RULES AND REGULATIONS OF PARTICIPATION IN THE 23rd ENSEMBLE WORKSHOPS

I. General Provisions

1. These Regulations define the organization and rules of participation in the Ensemble Workshops (hereinafter referred to as the "**Workshops**") – a series of classes intended for students and graduates of art schools.
2. The Organizer of the Workshops is the Ensemble Foundation, with its registered office in Warsaw (02-546), ul. Kazimierzowska 83/12 (hereinafter referred to as the "**Organizer**").
3. The Workshops will be held from August 26 to September 7, 2026, at the Creative Work Centre in Radziejowice (hereinafter referred to as the "**CWC**" or "**Radziejowice**").
4. As part of the Workshops, classes will be conducted aimed at preparing the program of the 23rd Ensemble Festival, which constitutes **Appendix No. 1** to these Regulations.
5. The Workshops include classes dedicated to specific groups of participants: Chamber Music Interpretation Workshops, Jazz Workshops, and Acting Workshops.

II. Participant Recruitment

1. The Workshops are open to students and graduates of higher music and theatre schools.
2. Participants of previous editions of the Ensemble Workshops may also take part.
3. An applicant seeking admission to the Workshops (hereinafter referred to as the "**Candidate**" or "**Participant**") is required to complete the application form via the Organizer's website: www.ensemblefestival.org by **May 31, 2026**.
4. The pieces to be prepared as part of the recruitment process are specified in **Appendix No. 2** to these Regulations.
5. The list of Candidates admitted to the Workshops will be published **by June 15, 2026**.
6. The Organizer reserves the right to select Candidates who will be qualified to participate based on the evaluation of submitted applications.
7. The Organizer reserves the right to create a reserve list of Candidates.
8. Decisions regarding recruitment and qualification of Candidates for participation in the Workshops are final.

III. General Rules of Participation

1. Participation in the Workshops is subject to a fee of PLN 2,200.00 (in words: two thousand two hundred zlotys).
2. The participation fee must be paid **by June 25, 2026**.
3. Payment details:
   1) recipient: Ensemble Foundation, ul. Kazimierzowska 83/12, 02-546 Warsaw,
   2) bank account number: 70 1140 1140 0000 2969 2000 1001 (mBank S.A.),
   3) payment reference: full name of the Candidate, statutory activity contribution, participation in the 23rd Ensemble Workshops, name of the workshop.
4. Failure to pay the fee by the deadline will result in removal from the list of Participants.
5. In case of withdrawal after the payment deadline:
   1) up to 30 days before the start date – 90% refund,
   2) from 29 to 14 days before – 50% refund,
   3) less than 14 days before – no refund.
6. The fee includes participation in workshops, concerts, festival showcases, and accommodation in Radziejowice with full board (from lunch on the first day, August 26, 2026, until breakfast on the last day, September 7, 2026).
7. For Jazz Workshop participants, the first day of stay is August 29, 2026.
8. The Organizer reserves the right to cancel the Workshops due to force majeure (e.g, fire, flood (or other disasters), acts of terrorism, epidemic threats, state of epidemic or pandemic, riots, war or martial law, mourning announced during the Workshops, or a statutory ban on organizing events issued by a competent public authority.).
9. In the event of cancellation:

1) before arrival – refund proportionate to cancellation date,
2) after arrival – refund proportionate to actual stay.

10. No refund will be granted for unused accommodation or meals.
11. If the Festival is canceled due to the Organizer's fault, a full refund shall be issued.
12. Travel costs to Radziejowice are the responsibility of the Participants.

