



POLICY

ASTRA FILMLAND

operated by **Mogyoród Filmpark Kft.**

Registered seat: 2146 Mogyoród, Napraforgó utca 1720/24. Tax number: 25572117-2-13,

Hereinafter referred to as: **Lessee**

I.

SCOPE AND PURPOSE OF THE POLICY

The scope of this Policy covers the premises at **2146 Mogyoród, Napraforgó Street 1720/24-33-36 and 52. Astra Filmland's buildings** and the contracted areas thereof: the office building, the studio buildings and the entire area of the property, including its roads, sidewalks, parking lots and green areas (hereinafter: **Facility**). The Policy also applies to all persons who use the Facility, whether permanently or temporarily (Tenants and their employees, guests, visitors, suppliers, maintenance and other external workers, etc.).

The purpose of the Policy is to define the internal order of the Facility and the basic rules necessary for the smooth operation of the Facility, and to prescribe the requirements for the proper use and protection of the Facility and the Building, not provided for in other legislation.

II.

DEFINITION OF TERMS

For the application of the Policy:

Facility:

The entire area of the property at 1720/24-33-36 and 52, Napraforgó Street, 2146 Mogyoród, including the main building, offices, workshops, warehouses and workshops, as well as the associated roads, pavements, parking lots and green areas.

Lease:

The leased premises(s) on the Facility as defined in the lease agreement and the associated parking lot(s) and areas as defined in the lease agreement.

Enclosed room or area (not for common use):

The technical rooms of the Facility, the rooms necessary for its operation, warehouses.

Tenant:

The legal or natural person specified in the lease contract.

Operator / lessee:

The entity responsible for the operation and management of the Facility, the legal entity specified in the lease agreement, i.e. **Mogyoród Filmpark Kft.: Lessee**.

User:

A person (tenant, guest, supplier, maintenance person, etc.) staying in the Facility or the Premises for any legal title, whether permanent or temporary.

III.

THE GENERAL RULES FOR THE USE OF THE FACILITY AND OF EACH LEASED PREMISES

1. The Tenant shall use the Leased Premises for their intended purpose, in accordance with the terms of the Lease Agreement, and the Tenant shall not perform any activity, unlawful service or activity contrary to the law or legislation other than those provided for therein.
2. Unless the Lessor grants a written waiver, the Tenant agrees that the users listed in Chapter III, Section 3 shall not transport or store flammable, explosive, toxic, corrosive material(s) on the Facility in accordance with the Fire Code. Unidentifiable hazardous substances must not be stored.
3. The Tenant shall at all times be responsible for the persons employed by or on behalf of the Tenant in the Facility, the Premises and the common areas, for external persons working on behalf of the Tenant in these areas, for the transporters, and for guests, visitors and transporters visiting the Premises.
4. No unauthorised persons - with the exception of the Lessor and the foreign employees working there on behalf of the Lessor - may enter the enclosed (non-common use) premises and areas.
5. With regard to the building services and other equipment provided by the Lessor, the Tenant shall comply with the written instructions for use provided by the Lessor and the instructions for use communicated orally by the Lessor and shall comply with the Users described in Chapter III, point 3.

IV.

THE RULES FOR ACCESS TO THE FACILITY OR LEASED PREMISES

1. One can enter the Facility by car or lorry, and then drive to the parking areas corresponding to their destination (warehouse - workshops, offices). The leased premises come with parking spaces as originally agreed. The use of parking spaces not rented by the Tenant may be subject to an extra charge or a fine. The rental fee for the parking spaces is included in the Astra Filmland's Service Payroll Table.
In order to maintain parking regulations and to ensure that the different productions do not interfere with each other, the Lessor uses a sticker system, which all Tenants are obliged to enforce with the crew working in the Astra Filmland area.
2. 0-24 Porter Service is available on the premises to assist with access procedures if needed.
The telephone number of the Porter Service is +36 30 851 8449
Outside of normal working hours, guests may only enter the Facility when accompanied by a representative of the Tenant visited.
3. The Lessor has access **cards** or **keys** to the office facilities, but may only enter them after prior agreement with the Tenant or in the presence of the Tenant (his/her representative). The Lessor may only enter the Premises with and shall be responsible for persons carrying out work that has been notified in advance and approved by the Tenant. Exceptions to the above are occasional maintenance visits by Astra Filmland staff and other extraordinary events. The relevant provisions are set out in Chapter V.

