



1. LOCATION

Arrival by car from the west: If you are coming from another city, the easiest way is to enter Zagreb from the west via the bypass at the Zagreb Zapad entrance. Then continue straight along Ljubljanska Avenue, which turns into Zagrebačka Avenue. After passing under the underpass beneath Savska Street, switch to the right lane. Immediately after the traffic light, you will spot a grey complex with the branding of Addiko Bank located within the center.

Arrival by car from the east: If you are coming from outside the city from the east, enter Zagreb via Slavonska Avenue. Drive straight until you see a grey complex with the branding of Addiko Bank on the left side. At the traffic light by the center, turn in a semicircle and immediately turn right after the complex.

Arrival by car from the north: If you are coming from the city center, the easiest route is to drive along Savska Street to the intersection with Slavonska Avenue. At the traffic light, turn left onto Slavonska Avenue, then switch to the right lane. When you reach the traffic light, you will see a grey complex of HoB. After passing the complex, turn right.

Arrival by car from the south: If you are coming from the direction of New Zagreb or Velika Gorica, the easiest route is to drive along Vjenceslava Holjevcica Avenue toward the north. After crossing the Sava bridge, switch to the left lane and turn onto Slavonska Avenue. At the first traffic light, you will see the complex on the left. Turn in a semicircle and turn right as soon as you pass the complex.

Tram stations (Vjesnik and Prisavlje) for tram lines 4, 5, 14, and 17 are located on Savska Street. It will take you about 10 minutes to walk to Mozaik Event Center.

Bus lines 107 (Jankomir – Žitnjak) and 108 (Main Station – Savski Most) have stops on Slavonska Avenue in front of the center. The center is also about a 10-minute walk from the National and University Library bus stop where other lines stop.

From the airport, you can take a taxi or bus. If you are taking the bus, make sure to tell the driver to stop at the National and University Library bus stop. From there, it's a 10-minute walk to the center. If you arrive by train, choose any bus line that stops at the National and University Library bus stop and walk to the center. If you need assistance, feel free to contact us.

2. PARKING

Parking for Mozaik Event Center users is available on the exterior lot on the east side of the HoB building, where our center is located. The exterior car park is charged at 2 euros per hour.

The garage is private and not available for visitors' parking.

In the immediate vicinity of Mozaik Event Center, there is additional parking in the third zone of city parking. On weekdays, parking is charged according to the city parking rate from 7:00 AM to 8:00 PM, while on Saturdays, it is charged from 7:00 AM to 3:00 PM. Parking is free on Sundays.

Mozaik Event Center offers 6 parking spots at a price of 30 EUR per day per spot. For reservations or additional information, please feel free to contact us.

3. WORKING TIME AND RENTAL PERIOD

Entrance to the hall is scheduled between 9:00 AM and 5:00 PM on working days. The entrance is allowed outside of the working hours if so, agreed with Mozaik Event Center.

Predefined time frames for renting space

Rental period	From	To
DAILY EVENTS	6:00 AM	11:00 PM
Installation	8:00 AM	*6:00 AM
Installation 1/2	6:00 PM	*6:00 AM
Dismantle	11:00 PM	*6:00 PM
Dismantle 1/2	11:00 PM	*10:00 AM

Rental period	From	To
EVENING EVENTS	11:00 AM	*4:00 PM
Installation	8:00 AM	*11:00 AM
Installation 1/2	6:00 PM	*11:00 AM
Dismantle	4:00 PM	6:00 PM
Dismantle 1/2	4:00 PM	10:00 AM

*Refers to the time of the next day



4. ENTERING AND LEAVING RENTED AREA

Upon entering the rented hall and signing the handover document Client assumes responsibility to return the hall and complete used area to its original condition.

Damage occurred during the preparation or duration of the event will be subsequently charged.

The Hall and rented area is to be cleared from all belongings latest till the last hour of a last rental day unless otherwise agreed with Mozaik Event Center.

5. LOADING RAMP

Mozaik Event Center has loading ramp on the east side of HOB complex, on the access road Trnjanska struga V. To access the loading ramp, you need to announce it to Mozaik Event Center's employee at least 24 hours prior the event.