IV. Organization of the Workshops

1. The Workshops will be held from August 26 to September 7, 2026. For participants of the Jazz Workshops, the first day is August 29, 2026.
2. The Workshops will take place at the Creative Work Centre (CWC) in Radziejowice, ul. Sienkiewicza 4, 96-325 Radziejowice.
3. All Participants are required to stay in Radziejowice for the entire duration of the Workshops specified in point 1 and 2 and to attend rehearsals in accordance with the daily schedule provided by the Organizer, no later than the end of the previous day.
4. **Leaving the Workshop premises during the course of the Workshops is prohibited.**
5. Any exceptions to point 4 are permitted only with the prior consent of the Music or Theatre Coordinator.
6. Participants accommodated at the CWC are required to comply with the "Regulations of the Creative Work Centre in Radziejowice (CWC)", which constitutes **Appendix No. 3** to these Regulations.
7. Participants are required to wear identification badges and present them upon request to security personnel and representatives of the CWC.
8. The Organizer reserves the right to make changes to the Festival program referred to in Appendix No. 1.
9. The Organizer will provide the sheet music required for the Chamber Music Interpretation Workshops. Participants are required to review and prepare the materials sent by the Organizer prior to the start of the Workshops.
10. Based on the submitted preferences regarding the selection of pieces specified in Appendix No. 1, the Organizer will assign Participants to chamber ensembles.
11. Participants in the Theatre Workshops are required to prepare the text that will be worked on during the Workshops. The Organizer will inform Participants regarding the required level of preparation.
12. Participants who are stringed musicians are required to bring their own instruments and music stands.
13. The Organizer shall not be held responsible for valuables that are lost, damaged, or stolen if they have not been deposited and recorded at the reception of the CWC or another location designated by the Organizer.
14. The Organizer undertakes to provide liability and accident insurance covering all Participants. Detailed insurance terms and policies will be made available to Participants upon their express request.

V. Additional Provisions

1. Participants consent, free of charge, to photographic, audio, and audiovisual recording of their participation (image, rehearsals, exercises, performances), and grant the Organizer a non-exclusive license, including the right to sublicense, without time or territorial limitation, for documentation, promotional, and advertising purposes:
   1) reproduction by any technique, including audiovisual, magnetic, digital, and computer methods;
   2) distribution, lending, rental, storage, and transmission via multimedia networks, including the Internet;
   3) public performance, display, broadcast, rebroadcast, and online public access;
   4) placement on posters, brochures, promotional materials, and social media, including subsequent Workshop editions.

2. By submitting an application, Candidates consent to the processing of their personal data by the Ensemble Foundation for purposes related to recruitment and organization of the Workshops.

VI. Information Clause

1) The controller of the Candidates' personal data is the Ensemble Foundation, with its registered office in Warsaw (02-546), ul. Kazimierzowska 83/12. The personal data of Candidates shall be processed for the purposes of conducting the recruitment process and organizing the 23rd Ensemble Workshops, pursuant to Article 6(1)(a) of the General Data Protection Regulation (GDPR). The Candidates' personal data shall not be disclosed to third parties. Candidates are hereby informed of their following rights:
   1) to request access to their personal data from the controller;
   2) to request rectification, erasure, or restriction of processing;
   3) to object to the processing of their personal data;
   4) to request data portability;
   5) to withdraw consent to the processing of personal data at any time, without affecting the lawfulness of processing carried out on the basis of consent before its withdrawal;
   6) to lodge a complaint with the President of the Personal Data Protection Office if the Candidate considers that the processing of personal data infringes applicable laws.
2. Provision of personal data is a prerequisite for participation in the recruitment process and in the 23rd Ensemble Workshops. Failure to provide personal data shall result in the inability to participate in the 23rd Ensemble Workshops.

VII. Final Provisions

1. The Organizer reserves the right to amend these Regulations during the candidate registration period, as well as to terminate the recruitment process without providing a reason.
2. In matters concerning the processing of personal data, the controller may be contacted by post at the address indicated above or electronically via email at: info@ensemblefestival.org.
3. Contact person for recruitment and workshop organization is Helena Lenkiewicz: tel. +48 501 681 390, e-mail: helena.lenkiewicz@ensemblefestival.org.
4. Contact person for Chamber Music Interpretation Workshops and Jazz Workshops is Wiktoria Błaszczak: tel. +48 796 913 471.
5. Contact person for Acting Workshops is Anna Lobedan: tel. +48 784 977 724.