V. EXTRAORDINARY EVENTS

The following are considered to be exceptional events:

- Fires, regardless of the extent of the damage and the method of extinguishing;
- Risk of explosion or threat of explosion;
- Existence or elimination of a threatening hazard (damage caused by natural hazards, water damage, etc.) for the purpose of damage prevention;
- An offence committed or attempted to be committed by or against persons in the Facility;
- Damage to or attempts to damage the Facility's equipment or devices;
- Accidental incidents involving death or serious personal injury.

Procedure to be followed when an incident is detected (in accordance with the Fire Safety Regulation):

- Notify the competent authorities by telephone (General Emergency Call: 112; Ambulances: 104; Police: 107; Fire Brigade: 105)
- Notification of the Lessor's agent or contact person;
- Notification of the Tenant's agent, contact person.

In the event of an emergency, the Lessor's representative or the competent authorities may enter the Premises with a key, securely placed with the concierge, with prior or simultaneous notification to the Tenant, if possible. In this case, the Tenant shall provide the Lessor with the telephone number(s) of his/her employee(s) who can be contacted 24 hours a day for this purpose.

VI. FIRE PROTECTION

1. The Tenant shall prepare, comply with and enforce a Fire Safety Policy/Instruction for the Premises used by the Tenant in accordance with the **Fire Safety Regulations** and **Fire Emergency Plan** issued by the Lessor and applicable to the Premises, which are annexed to the Contract.
2. Only the person designated by the Lessor may interrupt the operation of the fire alarm system, in accordance with the protocol of the **Fire Safety Regulations** and the **Fire Emergency Plan**.
3. Fire risk activities in the Facility may only be carried out under an Occasional Fire Risk Activity Permit issued by the Lessor. The conditions for occasional activities involving a fire risk are set out in the Lessor's fire safety regulations, which the Tenant must apply in its own fire safety regulations. Smoking is forbidden in the indoor areas of the Facility (offices, warehouses, corridors, etc.)
4. In the case of cutting and welding, the Tenant is obliged to protect the condition of the rental property and to prevent fire: therefore the use of spark arresters is obligatory, even when working outdoors!
5. Smoking is permitted only in designated smoking areas OUTSIDE the Facility, in compliance with applicable laws, regulations and other ordinances.
6. The Lessor does not contribute to the construction of a smoking room within the Premises.
7. **Temporary deactivation of fire alarms and reporting of fire risk activities.**

Requests for temporary deactivation of fire alarms and notification of fire risk activities must be made in writing to: tuzjelzo@astrafilmland.com by sending a request to the following email address, preferably 48 hours before the event.

To temporarily disable the fire alarm system, the production is required to use a fire extinguisher for the duration of the disconnection. If the production does not have its own fire guard, Astra Filmland can provide one

for an additional fee.

The production fire guard is required to sign a declaration of responsibility to take over the area excluded from the signage and remain there until the Astra Filmland staff reset the fire safety system. Any resulting overtime is charged to the production.

We would like to draw the attention of the Tenant to take into account the location of the line markers within the studios and to calculate them in advance both in the construction of the set and in the hanging of the rigging!

Temporary deactivation of fire alarms is also required while on the catwalk!

VII. SECURITY OF PROPERTY

The Tenant is responsible for the security and protection of the objects, equipment and data in the Premises. The transferee (the Tenant) is responsible for the safekeeping of and compensation for any assets taken over by the Tenant which are the property of the Lessor.

Handling of keys:

Own-use **keys** or **access cards** (max 2-2 per door and room) will be given to the Tenant at the time of taking possession of the Premises. The keys or access cards will be returned in their entirety upon return of the Premises to the Lessor. If the number of keys handed over is insufficient for the Tenant, the Tenant may request a copy of the keys from the Lessor for a fee, or, with the prior permission of the Lessor, may have keys copied and marked and handed over upon return. The Lessor keeps up-to-date records of the keys issued.

The loss of a key issued to the Tenant must be reported immediately to the reception. The porter service staff will take a damage report and notify the Lessor of the incident. The Tenant is liable for any damage resulting from the loss of the key.

