

## **Visiting Regulations Škoda Museum and Ferdinand Porsche Birth House**

### **I. Museum building**

The Škoda Museum and Ferdinand Porsche Birth House (the Museum hereinafter) is the museum of Škoda Auto, established in accordance with the provisions of Art. 2 Par. 4 Act No. 122/2000 Coll., on the protection of collections of museums and amending certain other laws. The purpose of the Museum is to acquire, collect, preserve, register, restore, professionally process and make the Museum collections available to the public."

### **II. Opening hours**

- 1) Škoda Museum is open for visitors daily from 9 a.m. to 5 p.m., except for December 24-26 and January 1. The Museum closes at 2 p.m. on December 31.
- 2) Ferdinand Porsche's Birth House is open from Friday to Sunday, from 9 a.m. to 5 p.m., except for December 24-26 and January 1. The Museum closes at 2 p.m. on December 31. Other days by appointment only.
- 3) The Museum reserves the right to extend or shorten the opening hours as required by operating conditions, to restrict access to individual expositions, exhibit halls or other public spaces, or to close the entire Museum to the public.
- 4) If the Museum is undergoing renovation or if the expositions are being changed, individual expositions or other Museum areas may be closed or accessible with restrictions for a specific period as required.

### **III. Admission**

- 1) Each visitor must purchase the relevant ticket according to the valid price list. The price list is available at the Museum reception desk and on the Museum website. The admission price is paid at the Museum reception desk before the tour begins.
- 2) By purchasing the ticket, the visitor enters a contractual relation with the Museum, acknowledging that they are familiar with these Visiting Regulations and agree to their conditions.
- 3) By purchasing the ticket, the visitor agrees with the fact that during events and within exposition audio or video recordings may be made, capturing the visitor. Such recordings may be used afterwards for news or information purposes in internal media of Škoda Auto and in regional media. If the visitor does not agree with using their recording, they shall contact us via email address [info.muzeum@skoda-auto.cz](mailto:info.muzeum@skoda-auto.cz).
- 4) After paying the admission price, the visitor receives a ticket, which they need to keep during the tour and present it to the Museum staff upon request. The tickets are not refundable.

### **IV. Museum tour**

- 1) Guided tours must be booked in advance. Individual visits can be made during the Museum opening hours without previous reservations.
- 2) All visitor areas in the Museum are wheelchair accessible, except for the sports car and prototype depository, auto-rack and conference hall Hieronimus III.
- 3) A wheelchair ramp is located at the side entrance of Škoda Museum, which is clearly signed.
- 4) Before the tour, visitors are asked to leave large luggage, backpacks, umbrellas and other items in the locker room at the Museum reception desk. The Museum staff will make decisions as to whether a particular item should be left in the locker room.
- 5) The person supervising a group of students is responsible for them all, even if the students look at the exhibits individually.
- 6) Liability for potential damage incurred to the visitor is governed by the applicable legal regulations.
- 7) Guided Museum tours are only permitted with the Museum guides. Tours led by external guides are not permitted.
- 8) Visitors are responsible for any damage or loss of the wireless interpreting headsets or iPads/tablets provided. If the device is stolen, lost or damaged, the visitor may be asked to pay for the full value of the device.

#### **V. Excursions to production facilities**

Excursions to Škoda Auto production facilities in Mladá Boleslav, Kvasiny and Vrchlabí are governed by the Škoda Auto Factory Tour Rules and Regulations.

#### **VI. Visiting the archive and reading room**

- 1) The archive and reading room are open to the public on working days. To make an appointment call: + 420 326 8 31133 or send an e-mail to: [archiv@skoda-auto.cz](mailto:archiv@skoda-auto.cz).
- 2) Before entering the archive, visitors are asked to leave their outerwear and any bags in the locker room. Entry is only permitted with a notebook, writing utensils or a laptop. Visitors shall wait at the Museum reception desk for an archive worker to take them to the archive. Further conditions for archival studies are stipulated by the Archive Research Regulations.

#### **VII. Photography policy at the museum**

- 1) Photography and filming in the Museum is permitted for personal use only. Filming the guide's commentary is not allowed. Furthermore, using a tripod or auxiliary lighting equipment or restricting the movement of other visitors is not allowed.

2) Photography and filming within the Museum for commercial, research, documentary or other purposes can only be arranged by requesting approval from the Museum management, phone +420 326 8 31138.

#### **VIII. Children's corner regulations**

1) The Children's Corner is intended for children under the age of 12. Children under the age of 6 are only allowed at the Children's Corner when accompanied by a guardian over the age of 18.

2) At the Children's Corner, children and their supervising persons are obliged to

- Observe the Children's Corner opening hours.
- Observe the safety regulations.
- Keep the Children's Corner tidy and clean.
- Report any damage or defects at the Museum reception desk.

3) Damaging, or using the Children's Corner for purposes other than designated is prohibited.

#### **IX. Protecting cultural heritage and the security of museum collections**

1) During their visit to the Museum, visitors should behave in accordance with the general rules of civic society, maintaining behaviour that is appropriate to the historical, social and cultural importance of the Museum collections and buildings.

2) Visitors are obliged to observe the instructions from the Museum and Visitor Service staff. If the visitor fails to observe the instructions given in relation to the visitor's safety or protection of the building and collections, they will be ordered to leave the premises by the security staff without any refund, or handed over to law enforcement authorities.

3) Visitors are obliged to observe any organisational or safety instructions given by the Museum staff, related to the protection of the exhibits, and also to the potential evacuation of the building, parking area, etc.

4) Persons under the influence of drugs or alcohol, or in muddy shoes/clothes, will not be allowed in the Museum.

5) The Museum reserves the right to deny access or banish any visitor who does not respect or observe the rules of Visiting Regulations, instructions of the tour guide or SO department – Security, or the behaviour of whom is in breach of legal regulations.

6) It is forbidden to damage exhibits and collections.

7) It is forbidden to touch or move the exhibits in any way, unless the exhibit is designated for it.

8) It is forbidden to write on, paint or damage the walls, or otherwise damage the property.

9) Disturbing the guide's commentary or bothering other visitors with noise (music, singing, loud reactions, etc.) is prohibited.

10) Entering the Museum with ice cream or consuming meals or beverages in the exhibit areas is prohibited. The Václav Restaurant is the only area on the Museum premises where food and beverages can be consumed.

11) Entering the Museum with arms, animals, on roller skates, scooters or bicycles is prohibited.

12) Causing public nuisance or disturbance is prohibited.

13) The visitor is held responsible for breaching the Visiting Regulations or for any incurred damage in accordance with legal regulations.

14) The exhibit areas are monitored by CCTV in order to protect both the exhibits and the visitors.

15) To protect the Museum exhibits, it is recommended that children under the age of 6 are accompanied by guardians over the age of 18 in the exhibit areas.

#### **X. Fire protection and visitor's safety**

1) Uvnitř budovy muzea je přísně zakázáno kouření a manipulace s otevřeným ohněm. V případě vzniku požáru jsou návštěvníci v průběhu prohlídky povinni řídit se pokyny průvodcovské a dozorující služby.

2) Muzeum neodpovídá za úrazy a škody, které vznikly v důsledku porušení návštěvního řádu.

#### **XI. Concluding provisions**

1) Visitors can write any requests, suggestions or observations to e-mail address: [muzeum@skoda-auto.cz](mailto:muzeum@skoda-auto.cz).

2) The present Visiting Regulations enter into force on 1 January 2022.

In Mladé Boleslavi dne 1 January 2023

Mgr. Andrea Frydlová, MBA

Head of Škoda Museum