2-4 for commercial purposes requires prior approval of the Director of Cricoteka or a conclusion of an appropriate contract.
6. Detailed information and explanations on the matters concerning the rules of admission and stay at Cricoteka's facilities, is provided by Cricoteka's box office, situated on the -1 level in ul. Nadwiślańska 2-4 in Cracow.
7. These Regulations are available at Cricoteka's website: <http://www.cricoteka.pl/pl/> and at the Box Office.