The Tenant is also responsible for providing cleaning staff with keys. The Tenant shall have the possibility to leave a spare key at the reception desk, securely locked, which may be picked up, if necessary, by the staff members who are on the list provided by the Tenant in advance and whose identity has been verified at the reception desk, in case they are not using the service provided by the Lessor.

Receiving parcels, consignments:

The porter service may only receive (valueless and verifiable) consignments after working hours or when the Tenant is away from the Premises, and shall keep a „**Consignment Handover Book**“ for this purpose. The addressee's representative authorised to receive postal items will receive the incoming consignments in this book. In other cases, the security service (registered, return receipt, etc.) is not entitled to receive the consignment, unless the Tenant has given the porter service staff an official authorisation and this authorisation has been accepted by them and the relevant authorisation has been registered at the competent post office.

VIII. THE USE OF PARKING SPACES

Parking is available in the Facility for Lessor and its guests and for Tenants and their guests. Parking in the Facility is permitted only in the spaces designated in the Lease Agreement.

1. The rules of the Highway Code apply on the premises of the Facility, which all users are obliged to observe, in particular with regard to pedestrian traffic, waiting, stopping and parking. Non-compliance with the legal provisions and the cost of any resulting damage shall be borne by the Tenant. **Maximum speed allowed is 5 km/h.**
2. The Lessor shall not be liable for the condition of the vehicles in the car park or for any damage caused to them, except in the event of damage resulting from any breach of duty for which the Lessor is responsible.

The Tenant must immediately notify the Lessor of any damage caused to the parking area (fence, tree, curb, etc.) or to the condition of the parked vehicles.

3. Particular attention should be paid to the parking of vehicles:
 - avoid obstructing other vehicles and
 - leave the Facility's traffic and transport routes, as well as the escape and fire evacuation routes and areas clear.
4. **Use of audible warning is strictly FORBIDDEN!** (An exception is when the use of an audible alarm is necessary to avert an emergency.)
5. **Tenant sticker for parking.**

In the case of multiple tenants, the Lessor will distribute windscreen stickers to the Tenants so that the Tenant's staff can identify those who park in the wrong place. The Lessor may ask the Tenant to move the car parked in the wrong place to its own parking space. If the Tenant does not comply with the notice, the Lessor may impose a fine on the Tenant. The same applies to cars on which the Filmland staff cannot find a sticker. It is the responsibility of the Tenant to distribute the stickers within the staff.
6. **The following is prohibited in the parking areas of the facilities:**
 - store an inoperative vehicle for an extended period;
 - prevent access to and from the Facility and the Leased Premises;
 - to use an area closed to traffic for parking;
 - engage in any activity that causes a fire;
 - store any material in your parking space(s).
 - Speed up, drift.

IX.

KEEPING THE FACILITY AND THE LEASED PREMISES CLEAN

1. The Lessor is obliged to keep the common areas and premises clean, to keep the outside areas clean, to mow the lawns, to remove snow and slip in winter.
2. The Tenant shall be responsible for the cleaning of the Premises at its own expense.
3. The Lessor undertakes to remove all rubbish and waste material from the Premises at regular intervals, but at least twice a week, at the Tenant's expense (in rubbish bags, folded cardboard boxes, plastic bags for paper from the shredder) and to place it in the rubbish bin at the place designated by the Lessor. Hazardous waste such as chemicals (paints, paint auxiliaries, their residues and containers), printer and copier toners, construction debris, used batteries, fluorescent tubes, batteries, medicines, etc.) may only be disposed of in the designated area.
4. In common use premises and areas, the user may place rubbish and waste material in rubbish bins provided by the Lessor, subject to compliance with other applicable legal provisions. Any costs arising from non-compliance with the legal provisions shall be borne by the Tenant.

