



**FILOZOFICKÁ FAKULTA**  
**Univerzita Karlova**

# **Lease Offer of Premises at the Faculty of Arts, Charles University**

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version 2023

**Dear friends,**

**I would like to offer you the lease of our conference and teaching rooms in historical buildings in the very centre of Prague at the Faculty of Arts, Charles University.**

The venues in question are the main building of the faculty at the square nám. Jana Palacha situated near metro station Staroměstská and the Sweerts Sporck Palace in Hybernská Street near the square náměstí Republiky.

In both buildings, we offer short-term leases of several conference and teaching rooms of various capacities – from the 400-seat faculty auditorium equipped with the latest AV technology to small seminar rooms.

Our venues are suitable for large or small conferences, one-time or semestral courses, meetings of professional organisational bodies or committee meetings. They are also popular locations for documentary and feature films.

Besides leasing of the premises and technical equipment, we provide services of our technicians as well.

**If you are interested in leasing our premises, please get in touch with us.**

Mgr. Zdeňka Filipová  
*Faculty Bursar*





*The main building of CU FA*

## Room P104

The large lecture room allows, thanks to the variability of the layout and comprehensive technical equipment, to organise various types of events, from conferences and meetings of various committees to presentations and social events.

**Capacity:** 80 seats

**Equipment:** AV technology, live stream

**Wi-Fi:** Eduroam / UKvisitors

**Special features:**

variable space arrangement, beautiful view of the Prague Castle panorama

## THE MAIN BUILDING OF CU FA | nám. Jana Palacha 1/2, Prague 1

The main building of the Faculty of Arts, Charles University, was built in 1929. It is located in the very centre of the city near metro station Staroměstská.

Nearby are the most visited Prague sights, such as the former Jewish Town complex, Old Town Square, and Charles Bridge. The building offers a magnificent view of the Prague Castle.

The building is barrier-free. A daycare centre for children and a bistro are available within the building.



*Room P104*

## Great Auditorium (room P131)

It is the largest auditorium of the faculty, with state-of-the-art AV technology. It is a popular venue for plenary sessions, international conferences, discussion meetings and audiences of prominent social figures.

The Auditorium also made a significant mark in the Czech Republic's history when the Faculty of Arts students declared an occupation strike here as part of the Velvet Revolution on 20 November 1989.

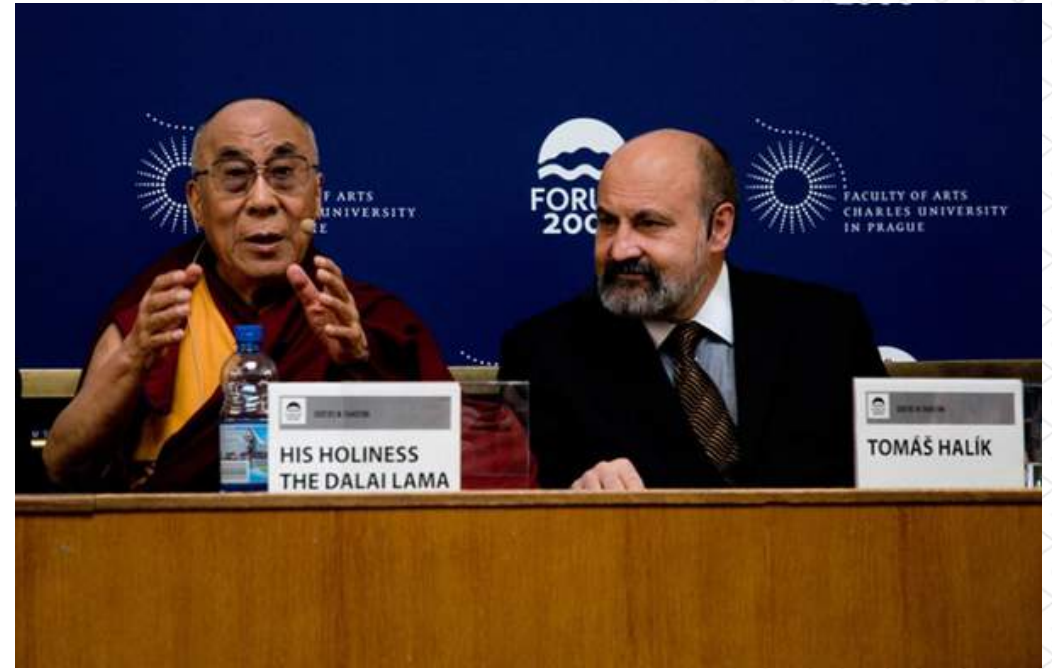
**Capacity:** 400 seats (of which 100 seats are up in the gallery)

**Equipment:** AV technology, live stream

**Wi-Fi:** Eduroam / UKvisitors

### Special features:

the largest capacity of all venues of the Faculty of Arts, tiered seating ensures excellent visibility for everyone



*Great Auditorium (room P131)*





*Room P200*

## Teamwork Study Room

The modern seminar room in Jan Palach Library is suitable for courses intended for fewer participants.

