

HOUSE RULES AND REGULATIONS OF THE SWATCH ART PEACE HOTEL ARTIST RESIDENCY

All guests (artists-in-residence and any visitors hosted by an artist-in-residence) should abide by the Swatch Art Peace Hotel artist residency house rules and regulations:

1. On arrival, ALL guests must register at the hotel reception desk. All guests are requested to present a valid passport, visa or travel document to prove their identity and to indicate the purpose of their stay.
2. Artists-in-residence are requested to inform both the reception desk and Swatch Group as soon as possible in advance of any prolonged absence, as well as in the event of a departure prior to the scheduled departure date.

According to the regulations of the Chinese Authorities in the frame of Public Security valid in Shanghai and China every artist not occupying its room, even if it is only for one night, has to check out and empty the room completely. Please note that there will be a controlled storage room at their disposal.

3. All guests should take good care of the property in the hotel and cooperate with the hotel team when they are carrying out their duties. The apartments and workshops will be cleaned twice a week by the housekeeping team. Artists-in-residence are responsible for their apartments and workshops for the duration of their stays. Service visits may be made periodically by representatives of the Swatch Art Peace Hotel management. It is not permitted to bring furniture into the hotel. Upon departure, all personal belongings and artwork should be removed, both from the apartment and workshop as well as from all common spaces.
4. If an artist-in-residence wishes to accommodate her / his partner temporarily, Swatch Group needs to be informed two weeks in advance. Any such invitation will be subject to Swatch Group's approval. Partners may only be hosted one time during the residency and the visit is strictly limited to maximum one week (seven nights in a row). No special modification of the room can be made for visitors.

All artist's visitors MUST check-in at our lobby reception, confirming the name of the inviting artist and the visited room number. The check-in will require facial recognition.

All visitors will be handed a hanging tag, which they are kindly asked to wear during their permanence in the building, and to return upon check out.

The new regulation also requests check out, with facial recognition.

5. Artists-in-residence are kindly requested to inform the reception desk if they invite more than five people to their studio at any one time. Artists-in-residence are responsible for any visitors present in the Swatch Art Peace Hotel artist residency.
6. Breakfast is served from 8.00 a.m. to 10.30 a.m. (November - April) and from 7.30 a.m. to 10.00 a.m. (May - October) in the kitchen area on the third floor.

上海斯沃琪艺术中心有限公司
Shanghai Swatch Art Centre Co., Ltd
中国上海市南京东路23号(外滩19号) 邮编200002
23 East Nanjing Road (Bund 19), Shanghai 200002, PRC
电话Phone +86 21 2329 8500 传真Fax +86 21 2329 8511
www.swatch-art-peace-hotel.com

7. Artists-in-residence are free to use the common areas (library, community kitchen, lounge, laundry, etc.) in compliance with the Swatch Art Peace Hotel artist residency house rules and regulations and by respecting the artist residency etiquette. It is the artists-in-residence's responsibility to keep the assigned space clean and in good order. Each guest should also do her / his share to help keep common spaces clean and functional.
8. Artists are responsible for their expenses when using hotel services. They will be asked to present a credit card in order to guarantee payment of these expenses and will be requested to settle their account on a monthly basis.
9. The Swatch Art Peace Hotel is not responsible for the safety of artists-in-residence's personal belongings, valuable items, artistic material or work. Artists are advised to consult their insurers for coverage of such items. Small objects may be deposited in the safe provided in each room.
10. No birds, animals or unsanitary articles may be brought into the hotel. With the exception of a registered guide dog, no pets are permitted in the building.
11. No strong smelling, inflammable, explosive, corrosive, toxic, radioactive or other dangerous articles may be brought into the building. No burning of items (including candles) or ignition of fireworks or firecrackers or use of open flames is permitted. **Smoking is strictly prohibited inside the building.** This includes smoking through an open door or window.
12. It is forbidden to add or to modify electrical installations or to use additional electrical equipment such as electrical heaters, electrical stoves, cooking devices, microwave ovens, etc.
13. Noise-making or playing music loudly in a way that is disturbing other guests is forbidden in the residency, in particular between 10.00 p.m. and 8.00 a.m.
14. The Swatch Art Peace Hotel team has the authority to prosecute anyone, who has violated the above-mentioned house rules and regulations. Disorderly behavior or non-compliance with the rules and regulations may result in eviction as well as financial liability for any damage caused.
15. In accordance with the regulations of the Chinese Government, any criminal activity such as fighting, gambling, drug use, prostitution or the posting of any slanderous, hateful or obscene messages or pictures in the building is prohibited. No excessive drinking, loud parties or excessive noise are permitted within the premises.

Any violation of the Administrative Punishment Law, Public Security Law, Criminal Law or any related Laws of the People's Republic of China will be subject to investigation by the Public Security Bureau and punished in accordance with the laws.