Appendix No. 1 – the program of the 23rd Ensemble Festival

INAUGURATION: SATURDAY, 29.08.2026
Arvo Pärt - Mozart-Adagio
Gustav Mahler – Piano Quartet in A minor
Alfred Schnittke – Piano Quartet
***
Marcin Markowicz – Truly *I tell you…* for String Quartet, voice and narrator (2012)

SUNDAY, 30.08.2026
Jean-Philippe Rameau – Concertos for String Sextet nos. 1 and 5
Anton Webern - *Langsamer Satz* and Rondo for String Quartet
***
Robert Schumann – Piano Trio no. 2, op. 80

TUESDAY, 01.09.2026
Joseph Haydn – String Quartet in D minor no. 2, op. 76, „Quinten"
Paweł Mykietyn - *Perpetuum stabile* for Piano Quartet
***
Felix Mendelssohn-Bartholdy – Piano Trio in D minor d-moll no. 1, op. 49

WEDNESDAY, 02.09.2026
Wolfgang Amadeus Mozart – String Quartet in D minor KV 421
Alfred Schnittke – Piano Quintet
***
Gabriel Fauré – Piano Quartet in C minor no. 1, op. 15

FRIDAY, 04.09.2026
Ludwig van Beethoven – Piano Trio in G Major no. 2, op.1
Samuel Barber – String Quartet, op. 11
***
Johannes Brahms – Piano Quartet in A Major no. 2, op. 25

SATURDAY, 05.09.2026
Acting Show of Cezary Kosiński's group
***
Acting Show of Sławomir Narloch's group
***
Jazz Concert by Michał Miśkiewicz's group

SUNDAY, 06.09.2026
Ludwig van Beethoven – String Quartet in F minor, op. 95 „Serioso"
Maurice Ravel – Piano Trio in A minor (1914)
***
Franz Schubert – String Quartet in D minor no. 14 „Death and the Maiden"

Appendix No. 2 – The pieces to be prepared by Candidates

CHAMBER MUSIC INTERPRETATION WORKSHOPS

VIOLIN

1. W. A. Mozart: 1st mouvement without cadenza from a selected violin concerto
   - No. 3 in G Major KV 216
   - No. 4 in D Major KV 218
   - No. 5 in A Major KV 219
2. any solo piece
3. for those interested – a chamber piece (performance no older than 2025)

VIOLA

1. K. Stamitz: Viola concerto No. 1 in D Major - 1st mouvement without cadenza **or**
   F. A. Hoffmeister: Viola concerto in D Major - 1st mouvement without cadenza
2. any solo piece
3. for those interested – a chamber piece (performance no older than 2025)

CELLO

1. J. Haydn: Cello concerto in C Major **or** in D Major - 1st mouvement without cadenza
2. any solo piece
3. for those interested – a chamber piece (performance no older than 2025)

PIANO

1. any classic or early romantic solo piece
2. second solo piece
3. for those interested – a chamber piece (performance no older than 2025)

JAZZ WORKSHOPS

any two jazz standards (performance no older than 2025)

ACTING WORKSHOPS

1. acting CV (*pdf format)
2. recording of business card
3. recording of a selected monologue
4. recording of 30 seconds of silence (looking at the camera)

Appendix No. 3 – Rules and Regulations of the facility the Creative Work Centre (CWC) in Radziejowice

The Rules and Regulations of the Facility of "Creative Work Centre" set out the rules for the provision of services by the CWC, the scope of responsibility of the CWC and Guests, as well as the rules for staying on the premises of the CWC, with the exception of the park, for which separate rules apply. These Rules and Regulations are an integral part of the contract concluded by signing the registration card or signing a service provision contract with the CWC. The Rules and Regulations apply to all Guests staying on the premises of the CWC and are made available in each room and at reception desk.