The room features modern AV technology. Wi-Fi signal coverage FF-free allows visitors to use their own laptops.

**Capacity:** 15 seats

**Equipment:** AV technology, live stream

**Wi-Fi:** Eduroam / UKvisitors

**Special features:**

situated in faculty's Jan Palach Library

## Room P200

This traditionally arranged lecture room with AV equipment is especially suitable for courses and presentations. The auditorium features elegant, tiered university seating. The room offers a view of the Prague Castle district panorama.

**Capacity:** 180 seats

**Equipment:** AV technology, live stream

**Wi-Fi:** Eduroam / UKvisitors

**Special features:**

slightly tiered seating ensuring good visibility, a beautiful view of the Prague Castle



*Teamwork Study Room*

## Room P001

It is a renovated room on the ground floor of the building. The room's layout can be rearranged according to the needs of the leaseholder. Naturally, there is audio-visual equipment. The room is particularly suitable for small courses.

**Capacity:** 40 seats

**Equipment:** AV technology

**Wi-Fi:** Eduroam / UKvisitors

**Special features:**

adjustable layout of the room, view of the Prague Castle



*Room P001*



*Common areas of the main building of CU FA*

## Common areas of the main building of CU FA

Owing to its distinctive architecture, the common areas of the front wing and the main staircase are popular places for photo shooting, filming or catering services for events held on the premises of the faculty. The spacious corridors offer enough space for conference bookstalls and other stands.



*Sweerts-Sporck Palace*

### **Attic (Room H303)**

The exposed Baroque roof beams add to the room's pleasant ambience. Due to its spacious and segmented disposition, you can organise a wide range of event types here.

**Capacity:** 80 seats

**Equipment:** AV technology

**Wi-Fi:** Eduroam / UKvisitors

**Special features:**

adjustable layout of the room

### **Seminar rooms**

Several smaller seminar rooms are suitable for more intimate courses. The seminar rooms are connected by beautiful historic corridors, which serve as pleasant meeting places for course participants.

## **SWEERTS-SPORCK PALACE | Hybernská 3, Prague 1**

The Baroque palace near the square náměstí Republiky is suitable for various courses and training. The entire building is barrier-free. There are facilities for mothers with children on the palace's ground floor.

In the vicinity of the building, there are many restaurants, bistros, etc., of various types and price levels.



*Attic,  
Seminar rooms*



## BASIC RATES OF PAYMENT FOR FACULTY PREMISES

|  |                  |
|--|------------------|
| Great Auditorium (P131)                  | 4,000 CZK / hour |
| P104                                     | 4,000 CZK / hour |
| P200                                     | 3,000 CZK / hour |
| P300                                     | 3,000 CZK / hour |
| P301                                     | 3,000 CZK / hour |
| other lecture rooms with AV equipment    | 2,300 CZK / hour |
| other lecture rooms without AV equipment | 1,750 CZK / hour |
| PC laboratories                          | 4,600 CZK / hour |
| photoshooting on the faculty premises    | 1,700 CZK / hour |
| filming on the faculty premises          | 2,300 CZK / hour |

## BASIC RATES OF PAYMENT FOR SERVICES

**Live Stream** 1,750 CZK / hour

price per hour of streaming, including the work of the cameraman and technician

### AV Equipment

the rate for each commenced hour on working days between 8 am and 6 pm 500 CZK / hour

the rate for each commenced hour outside the time mentioned above 700 CZK / hour

**Additional charge for the continuous opening of the building outside normal opening hours** 350 CZK / hour

the additional charge applies when the building is continuously opened on weekdays between 9 pm and 7 am, on weekends and public holidays all day

**Additional charge for the service of an organisational and operational worker** 350 CZK / hour

the assistance of the Real Estate Administration officer, e.g., during the organisation of larger events which require an ongoing coordination

**We offer substantial discounts to non-commercial and partner events. Discounts are also available for a larger number of hours and rooms.**

VAT at the statutory rate will be added to the above prices.

### Contact:

Bursar's Office

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