



**Barrandov Studio a.s.**

Praha 5 – Hlubočepy | Kříženeckého nám. 322/5 | PSČ 152 00 | [www.barrandov.cz](http://www.barrandov.cz)

Zapsána u Městského soudu v Praze pod spisovou značkou B 12502 | IČ: 28172469 | DIČ: CZ28172469

Fundus – půjčovna kostýmů a rekvizit | [www.fundus.barrandov.cz](http://www.fundus.barrandov.cz) | [fundus@barrandov.cz](mailto:fundus@barrandov.cz)

### **Props, Costumes and Wigs rentals – Terms and Conditions**

Inquiries regarding props, costumes and wigs rentals, additional services, orders of costume services: [\*\*fundus@barrandov.cz\*\*](mailto:fundus@barrandov.cz)  
*(inquiries via e-mail will be answered within 3 business days maximum, unless stated otherwise on our website)*

#### **Opening Hours**

Mondays to Fridays

7:00–12:00 and 1–3 pm

#### **Bookings**

Costumes or props can be booked only when the client has made his/her selection in person, or when he/she has ordered costume, make-up or props services.

- Free of charge – one week ahead of the rental date, based on a written order and commission number assigned.
- For a fee (only with bookings of costumes, shoes and wigs) – more than week before required rental date, only by previous agreement with the business department and payment of deposit or booking fee. If the booking is cancelled, or the client fails to pick up the order, we charge a fine (see Price list) to be deducted from the deposit.

#### **Price and deposit**

- We recommend that clients ask for a price and deposit estimate when making their booking. We accept cash payments, or with larger orders, payment to our bank account. Payments must be made before delivery (i.e. before the client collects the items booked).
- Unless there is a contract specifying otherwise, clients are required to pay a returnable deposit as a prerequisite for renting items from our collections.
- Bank transfers should be made three workdays in advance.
- Any exceptions in rental conditions are valid only with a previous written agreement, including long-term rentals.
- Unless stated otherwise, the prices listed in the price list are charged per 1 calendar day. Rental period includes every calendar day started (i.e. even if it is not a full day), including pick-up and return day. When renting costumes or props to non-professionals, we charge a fee for costume service and cleaning costs in addition to the rental fee.
- The deposit is refunded when the client returns the items without damage. Additional costs such as cleaning or costume service are deducted from the deposit.

#### **Clients' obligations**

- The client (or his/her representative with authorization in writing) must be personally present when collecting or returning items, in order to confirm the condition of items collected or returned by signing relevant documents. Complaints made ex post will not be taken into account.
- The client is required to return items in the same condition he/she received them. Prior to returning, costume components must be assembled, shoes paired up, etc. In the event that the client has made adjustments that had not been subject to a prior contract in writing, he/she is obliged to use adequate expert assistance to return the rented items to their original condition. Should he/she fail to do so, the lessor is entitled to bill the extra charges.
- Clients must comply with requirements regarding the protection of rented items from damage (e.g. special conditions of transportation of costumes and props, props installation and dismounting, supervision of authorized staff, special security measures, special insurance).



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- The client, or his/her authorized representative (written authorization only) must be personally in attendance during the takeover and return of inventory. They will be required to prove their identity with a valid ID and sign documents stating the condition of loaned or returned items. Claims made ex post will not be considered.
- The client is obliged to return the inventory in the same condition he/she received them. Prior to returning, costume components must be assembled, shoes paired up, carpets rolled out for inspection, etc. In the event that the client made adjustments that had not been subject to a prior contract in writing, he/she is obliged to use adequate expert assistance to return the rented items to their original condition. Should he/she fail to do so, the lessor is entitled to bill the extra charges. If any irreparable adjustments are made, or the item is damaged beyond repair, the client is obliged to pay for the damages in full.