Littering, including littering of tobacco products, is punishable by a fine by the Lessor. The amount of the penalty is set out in the table of services. The burden of proving that the Tenant may not have committed littering is on the Tenant.
5. Large objects or materials as defined in Section 3 of this Chapter shall not be placed in trash cans. Should this occur, the Tenant shall be obliged to remove the improperly placed materials at the request of the Lessor. If the Tenant fails to comply with the notice, the Lessor may have the removal carried out at the Tenant's expense.
6. It is FORBIDDEN to throw objects or spill any liquids from the Premises!
7. If the Tenant's transport or dumping of any material contaminates the common premises(s) or area(s), the Tenant shall clean up the cause of the contamination and immediately remove the results from the affected areas. In the event of a difference between the person who carries out the transport and the Tenant, the Tenant for

whom the transport and the landfill were carried out shall be responsible for the clean-up and removal of the contamination. If the pollution is not remedied, the Lessor may remove it at the expense of the Tenant concerned.

8. The Tenant is obliged to install and protect the equipment brought into the area with care, e.g: Use support wood when unloading containers or cranes, and place protective sheeting underneath the containers once they are installed.
9. The Lessor may charge the Tenant who caused the damage(s) to the Premises with the costs of repairing or remedying the damage(s) resulting from the improper use of the Premises.
10. In order to prevent insect and rodent infestation, the Lessor shall carry out insect and rodent control works throughout the entire Premises, including the Premises, common areas and enclosed rooms and areas.

X.

THE CONSERVATION OF THE FACILITY AND LEASED PREMISES

1. Any alterations to the Premises require the prior written consent of the Lessor.
2. Any work that may be authorised by the Lessor may only be carried out at a time and in a manner agreed with the Lessor.
3. In the event of any breach of official regulations, legislation or licensing requirements on the Premises, the Tenant shall be liable for any applicable fines and damages.
4. Astra Filmland's staff may suspend the work of the Tenant in case of any Accident - Life - Fire or Health and Safety situation, if the Tenant does not comply with the notice.

5. Report of errors

The Lessor maintains a separate error reporting system for Tenants.

There is a QR code in every room of the facility. Each location has its own QR code. If the Tenant detects a fault or problem in a particular room, they can report it by pointing their smartphone camera at the QR code and clicking on the pop-up link.

If they tick „request a response“ in the reporting interface, after they enter the reporting email address, we will send an automatic response to fix the problem.

Astra Filmland maintains a 12-hour on-call maintenance service to accommodate Tenants' working hours. The Tenant may, in particular in urgent cases, report any problems detected by telephone:

Astra Filmland on Duty, Monday - Friday / 8am - 8pm.

+36 30 851 8471

Andrea Lukács - Client Contact, Monday - Friday / 8am - 4pm

+36 30 455 5664

Márton Vojnits - Client Contact, Monday - Friday / 8am - 4pm

+36 20 492 3404

We also ask for QR code reporting after the phone call, for tracking and accountability.

XI. ANIMALS

Any animals (dogs, cats, rodents, reptiles, etc.) may be brought into the establishment area only under the full responsibility of the owner. The owner(s) of the animal(s) must supervise the animal(s) in such a way that it does not pose a danger (leash, muzzle, aquarium, terrarium, etc.) to persons on the premises or interfere with the continuous operation of the establishment.

The animal must be in possession of the legally required vaccination, pedigree documents, chip identification if required and their documentation, which must be presented to the owner at the request of the Lessor.

Any damage or injury caused by the animals is the financial responsibility of the owner. Which will be invoiced to the Tenant.

Dogs may be walked on the premises only on a lead.

The owner of the animals is responsible for the removal and cleaning up of any dirt or excrement left behind by the animals.

In the case of multiple dog owners among the Tenant's employees, it is difficult to determine after the event who may have failed to clean up after their dog. To avoid any confusion, dog owners should only walk their pets with a „waste collection“ bag in hand/on a lead. Failure to do so will result in a penalty occasion.

XII. OTHER PROVISIONS

Photography or filming at the Premises may only be done with the prior written permission of the Lessor

XIII. FINAL PROVISIONS

1. The Tenant undertakes to make the House Policy known to the users described in Chapter II and to require them to comply with them.
2. The Lessor is entitled to unilaterally change the House Policy and the Fire Safety Regulations, if necessary, in order to preserve the Facility and its smooth operation, and shall notify the Tenants thereof at the same time.

Lessor/Operator:

Mogyoród Filmpark Kft.
2146 Mogyoród, Napraforgó utca 1-3

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Mogyoród, 29 September 2024