The use of a loading ramp is possible only under the following conditions.

- The responsible person (if there are several subcontractors who will use the loading ramp) in agreement with the employee of the Mozaik Event Center must read the instructions and sign the corresponding certificate of use
- The same person accepts responsibility for operating the loading ramp
- Operating the loading ramp is strictly forbidden for all unauthorized people
- Parking or blocking vehicles at the loading ramp area is prohibited. The ramp should be used exclusively for loading and unloading

6. ADDITIONAL SERVICE

Mozaik Event Center also offers other services such as rental of audiovisual equipment, provision of food and beverage services and other services, staff or equipment needed for the event, as well as the opportunity to hire your own selected suppliers.

7. ACTIVITY PLAN

In order to ensure the simplest possible preparation of the event, please send us a comprehensive plan of activities 3 days in advance.

8. SURVEILLANCE SYSTEM

Mozaik Event Center provides the possibility of safe access to the rented space and surveillance cameras within the space. Mozaik Event Center is not responsible for the disappearance of items due to negligence of the Client.

9. EXHIBITION STANDS AND BRANDING

If you want to brand the space as part of your event, you need to notify the Mozaik Event Center. Exhibition vehicles are allowed to be installed in the Hall Water at no extra charge and in the external, at an additional cost.

The area in front of and at the entrance to the center can be branded for an additional fee. This includes the possibility of placing branded materials such as banners, posters, or other promotional elements. The pricing and terms for branding will be agreed upon in advance and charged according to the client's specific requirements.

To position the vehicle, it is necessary to request the consent of the Mozaik Event Center. Vehicle entry into the Hall Water is allowed on the first day of the hall rental (installation or event), only at the time agreed with the employee of the Mozaik Event Center, and at least 24 hours before the event.

It is prohibited to block fire exits and fire extinguishers with any materials, including branding, stickers, bars, photo walls, or any other installations that might obstruct access to or use of these devices. All fire exits and extinguishers must remain unobstructed and accessible at all times, in accordance with safety regulations.

10. WASTE DISPOSAL

On the -1 floor of building B2, where Mozaik Event Center is located, there are designated containers for waste disposal. Reasonable amounts of waste can be disposed of in these containers. If larger amounts of waste are expected, please notify us in advance so we can arrange additional space for disposal, with an extra charge.

If larger amounts of waste are not reported in advance, the responsibility for removal falls to the client, catering, and other subcontractors, and they are required to remove all generated waste from the premises after the event.

Additionally, for waste that requires special disposal (such as carpets, electrical appliances, etc.), the client is responsible for ensuring its removal from the center by the end of the rental period.



11. DO'S & DON'TS

Do's:

- Notify us in advance of any specific requirements, such as branding or special event conditions.
- Respect working hours and agreed-upon setup and takedown times.
- Use our services according to the rules, such as notifying us about ramp use or equipment rentals.
- Contact us for additional services, information, or special requests.
- Respect waste disposal rules and use only the designated containers for each type of waste (bio-waste, plastic, paper).
- If you expect large amounts of waste, contact us to arrange the disposal.

Don'ts:

- Do not park in prohibited zones or other reserved parking spaces.
- Do not use the ramp without prior notice or permission.
- Do not bring dangerous items such as weapons, explosives, or chemicals.
- Do not damage or destroy green areas and plants around or inside the building.
- Do not leave trash on public areas.
- Do not mix different types of waste (e.g., bio-waste with plastic) or dispose of waste in inappropriate containers.
- Do not leave waste outside designated bins without prior notice or agreement.

12. PENALTIES FOR NON-COMPLIANCE

- 100 EUR for unauthorized sticking in the areas of the Mozaik Event Center (walls, MEC branding, windows, LED posters, doors).
- 200 EUR for damage to carpets during the event.
- 100 EUR for unauthorized parking of bicycles/scooters inside the center.
- 100 EUR for taking our items without prior approval. Unauthorized taking of property will be considered theft.
- 200 EUR for failure to follow rules regarding ice disposal in inappropriate places, such as bamboo, plants, or other protected surfaces.
- 150 EUR for unclogging toilets after the event.
- 500 EUR for damage to flowers in the foyer or destruction of surrounding islands.

