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GENERAL TERMS OF USE OF THE PRESS CLUBS OF THE BULGARIAN NEWS AGENCY

CHAPTER ONE - SUBJECT-MATTER AND DEFINITIONS

Article 1. (1) These General Terms of Use of the Press Clubs of the Bulgarian News Agency (BTA), hereinafter referred to as “General Terms”, shall regulate the relationships between BTA and the organizers of news conferences and other events at the BTA press clubs.

(2) These General Terms shall regulate the conditions for organizing and holding news conferences or other events, as well as providing other services at the BTA Press Clubs, and set out the procedure and conditions for booking and payment, the rights and obligations of the organizers, as well as the rules for conduct of the persons admitted to the news conferences or other events.

(3) These General Terms shall also apply to holding news conferences and other events, and use of other services at the MaxiM multimedia centre of BTA.

Article 2. (1) These General Terms shall come into force from the moment of their approval by the BTA Director General and shall be published on the BTA website and placed to be visible in the premises of the BTA National Press Clubs.

(2) By booking a spot for a press conference or another event at any of the BTA National Press Clubs, the organizer agrees to these General Terms and Conditions and undertakes to comply with them and to ensure compliance with them by all participants.

(3) Prior to booking a press conference or another event at a BTA National Press Club, the organizers should check and familiarize themselves with these General Terms.

(4) BTA shall have the right to amend and supplement these General Terms unilaterally at any time, and such modifications shall take effect from the moment of their approval by the BTA Director General, as these shall be published on the BTA website.

Article 3. Within the meaning of these General Terms:

1. “BTA” or “(the) Agency” shall be the Bulgarian News Agency, in its capacity as an independent national news organisation whereof the operation is governed by the Bulgarian News Agency Act. BTA has its registered office address at 49 Tsarigradsko Chaussee Blvd., City of Sofia, and it is entered in the BULSTAT Register under Uniform Identification Code (EIK) 000695071.

2. The “websites of BTA” shall be www.bta.bg, as well as all websites owned by BTA, including the sub-domains and/or directories thereof, which constitute a distinct location on the internet accessible through its Uniform Resource Locator (URL) using HyperText Transfer Protocol (HTTP), HyperText Transfer Protocol Secure (HTTPS) or another standardised protocol, such as, for example, pages in

Facebook, LinkedIn, Twitter, Instagram, YouTube, tiktok and other such, which contain news products of BTA.

3. “BTA National Press Clubs” shall be all press clubs expressly listed in an order by the BTA Director General.

4. “Press Conference: shall be a public event which has been arranged in advance and presupposes presence of representatives of various media outlets. Press conferences are usually held at dedicated spaces fitted with the respective equipment, where the organizers communicate with the news media a certain message (messages) and take questions from the journalists.

5. “Other events” could be workshops, congresses, round tables, discussions, presentations and others.

6. “Services at the BTA National Press Clubs” are all services expressly enlisted in an order by the BTA Director General that sets the rates for holding news conferences or other events, and using the services at the BTA National Press Clubs, and that are published on the BTA website. To prevent misunderstanding, it should be clear that not all BTA National Press Clubs offer all services.

7. “Organizers” shall be the persons who organizer and hold news conferences or other events at the BTA National Press Clubs and use the services of the BTA National Press Clubs.

8. “Participants” shall be all persons indicated by the organizers, including but not limited to spokespersons, associates, partners and, where there is enough room, members of the public.

9. “Media representatives” shall be individuals holding valid press cards.

CHAPTER TWO - TERMS OF USE

Section I Booking a spot

Article 4. (1) Any citizen and/or organization may request a press conference or other event and use the services of any of the BTA National Press Clubs.

(2) The request shall be made in writing, by e-mail to the specific national press club listed on the BTA website, or on-site at any of the BTA National Press Clubs.

(3) The booking request must contain:

1. Details of the person making the booking: two names, current telephone number and e-mail contact;
2. Details of the organiser, if different from the person making the booking: two names, current telephone number and e-mail for contact for natural persons or name, UIC, current telephone number and e-mail for legal persons.