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### **Dressmaking and Hat-Making Workshop – Terms and Conditions**

Orders and inquiries regarding conditions and prices: [fundus@barrandov.cz](mailto:fundus@barrandov.cz)

*(inquiries via e-mail will be answered within 3 business days maximum, unless stated otherwise on our website)*

#### **Opening Hours:**

Mondays to Fridays

7:15–12:00 and 12:45–3 pm

#### **Prices and delivery**

- Manufacturing costumes should be planned several weeks or months ahead of time.
- The price depends on the choice and volume of the fabric (top fabric, lining, etc.), the ornateness of the detail, the application of hand-sewing, and the time and skills needed.
- The traditional tailoring of custom-made costumes requires at least two fittings. Fitting appointments take place at the Barrandov Studio Costume Department (Fundus).
- For exact price assessment, the client is asked to specify their requirements regarding the costume (it is sufficient to submit a sketch, photograph, or detailed description).
- Delivery time depends on the amount of work the costume requires as well as on how busy the dressmaking and hat-making workshops are at the moment.
- An advance deposit is required. The amount of the deposit is settled individually.

### **Exhibitions – Terms and Conditions**

Orders and inquiries regarding conditions and prices: [fundus@barrandov.cz](mailto:fundus@barrandov.cz)

*(inquiries via e-mail will be answered within 3 business days maximum, unless stated otherwise on our website)*

- Exhibitions must be planned several weeks to months ahead of time. For shorter deadlines, please consult the management.
- We can develop an exhibition on the subject of your choice, or help you develop the exhibition theme and concept.
- We can deliver a turnkey exhibition, or provide costumes and props for the exhibition concept of your choice.
- The price depends on type and size of the commission.
- Payment must be made in advance (before installation) by bank transfer to the Barrandov Studio account. The payment must be made well in advance so that the transfer is put to the Barrandov Studio account in due time.



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### **Filmpoint and Guided Tours - Terms and Conditions**

For information, booking and inquiries: [prohlidky@barrandov.cz](mailto:prohlidky@barrandov.cz)

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### **FILMPOINT**

- The permanent exhibition From the History of Barrandov Studio charts the history as well as contemporary activities of Barrandov Studio by showcasing costumes, props and other items of interest related to legendary Barrandov projects. These include – among others – costumes from the much-loved fairy tale adaptation *Three Wishes for Cinderella* and the Oscar-winning *Amadeus*, or the iconic car from the popular 1980s Czechoslovak Television sci-fi series *The Visitors*. The exhibition also presents an insight into the secrets of workshops manufacturing film props.
- Photo-op – visitors can choose from a selection of hats and accessories to take a photographs of themselves – a picture to remember your trip to film history!

#### **Opening Hours:**

Open to the general public

Saturday and Sunday 10:00 am – 4:00 pm

Groups (10 and more)

By appointment only

(Mondays to Fridays 10:00 am – 4:00 pm)

### **BARRANDOV STUDIO GUIDED TOURS – FOR THE PUBLIC AND SCHOOLS**

- Barrandov Studio Guided Tours have to be booked in advance.
- Guided Tours must be planned at least 3 weeks in advance.
- Guided Tours are held on workdays: Mondays to Fridays, starting between 9 – 11 am and 12:45 – 2 pm.
- Maximum size of group: 25 people (including guide). If your group is larger, it can be divided into two smaller group, with a guide for each group.
- Guided tours are available in Czech and English. For other languages, you can bring an interpreter (admission for interpreters and tour operators/agency representatives is free of charge).
- Group representative is required to submit a list of participants, at the latest on the day of the tour. By submitting their names, participants confirm they have received instruction regarding the safety regulations applying to their tour of Barrandov Studios (Safety Instructions for Visitors are delivered to clients in an attachment to the email confirming reservation. They are also listed below.)
- Admission fee is paid on the day of the tour, before the tour starts. We accept payments in Czech Crowns, in cash only.
- Video and photography is allowed only in places designated by the tour guide.
- The Guided tours are a group event – it is therefore necessary for participants to stay together as a group, always in the presence of the guide, following the guide's instructions. Should group members fail to observe the guide's instructions, the guide is authorized to end the tour at any point. In such case participants are not entitled to any compensation.



