



PATRONATO PANAMÁ VIEJO

PROCEDURES FOR THE USE OF MONUMENTS AND GREEN AREAS

CATHEDRAL NAVE

CAPACITY:

400 people sitting in tables

700 people sitting in auditorium arrangement

Donation: B/. 2,300.00

CONVENTO DE LA CONCEPCIÓN

CAPACITY:

200 people sitting in tables

200 people sitting in auditorium arrangement

Donation: B/. 2,800.00

CONVENTO DE LOS JESUITAS

CAPACITY:

100 people sitting in tables

100 people sitting in auditorium arrangement

Donation: B/. 1,500.00

The Patronato Panamá Viejo facilitates the use of its green areas (Nave of the Cathedral, Convento de las Monjas and Convento de los Jesuitas de Panamá Viejo, for events such as: concerts, book presentations, artistic and theatrical presentations, social and touristic events, dinners, weddings.

The Patronato will make tentative reservations for events up to 60 (sixty) calendar days maximum. If during this time the client has not processed the contract and made the initial down-payment the Patronato reserves the right to offer the date to another client.

1. The following is included on site:
 - a. General illumination of the area.
 - b. General electrical system of the site, but for sound and light systems it is necessary to bring a generator.
 - c. Designated parking areas for each monument.
 - d. Staff during the event to orient and answer questions as well as assist in supervision of the site of Panama Viejo.

2. To confirm the event, the client must reserve a date with the Promotional and Marketing Department: 226-9364/8915/1757 making a 25% down-payment and signing of the contract. The rest of the donation must be paid one (1) month prior to the event.

3. An agreement must be signed for the use of the monument in which the following must be submitted:
 - a. A note requesting the realization of the event with its description.
 - b. Date, hour, and duration of the event.
 - c. Name and general information of the person who will sign the Contract.
 - d. Name and general information of the responsible party and event organizer.
 - e. The user must submit an insurance policy that will cover property and third party damages.
 - f. In case of there is a need to set up a day prior to the event it will have a cost of B/. 650.00 daily within the hours of 8:00 a.m. to 6:00 p.m.
 - g. *In case of needing a previous day set up and nighttime setup it must be requested to the Patronato within 48 hours disclosed with detailed information about the nighttime setup. The Patronato reserves the right to close the doors in case the request has **NOT** been made.*

THE SIGNING OF THE CONTRACT OBLIGATES AND REQUIRES THE COMPLIANCE OF ALL THE CONDITIONS FOR THE USE OF THE MONUMENT

4. For security it is mandatory to hire police or private security units and assistants for surveillance of the event, and to rent portable toilets since the area does not have any toilets.
5. Once the contract has been signed the Client must submit a request form adjoining the Contract that describes details about the suppliers and services of the event.
6. In case it is necessary, the Patronato can request the Client a floor plan with a description of the setup of the event for previous approval.

IT IS A PRIVILEGE TO BE ABLE TO USE A MONUMENT OF THE 16TH CENTURY FOR YOUR EVENT; FURTHERMORE IT IS IMPORTANT AND MANDATORY TO HONOR THE FOLLOWING:

- Allow access to tourists in the site within opening hours (8:00 a.m. – 6:00 p.m.).
- To not nail, drill, or hang ornamentation, elements, and advertising, in the area chosen.
- To not carry guns with the exception of public security officers.
- To not write, draw, or paint figures, signs, numbers, etc., on any place of the monument.
- To not use candles, lamps, fireworks or pyrotechnic games, gas lamps or lamps fueled with gasoline, oil, or other inflammable and detonating devices.
Fireworks are strictly prohibited.
- To leave the area clean and clear of trash, bottles, and waste once the event is over and during the setup of the event.
- To remove all devices, tools, decorative elements, that was used within 24 hours following the closing of the event.
- To guarantee the vehicles of the attendees and the staff linked to the organization and setup of the event park only in the areas designated and avoid the transit of vehicles in the green areas as well as those areas where there are remains of the colonial pavements, historical monuments, or archeological remains.
- To not let access of motor vehicles of any kind inside the monuments.
- To guarantee that the staff of the setup behave adequately within the site and avoid using offensive language at any time.
- To not let the attendees of the event climb any walls and ruins of the site.
- The stages mounted over the paved floor must be backed with continuous wood sheets in a section no less than 1" x 8" x 8" with the purpose to spread the load over the pavement. Any structure that is placed must respect a setback of 0.20 meters minimum from any monument.
- All sound equipment must be setback 1.50 meters minimum from any monument or wall, and the **sound level must be below 84 decibels**. The sound and speakers cannot be directed towards the walls at any moment.
- To not introduce any animals at all within the site of Panama Viejo.