3. Information about the services requested: choice of BTA national press club, day and time of the press conference or other event, duration, number of participants, and additional services to be used. If the organiser's personal equipment will be used, these shall be specified in advance.

4. Where applicable, the booking request shall be accompanied by a document certifying that a discount is applicable for the organizer of the press conferences or other events in the National Press Clubs of the BTA.

(4) A booking request shall be deemed accepted only upon receipt of written confirmation, sent by e-mail by the staff of the respective BTA National Press Club. As an exception, if the booking request is made on the spot at the respective BTA National Press Club, the confirmation will also be received on the spot. An invoice will also be sent after confirmation of the request.

Section II Rights and obligations of the organizer

Article 5. (1) After a booking request is accepted and no later than two days before the press conference or other event, the organizer shall send by e-mail or present on site at the BTA information on the topic and a list of participants in the press conference or other event.

(2) When formulating the topics for press conferences or other events to be published on the BTA website, the organizer shall comply with the principles set forth in Article 4 of the BTA Act as well as the BTA Code of Ethics.

(3) BTA is in no way committed to and shall not be held responsible for the content and wording of the topics, and in publishing announcements for press conferences or other events, BTA is guided solely by the principles set forth in Article 4 of the BTA Act as well as the BTA Code of Ethics.

(4) If the published topic of a press conference or other event held at a BTA national press club affects the rights and legitimate interests of third parties, the responsibility shall lie with the organizer to whom the relevant objection/complaint should be lodged.

(5) The BTA reserves the right to refuse to organize a press conference or other event if the topic formulated by the organizer contradicts the BTA Act or the BTA Code of Ethics.

Article 6. (1) The Organizer is obliged:

1. 1. to pay the amount due for holding a press conference or other event and use of services in the BTA National Press Clubs, for which an invoice and/or a receipt shall be received.
2. To organize and hold the press conference or other event and use the services provided in accordance with these General Terms and in the presence of BTA representatives.
3. To immediately take action as is necessary to urgently repair any damage to the BTA National Press Clubs and/or any items therein, as a result of the culpable and non-culpable actions of the participants of the press conference or other event and immediately notify the BTA representatives.
4. Observe the safety and fire protection rules at the BTA National Press Clubs.
5. Make sure to meet the sanitary and hygiene standards at the BTA National Press Clubs.

Article 7. (1) The organizer shall have the right to be admitted to and hold a press conference or other event at the BTA National Press Club at the date and time booked, subject to these Terms and Conditions.

(2) The organiser shall also be entitled to receive the services he has requested when holding a press conference or other event at the BTA National Press Clubs for which they have paid.

Article 8. (1) BTA shall have the right to receive the amount due for holding a press conference or other event and using services at the BTA National Press Clubs.

(2) BTA shall have the right to ask the organizer to specify the date and time(s) of the event, the subject matter, the BTA press club in which the press conference or other event is to be held, the equipment required and the need for coffee breaks or catering during the press conference or other event and/or the use of other services provided by BTA at the relevant BTA national press club.

Article 9. (1) BTA also has the right to:

1. announce on its website the upcoming press conferences or other events in the National Press Clubs, when they are public, via an announcement according to a template attached to these General Terms.
2. send an invitation for the press conferences by e-mail to the media outlets.
3. live-stream the press conferences held at the National Press Clubs in the country and abroad, if technically possible.
4. upload on its website video recordings of the press conference held in the BTA National Press Clubs of the BTA, if they are public.

(2) The rights under Para 1 shall be exercised at the discretion of BTA. The organizers of press conferences in press clubs shall not be entitled to waive the rights listed in Para 1. Organizers of other events shall use the services listed in Article 1 only if they expressly request them.

Article 10. (1) BTA shall be obliged:

1. to ensure the smooth organization and holding of a press conference or other event within the agreed time.
2. to provide and technically secure all services requested by the organizer, which BTA provides in the respective national press club of BTA.

(2) BTA shall not be required to cover press conferences or other events held at its National Press Clubs in its news services.