HOTEL DAY

1. A room is rented for daily periods. If, when hiring a room, the Guest does not specify the length of stay, it is assumed that the room was rented for one day.
2. The hotel day lasts from 15:00 to 10:00 of the following day.
3. A request for an extension of a hotel stay should be notified by the Guest at the reception desk no later than 10:00 a.m. on the day on which the room rental period expires. The CWC will accommodate requests to extend the rental period subject to the availability of the rooms.
4. Payment for the stay can be made in cash or by card at the reception desk or, upon agreement with a staff member of the reception desk, by bank transfer to the CWC bank account.

RESERVATION AND REGISTRATION

5. Prior to check-in, Guests are required to fill in a registration card at the reception desk and to read and accept the provisions contained in the CWC facility rules and regulations and the rules and regulations concerning the use of the park. In case of non-acceptance of these rules and regulations, the CWC is entitled to refuse the provision of the service.
6. The guest may not, without the knowledge and consent of the staff of the reception desk, make the room available to other persons, even if this were to take place during the already paid-for stay.
7. Persons not checked in at the CWC are welcome to stay in the room as guests between 7:00 and 22:00.
8. The CWC may refuse to accommodate a Guest who, during his or her previous stay, grossly violated the rules and regulations, notably by causing damage to the property of the CWC, the property of the Guests, the employees of the CWC, or other persons frequenting the CWC premises.
9. In the event of cancellation of a Guest's stay in the course of a hotel day, the CWC shall not refund the charge for the commenced hotel day.

CURFEW (NIGHT QUIET)

10. Curfew is in effect from 22:00 to 6:00 the following day.

RESPONSIBILITY OF THE GUESTS

11. Children under the age of twelve, while on the CWC premises, should be under the constant supervision of their adult guardians. Guardians remain responsible for the children's safety and are financially liable for any damage caused by the children.
12. Use of open flames and smoking of tobacco and tobacco products, as well as the use of e-cigarettes, is strictly prohibited in all the CWC premises Smoking of tobacco and tobacco products as well as electronic cigarettes is allowed exclusively in the designated areas.
13. For fire safety reasons, in the rooms it is strictly forbidden to use water heaters, irons, cookers and similar appliances that do not form part of the room equipment.
14. At the end of the stay, the room should be locked and the key left at the reception desk of the CWC For the loss of the key, the guest will be charged PLN 100.00.
15. Personal items left in the room by the departing Guest shall be sent at his/her expense to the address indicated. In case of a lack of instructions or no possibility of contact, the items will be stored for 1 month and subsequently destroyed.
16. Guests arriving with pets are required, at the time of booking, to inform the receptionist of this fact. A stay with a pet is associated with being charged an additional charge. The CWC reserves the right to refuse admittance of animals whose species/breeds are commonly considered dangerous or aggressive.

17. Persons present on the premises of the CWC should immediately inform a CWC employee of any hazards, including fire hazards, and any noticed failures and damages.
18. The hotel guest bears full financial responsibility for any damage resulting from his/her fault or the fault of his/her visitors. The CWC reserves the right to charge the Guest for damages caused by him/her, disclosed both during his/her stay and after his/her departure.
19. In the case of a gross violation of the Rules and Regulations, the CWC may terminate the provision of services to the offender. Such person is obliged to immediately comply with the instructions communicated by an employee of the CWC, not excluding the obligation of immediate payment for the services rendered thus far, payment for potential damages, and the necessity to vacate the facility.

RESPONSIBILITY OF THE CWC

20. The CWC is not responsible for any loss of, or damage to, any items or valuables owned by the Guest left in the hotel rooms and premises under rent from the CWC.
21. The CWC reserves the right to refuse to accept for deposit at the hotel items of high value, large sums of money, items that endanger security, and large-sized items that cannot be placed in deposit. The details regarding the deposit should be settled with the staff of the reception desk.
22. The CWC shall not be liable for damage to or loss of a car or other vehicle belonging to a Guest, or items left in it, regardless of whether such vehicles were parked in the parking lot located on the premises administered by the CWC or in the parking space located along the Sienkiewicza Street.

