

Event Rental Terms and Conditions (TC)

1. Scope

These Terms and Conditions (TC) apply to events and rentals on the premises of Zurich University of the Arts (ZHdK).

2. Designations / Terms

ZHdK is the *landlord*.

Organiser refers to the (natural or legal) persons to whom ZHdK makes rooms, spaces and facilities on its premises available for use, in particular for events.

Rooms denotes those spaces (rooms and facilities) that are available for events and rentals. The rooms used by organisers are specified in the individual rental agreement between the contracting parties.

Use means the use of rooms and spaces at ZHdK in accordance with these TC and subject to any individual rental agreements.

External organisers are non-ZHdK members (i.e. neither staff nor students) as well as ZHdK members who use rooms and spaces outside their studies or employment at ZHdK.

3. Administrative Matters

Preparations:

Organisers must inform Event Services, a division of ZHdK Technical and Event Services (hereafter Event Services) about the title, schedule and premises, as well as the expected number of participants, at the beginning of event planning (and thus before an event is advertised).

Any furniture and infrastructure requirements must be communicated to Event Services at least ten (10) days prior to an event; notice of any need for additional staff services must be given at least thirty (30) days in advance.

Access:

The Toni-Areal is open to external event organisers during opening hours. The opening hours are published on the [university's website](#).

Outside these hours, access is granted only by arrangement with Event Services. For the premises at Ausstellungsstrasse (Museum für Gestaltung) and Gessnerallee (Theater der Künste), access must be arranged on a case-by-case basis.

4. Terms of Use

- a. Room usage is permitted in accordance with these TC and ZHdK [House Rules](#). ZHdK may require event organisers to provide proof of liability insurance.
- b. Organisers must ensure that events proceed in an orderly manner and in compliance with the TC. Organisers must comply with the applicable trade, official and (fire) safety regulations. Under no circumstances may existing safety measures (including escape route signalling, fireproof barriers, etc.) be altered, removed or their functionality restricted.
- c. In signing a rental agreement, organisers acknowledge the legal provisions on the protection of minors and assume liability in the event of non-compliance. If official permission is required for the agreed event, the respective permit must be applied for by the landlord through Event Services, in the name and on behalf of and at the expense of the organiser with the responsible authorities. Organisers shall be liable for compliance with the requirements and conditions of the official permit.
- d. Organisers must ensure that the number of persons permitted in the rooms and spaces rented for an event is not exceeded. If that number is exceeded, the organisers shall be liable for any resulting damages to persons, rooms and facilities.
- e. Organisers must return rented rooms on time, in perfect condition and with the standard equipment.

- f. ZHdK may prohibit or revoke room usage at any time if:
1. Disruptions to operations or damage to property and furnishings are feared or have already occurred;
 2. Users disregard the terms of use, or any provisions or instructions issued by ZHdK;
 3. Room usage interferes with or disrupts teaching activities;
 4. Event organisers sublet rooms or use them for a purpose other than that declared in their room reservation;
 5. A false impression is created about the connection between the event or the organisers and ZHdK or if the University's name is used in an unauthorized manner (i.e. for users' own purposes);
 6. An event or occasion harms ZHdK's interests, in particular if its content or objective is racist, sexist, glorifies violence or in any other way marginalises and/or runs counter to basic democratic principles;
 7. An event or occasion is so polarising that massive disruption to the University's operations can be expected.
- g. In exceptional cases, ZHdK reserves the right to allocate rooms other than those booked at short notice, insofar as relocation is considered reasonable.

5. Services and Fees

- a. Fees: The fees stated in the written confirmation issued by Event Services shall apply. The rental period relevant for calculating the rental fee shall be the entire period of use, including set-up and dismantling times. If the period between the written confirmation and the event exceeds six (6) months, ZHdK reserves the right to adjust its fees. Fee increases entitle the organisers to withdraw from the rental agreement.
- b. Invoicing/payment: Event Services will issue an invoice for room rental and services (staff, furniture, technical equipment, etc.) after the event. Invoices must be settled within thirty (30) days of the invoice date (the entire balance is owed, no deductions or discounts are admissible). ZHdK may demand a reasonable advance payment or security deposit. Rental and service costs are charged based on the ZHdK Price List. The actual costs will be charged.
- c. Additional service charges: The costs for waste disposal, cleaning, etc. will be charged to organisers if these additional services exceed usual levels. Any additional costs for technical, supervisory and security staff, etc., as well as overrunning the agreed rental period, will be charged to the organisers. Costs are calculated based on the ZHdK Price List. The actual costs will be charged.
- d. Cancellations: Cancellations must be made in writing. Cancellation charges:
- More than thirty (30) calendar days before the event → no cancellation charge
 - Fourteen (14) to thirty (30) calendar days before the event → 50% of the costs
 - Fourteen or fewer calendar days before the event → 100% of the costs
- e. Costs include the planned room rental as well as any planned additional services (staff, furniture, technical equipment, etc.).
- f. For services provided by third parties (e.g. caterers or external technicians), the deadlines and cancellation conditions of those parties shall apply.
- g. No refunds on unused services or if an event is terminated prematurely — with the exception of timely cancellation — are granted.

6. Liability

- a. Organisers shall be liable for any damages, including consequential damages, arising from using ZHdK premises and in connection with the contractually agreed event. Organisers must notify the landlord of all damages in writing with immediate effect.
- b. Organisers expressly agree that ZHdK accepts no liability whatsoever, in particular not for damages, if an event has to be cancelled due to the unavailability of premises and of technical, supervisory and security staff through no fault of its own or due to the disruption of facilities and infrastructure through no fault of its own.

c. ZHdK accepts liability in accordance with its legal responsibility.

7. Performance Rights; Sound and Image Recordings

- a. Organisers are responsible for observing the rights of third parties (in particular intellectual property rights and personal rights). Organisers must obtain the consent of everyone concerned.
- b. The production of recordings for commercial purposes is permitted solely with the consent of ZHdK. ZHdK reserves the right to make recordings available to interested persons in analog and digital form and to play such recordings in public, provided that this does not violate the rights of third parties.
- c. Recordings are archived at the Media and Information Centre (MIZ); however, ZHdK is under no obligation to preserve recordings.
- d. ZHdK shall make no further use of recordings produced exclusively for personal use.

8. Final Provisions

ZHdK shall give notice of any amendments to these TC in writing. Failing notification by the organiser within ten (10) working days, the amendment shall be deemed to have been approved. In all other respects, the provisions governing room rentals (OR 253 ff.) and all other relevant provisions shall apply.

The place of jurisdiction is Zürich, Switzerland.

These TC were enacted by the Office of the Head of Operations (*Verwaltungsdirektion*) on 29 January 2019 and came into effect on 1 February 2019. They were updated on 28 January 2026.