Chapter IV General rules of conduct

Article 11. By being present at the BTA National Press Club during a press conference or other event, all persons (organizers, participants and media representatives) agree to be photographed and recorded, and give consent to the organizers and the BTA to publish on their websites and social media accounts audio, video and photo footage of the event.

Article 12. BTA is in no way responsible or liable for any statements, statements, opinions or positions expressed by the organizers and participants in the press conference or any other event, as well as for any questions or comments made by media representatives.

Article 13. (1) Persons visibly under the influence of alcohol or intoxicants, as well as persons demonstrating aggressive behaviour, shall be barred from the BTA National Press Clubs.

(2) Weapons, ammunition, explosives, pyrotechnics and other dangerous devices shall not be allowed in the BTA National Press Clubs.

(3) No unaccompanied minors shall be allowed in BTA National Press Clubs.

(4) Access to the National Press Club in Sofia shall be subject to compulsory registration at the entrance and after verification by the security guards in accordance with the BTA internal rules.

(5) The following shall be prohibited in the buildings housing the BTA National Press Clubs, as well as in the press clubs themselves:

1. Smoking;
2. Disposal of waste outside the designated places;
3. Speaking in a loud tone, making noise and disturbing the peace of BTA employees;
4. Harming persons, employees and guests at BTA, and/or damaging BTA property;

5. Acts or conduct aimed at inciting racial, ethnic, national, religious hatred, discrimination on the basis of legally protected characteristics, or otherwise affecting the honor, dignity, or reputation of individuals or groups;

6. 6. Putting up advertisements, announcements, etc. on the walls.

7. Advertising materials shall be placed in in the BTA National Press Clubs only under the conditions (for location, size and price) announced on the BTA website.

8. The placement and/or distribution of advertising materials whose messages contradict the BTA Act and the BTA Code of Ethics shall be prohibited in the BTA national press offices.

Article 14. All persons (organizers, participants and media representatives) are required to mute their mobile phones during the press conference or other event.

Article 15. BTA shall not be responsible for any items /equipment, clothing, etc./ left behind in the BTA National Press Clubs.

Article 16. BTA shall not provide parking space for anybody (organizers, participants and media representatives) for the duration of a press conference or other event at the BTA National Press Clubs.

Chapter V Payment and indemnity

Article 17. (1) BTA shall publish on its website the current rates for holding press conferences or other events and using services in the BTA National Press Clubs. **(2)** The organizers shall be obliged to pay for holding press conferences or other events and using services in the BTA National Press Clubs according to the current rates published on the BTA website.

(3) Payment shall be made in advance, and may be made by bank transfer, via a POS terminal or in cash at the BTA cash desk, no later than the day and time of the event.

(4) BTA reserves the right to revise the rates for press conferences or other events and the use of services at the BTA National Press Clubs.

Article 18. (1) In case of refusal by the organizer to hold the agreed press conference or other event and to use the agreed services, the organizer shall owe the following indemnity: 1. A penalty of 50% of the due amount for a cancellation notice of 2-5 days;

2. A penalty of 100% of the due amount for a one-day cancellation notice.

3. The organizer shall not be liable for any cancellation or change of day and time of the press conference or event in case of force majeure.

Transitional and Final Provisions

§ 1. These General Terms shall be endorsed by an order of the BTA Director General and shall have the force of a contract between BTA and the organizers.

§ 2. Any terms unregulated in these General Terms shall be governed by the provisions of the legislation in force of the Republic of Bulgaria.

§ 3. Any disputes between BTA and organizers in connection with the holding of news conferences and other events, and the use of services at the BTA National Press Clubs shall be resolved by negotiations, by agreement between the parties, and should this prove impossible, each of the parties may refer the dispute for settlement to the competent court in the City of Sofia.

§ 4. In the event that any individual provisions of these General terms shall be held, in the appropriate manner, to be invalid, such invalidity shall not affect the rest of the provisions of the General Terms, which shall continue in effect and shall apply to relations between the parties.