



Resident's name, last name and permanent address (hereinafter: the Resident)
and

Slovenian Association of Literary Translators (DSKP), Tomšičeva 12, 1000 Ljubljana, Slovenia,
represented by: Tanja Petrič, President (hereinafter: the DSKP)

enter into

AGREEMENT ON THE RESIDENCY STAY AT THE SOVRE'S STUDY

For literary translation of other language combinations (except Slovenian)

1. Subject of the Agreement

The Slovenian Association of Literary Translators (hereinafter: the DSKP) provides to the Resident, for the agreed term of the residency program, a furnished, clean loft apartment at the address Trg borcev NOB 12, 1431 Dol pri Hrastniku, Slovenia. The apartment has a floor area of 48.45 m² and comprises of a hallway, a kitchen, a living room, a bathroom, a bedroom and a pantry. It is located on the third floor of a building without an elevator.

The inventory list for the apartment is an appendix to this Agreement.

2. Period of stay

3. Services provided by DSKP

Apartment and expenses

Expenses covered by the organizers: accommodation, a local bus ticket, a library card for using the local library, free entrance to local cultural institutions.

Expenses covered by the resident: payment for utilities and cleaning in the lump sum of 50 euros/week; insurance against accidents and health insurance for abroad, travel expenses, food, allowance and other expenses.

The Resident is issued an invoice for their stay at the residency in the agreed sum, depending on their length of stay. The invoice must be settled in full no later than three **(3) days** before the Resident arrives at the residency. The Resident must send proof of payment to the DSKP e-mail address: dskp@dskp-drustvo.si

Insurance

The Resident takes out insurance in their country of residence and covers the cost of the insurance him/herself. In case of an illness, an accident or damages, the Resident agrees to notify the DSKP immediately.

4. Resident's obligations

Arrival and collection of keys

The Resident undertakes to get in touch with the DSKP office (dskp@dskp-drustvo.si) **no later than 7 days prior to their arrival at the residency** so that the caretakers can get the apartment ready and plan when to hand the Resident one set of keys (1 apartment key and 1 pantry key), free bus tickets for Nomago bus company for the entire Slovenia, and one library card for the Anton Sovre Library in Hrastnik. For this purpose, the Resident shall provide the following information to the DSKP: **the exact date, time and place of arrival** (Ljubljana/Dol/railway station/airport, etc.) **Please plan on arriving during the weekdays (Monday-Friday).**

House rules

Before the arrival of each resident, a professional cleaning company cleans the apartment. During their stay, the Resident is responsible for keeping the apartment clean and orderly. Upon departure, the Resident shall hand over an orderly apartment. In case of any unforeseen events, malfunctions or urgent repairs, the Resident agrees to immediately notify the DSKP (dskp@dskp-drustvo.si) and/or the caretaker of the apartment.

Smoking in the residency apartment is not allowed. The same goes for big, loud parties.

Visitors, accompanying persons, absences

The residency provides a working and living space for one visiting resident, as a rule. Their partners and children and other guests can stay at the residency upon prior agreement with the DSKP. Pets are allowed at the extra surcharge of **20 euros**. The Resident may not sublet the apartment or hand it over to third parties for use.

The Resident shall notify the DSKP (dskp@dskp-drustvo.si) **of any absences longer than a week**. Even if the Resident is absent, the apartment may not be sublet or handed for use to third parties.

End-of-stay cleaning

Upon departure, the Resident must make sure the apartment is in an orderly state (please make sure that the bathroom, the toilet, the kitchen cooker, the oven, and the fridge are clean). Please do not leave any personal belongings or food leftovers in the apartment. The Resident undertakes to wash used kitchen towels, linen (pillow cases, duvet covers and sheets) **before their departure in the washing machine (60 °C cycle) and hang them on a drying rack**. Please do not wash the blankets, the pillows and the throw pillows. If the Resident cannot do this due to their travel schedule, they shall notify the DSKP of this in advance.

Parking

The apartment does not have a designated parking space. Free public parking is available nearby.

Garbage

Residents of the Trg borcev NOB 12 use a collection point for the disposal of recycled waste located behind the building Trg borcev NOB 13.

Laptop and the internet

The DSKP does not provide a computer for work at the residency. The apartment includes a mobile internet device. Each month, the DSKP provides a new internet code which is valid for one month and includes 100-200 GB data transfer.

5. Final provisions

The Resident's hosts are the Slovenian Association of Literary Translators and the Hrastnik Municipality. In case of any questions, uncertainties, problems or wishes, the Resident is asked to turn to the translators' residency coordinators.

Contact persons:

Kristina Sluga (Slovenian Association of Literary Translators/DSKP), assistant in the DSKP office

+386 30 745 333 (office number)

+386 31 717 156 (personal number, to be used only in emergencies!)

dskp@dskp-drustvo.si

Lilijana Oplotnik (Hrastnik Cultural and Recreational Centre), representative of the apartment manager and on-site project coordinator

+386 03 564 23 78

lilijana.oplotnik@krc-hrastnik.si

Tanja Petrič, DSKP President

+386 31 372 540

tanja.petric1@guest.arnes.si

Goal of the Sovre's Study residency program

The residency program Sovre's Study is intended for **individual, independent work**. The Residents are asked to organize their daily life and activities, networking and to actively become involved in the local community themselves. If agreed on, the DSKP can include the Resident in their activities (live events, recordings, interviews, etc.)

Termination of services and the Agreement

In case of serious violations of house rules and major disagreements with the residents, the DSKP reserves the right to terminate the residency without reimbursing the Resident for the previously paid accommodation expenses.

Any dispute arising from this Agreement shall be resolved by the parties by mutual agreement. In case the parties are unable to settle the dispute by mutual agreement, it shall be resolved by the Ljubljana court having jurisdiction.

This Agreement is drawn up **in three (3) identical copies: one (1) copy for the Resident and two (2) copies for the DSKP**. By signing this Agreement, the Resident confirms having read the Agreement and agreeing with all its provisions.

Annexes to the Agreement:

- Annex 1: Hrastnik Municipality – useful information.
- Annex 2: Inventory list for Sovre's Study residency apartment.

Tanja Petrič, DSKP President

Resident

Ljubljana,

Dol pri Hrastniku,