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### **Guided Tour Options:**

Visitors can choose from two options of Barrandov Studio guided tour: the Comprehensive Barrandov Tour, with a fixed itinerary and runtime, with a price discount, or the Combined Tour, where visitors can choose the itinerary depending on their area of interest.

- **Comprehensive Barrandov Tour** – opens in the Filmpoint Exhibition with a brief introduction into the history and present activities of Barrandov Studios. Visitors are invited to view the original costumes from the most popular films produced at Barrandov, including costumes and props from the much-loved fairy tale adaptation *Three Wishes for Cinderella*, or the Oscar-winning *Amadeus* (cca 30 min.).

The tour continues with a walk around the studio lot, featuring a short lecture on studio history and current projects in production (cca 30 min.).

(The studios are rented out to film productions, it is therefore impossible to guarantee that during any given guided tour visitors will be able to access one of the sound stages and their facilities, as a film shoot may be under way. The interiors of the sound stages are therefore not a part of the guided tour. During the walk, however, the guide stops at each of the sound stages, providing background regarding its history and functions).

The next stop on the itinerary is the Costume Department (Fundus), where visitors are shown the most interesting sections of the vast Barrandov film costumes collection (cca 45 minutes). The tour is concluded in the Props Department facility, featuring everything necessary for furnishing a film set – from period furniture to small handheld props (cca 30 minutes).

**Total time: 2–2.5 hours**

- **Combined Tour** – visitors are given the option to choose their itinerary. The tour starts in the Filmpoint Exhibition and continues with a combination of one or more separate tours on offer.

**Total time** – Filmpoint (cca 30 min.) + Costume Department Tour (60 min.), Props Department Tour (40 min.), Sound Stages Walk (25 min.).

**For price see Price List.** Basic admission fee includes introduction to the tour at Barrandov Filmpoint (a fixed part of the programme) + admission fee to the separate tours A, B, C.



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## **Venue Rentals - Filmpoint and Photo-studios – Terms and Conditions**

For information, booking and inquiries: [fundus@barrandov.cz](mailto:fundus@barrandov.cz)

*(inquiries via e-mail will be answered within 3 business days maximum, unless stated otherwise on our website)*

- Venues must be booked several weeks in advance. Exceptions can be granted by venue manager.
- Reservations become valid only after confirmation by venue manager or their Barrandov Studio deputy (Fundus).
- Venue manager or their deputy are authorized to cancel or change the reservation. Their decision is final.
- Filmpoint is located in the Barrandov Studio main building, the Photo-studios are located on the 1st floor of the Costume Department Building (Fundus).

### **Payment**

- The payment can be made directly on site in cash (to the venue manager), or in advance by bank transfer to the Barrandov Studio account. In case of payment by bank transfer, the payment must be made in time so that the transfer comes through before the event.
- **For prices** see the Venue Rentals Price List.
- Rental time and total price is calculated from the Venue Rentals Price List. The charges include preparation time – i.e. catering, setting up the venue, etc. When making a booking it is therefore necessary to reserve also the time for preparation and clean-up before and after the event.
- Venue manager or their deputy are authorized to claim compensation for any damages.

### **Filmpoint and Photo-Studios Administration**

- Filmpoint and the Photo-studios are run by Barrandov Studio Fundus (further referred to as “BS”).
- Filmpoint and Photo-studios Manager (further referred to as “manager”) is the supervisor of the project in accordance with BS regulations.
- The Manager appoints his/her deputies from the ranks of BS staff.
- The Manager is responsible for assets and property records, for Filmpoint and Photo-Studio equipment and their operation, as well as for observance of rules and regulations.
- Rental of property from Filmpoint and the Photo-studios is subject to the Manager’s approval. Renting property or equipment outside of the Filmpoint or Photo-studios venues must be approved by the Manager.
- Further terms and conditions of use, including schedule, are set by the Manager in compliance with BS Rules and Regulations.

### **Access to Filmpoint Premises**

- Filmpoint and Photo-studios are intended for the use of BS staff and renters.
- Access to Filmpoint and Photo-studio is granted only after signing the takeover report.
- The renter is responsible in case they lose the keys; he/she is obliged to recompense any damages.