13. CONTACT

For all additional questions please contact Mozaik Event Center at info@mozaik-grupa.hr or
+385 91 3456 627
+385 95 3456 920
+385 95 3682 114
+385 91 7348 328

OFFICIAL DATA

Center name:
Mozaik Event Centar (MEC)
#mozaikeventcentar #mec



1. HoB SERVICE INFORMATION

Vehicle Access:

- Parking: On the north side of the business building, there is a private parking area with a ramp, accessible only to tenants with reserved parking spaces and a remote control. Mozaik Event Center is not responsible for damage to vehicles parked in the garage or the outdoor parking area.
- No parking in pedestrian zones: Parking in marked pedestrian zones is prohibited. Vehicles parked in these areas will be removed at the owner's expense.

Garage Space:

- Behavior rules:
 - Parking in passageways or on reserved spaces of other companies is prohibited.
 - Delivery vehicles may enter the garage only with prior notice and under the supervision of Mozaik Event Center personnel.

Security and Control:

- Surveillance: All spaces of the building are under video surveillance, and recordings are used in case of damage or loss.
- Protection from vandalism and damage: In the event of damage to the premises caused by the client, the cost of repair will be charged.
- Entry of weapons and hazardous materials: The entry of weapons, explosive materials, or other dangerous items is prohibited.
- Fire protection: The client is responsible for keeping evacuation passages clear.

Physical Protection of the Business Building:

- Security guards: The facility is protected by licensed security guards authorized to intervene and use force if necessary.
- Security guard powers:
 - Conduct identity checks
 - Remove persons causing a disturbance
 - Ban access to unwanted persons
 - Detain offenders until the arrival of the police
 - Conduct body or vehicle searches
 - Use physical force in justified cases

Environmental Protection:

- Environmental Protection: Clients are not allowed to dispose of waste on the green areas around the building. All bulky waste (e.g., boxes, garbage bags, large amounts of ice) must be disposed of outside the center. The fine for improper waste disposal is 500 EUR. It is forbidden to destroy plants, trample plants, or maintain the area untidy. Also, parking or driving over green areas is prohibited.
- No Smoking: Smoking is prohibited in all areas of the building, including garages, elevators, and corridors. Smoking is only allowed in designated areas of the Mozaik Event Center lobby and the Voda hall, with prior agreement. In the contract. In this case, the fire alarm must be disabled, and the on-duty firefighter will remain on-site until the event concludes.

2. HoB CODE OF CONDUCT

Public Advertising and Displaying Markings:

- Advertising in the building: Public advertising (posters, ads, banners) may only be placed in designated areas, with prior approval from Mozaik Event Center.
- Unauthorized posting: Posting posters without approval from the manager is prohibited. The client who placed them will bear the cost of removing illegally placed posters.
- Umbrellas and outdoor structures: Setting up umbrellas or other structures in front of or around the center is only allowed with the manager's approval.



3. HoB DO'S & DON'T'S

Do's:

- Follow all parking rules and use only designated parking spaces.
- Report any loss of remote controls or cards immediately to avoid additional charges.
- Keep the space clean and dispose of waste properly according to the rules.
- Place advertisements or posters only with approval and in designated areas.
- Follow safety regulations and adhere to all environmental protection procedures.

Don'ts:

- Do not park in pedestrian zones or in inappropriate places.
- Do not bring dangerous items such as weapons, explosives, or chemicals.
- Do not damage or destroy green areas or plants around the building.
- Do not smoke outside of designated areas.
- Do not place posters or umbrellas without approval.

4. PENALTIES FOR NON-COMPLIANCE

- 500 EUR for destroying green areas, smoking in prohibited places, or improper waste disposal.
- 1000 EUR for performing renovation during working hours, leaving the space untidy after the event, or unauthorized posting of posters.
- 3000 EUR for unauthorized access to technical rooms or bringing weapons.
- 100 EUR for non-compliance with parking rules.
- 200 EUR for losing the remote control for parking.
- 100 EUR for losing the garage entry card.