### **User rights and responsibilities**

- Filmpoint and Photo-studio premises are strictly non-smoking. Use of open fire as well as drinking alcohol on the premises are strictly forbidden. The renter is responsible for keeping order in Filmpoint or Photo-studio venue and for protecting the assets and equipment from damage. The renter is obliged to recompense any damage caused by violation of rules and



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regulations. Any dysfunction, accidents, or equipment breakdown must be reported to the Manager or his/her deputies without delay. Any damages must be compensated in full.

- In case the renter intends to perform activities involving heightened fire hazard, it is his/her duty to consult any such special requirement beforehand with the management's staff and apply for permission. If such is granted (for use of open fire, pyrotechnical special effects, etc.), the renter is obliged to pay for fire emergency supervision provided by the management of the venue. The attendance and size of the fire guard unit as well as the necessity of any such measures is determined solely and exclusively by the lessor and the renter is obliged to fully respect their decision.
- All Filmpoint or Photo-studio equipment is used at the users' risk. Before use they are therefore required to make sure that the equipment shows no damage or malfunction that would prevent safe use. Should they discover any such defect, they are to report it to the Manager immediately and the equipment in question must not be used.
- The renter is forbidden from admitting any person he/she does not personally know on the premises. The renter bears full responsibility for the access and activities of persons he/she admits to the premises of Filmpoint or the Photo-studios. The renter must be personally in attendance throughout the entire time any such persons are present on the premises.
- The last user to leave Filmpoint or the Photo-studios (when no other user is left on the premises) is required to make sure all the windows are closed, all equipment is switched off and all the lights are out.
- Facility operator is not responsible for any damage to or loss of belongings or equipment brought to the premises by the user. The renter and other users are required to take all their belongings with them on leaving the premises. In case of violation of rules and regulations, the visitor will be banned from the premises, without any claim for compensation for investments made. Depending on the seriousness of the violation, it is possible to settle on an alternative sanction, should the Manager of Filmpoint/Photo-studios or his/her deputy be open to such an option.



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### **Costume Portrait – Terms and Conditions**

For information, booking and inquiries: [prohlidky@barrandov.cz](mailto:prohlidky@barrandov.cz)

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- The service should be booked at least two weeks in advance, allowing time for prior arrangements.
- The Costume Portrait fee includes: 1 costume per person, 1x photograph + frame per person, specialized staff assistance – wardrobe master (number of wardrobe assistants depending on number of people to be photographed), professional photographer, coordinator.
- The Costume Portrait can be set up in the photo-studio located directly in the Costume Department Building (Fundus), or in the Filmpoint Exhibition venue (see Price List and Rentals – Terms and Conditions).
- Period setting can be provided on request for extra fee (see Rentals – price list).
- Barrandov Studio reserves the right to change or cancel the appointment.

### **The Film Star Makeover – Terms and Conditions**

For information, booking and inquiries: [prohlidky@barrandov.cz](mailto:prohlidky@barrandov.cz)

*(inquiries via e-mail will be answered within 3 business days maximum, unless stated otherwise on our website)*

- The Film Star Makeover has to be booked at least 2 weeks in advance.
- Visitors are required to send in an e-mail in response to the confirmation of their booking, featuring a current photograph of the visitor with a filled-in form (attached to the confirmation e-mail).
- The Film Star Makeover is available on workday afternoons only.
- Vouchers are valid 3 months from the date of purchase.
- Voucher cannot be refunded.
- You can include a dedication or wishes of your choice to be inscribed on the voucher.
- Barrandov Studio reserves the right to change the booking dates.

### **The experience includes:**

- Private photo-session for a given number of visitors (The Film Star Makeover Voucher is available for 1, 2 or 4 persons).
- Private tour of the Barrandov Studio Costume Department.
- Professional wardrobe assistant to help you select and fit a costume for the photo-session
- Period hairstyle and make-up by professional make-up artist
- Photo-session with a professional photographer
- Set of printed photographs
- Creating your own personal film poster featuring the photograph of your choice