COMPLAINTS

23. Guests have the right to lodge complaints, comments and recommendations in case of any deficiencies in the quality of services provided. These should be submitted to the staff at the reception immediately after observing the deficiencies.

MEALS

24. Meals for hotel Guests are served in the palace dining room.
25. For hotel Guests, meals are served at the following times: breakfast: 09:00-10:30, lunch: 14:00-15:00, dinner: 18:00-19:00.
26. For Guests who are not using the CWC accommodation, the palace dining room is open daily from 11: 00 to 18: 00.
27. Depending on current needs, the CWC reserves the right to exclude or limit its dining room availability.
28. No pets are allowed to enter or be brought into the dining room. The only exception is the dining terrace during the summer, but it is required that the pet is kept on a leash.
29. The consumption of alcoholic beverages purchased outside the CWC is not permitted in the palace dining room.

ADDITIONAL PROVISIONS

30. Weapons and ammunition, explosives, illuminating materials, narcotics, and any substances prohibited by law may not be stored in hotel rooms.
31. Solicitation and door-to-door sales are prohibited on the CWC premises.
32. Guests are not allowed to introduce any changes to the hotel rooms and their furnishings without prior knowledge and consent of the CWC staff.

GDPR Information clause for Clients who are natural persons / hotel guests

Pursuant to Art. 13 sec. I and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general regulation on the protection data) (Journal of Laws of the European Union of 2016 No. 119, p. 1) – hereinafter referred to as the GDPR, we would like to inform you that:

Personal Data Administrator

1) The administrator of your personal data is the Creative Work Centre in Radziejowice with its registered office in Radziejowice, ul. Henryka Sienkiewicza 4, 96-325 Radziejowice, REGON 750439407, VAT EU No. PL8381001979, entered into the Register of Cultural Institutions kept by the Minister of Culture and National Heritage under the number 36/95. The Administrator can be contacted by phone: +48 46 857 71 75 or by e-mail: palac@palacradziejowice.pl.

2) The Data Protection Inspector at the CWC can be contacted by email: z.milewska@palac-radziejowice.pl, by phone: (46) 857 71 75 ext. 128, or by sending correspondence to the address of the administrator's registered office.

The purpose of personal data processing and the legal basis for processing

Your personal data will be processed for the purpose related to the performance of the contract to which you are a party or to take action at your request before concluding the contract, pursuant to Article 6(1)(b) and (c) of the GDPR, i.e. when data processing is necessary to perform the contract to which you are a party, and furthermore, when data processing is necessary for the performance of legal obligations we are bound by (including those resulting from tax and record-keeping regulations). Your personal data may also be processed for the purpose of pursuing potential claims on the basis of Article 6(1)(f) of the GDPR, i.e., when the processing is necessary for the exercise of our legitimate interest in pursuit and enforcement of claims. Your personal data in the form of your image, which has been recorded on the surveillance monitoring recordings, is processed on the basis of Article 6(1)(e) of the GDPR, i.e., the processing is necessary for the performance of a task carried out in the public interest, which in the case of the Creative Work Centre in Radziejowice is ensuring the security of state property. The basis for the operation of the monitoring and the related processing of personal data is Article 5a of the Act of 16 December 2016 on the principles of management of state property (Journal of Laws 2016, item 2259 as amended).

Recipients of personal data

The recipients of your personal data are entities to which we, as data administrator, will outsource personal data processing services, e.g., IT service providers. These entities will be able to process the data on the basis of a contract with us and only in accordance with our instructions as data administrator. In addition, the recipients of the data are public authorities and the Tax Office.

Transferring of data outside the European Economic Area

Your personal data will not be transferred to third countries / international organisations.

Data storage period

Your data will be stored for the period necessary to fulfil the purposes set out in point 2, and thereafter for the period and to the extent required by the provisions of generally applicable law.

The rights of the data subject

In connection with the processing of your personal data, you have the following rights:

1) the right to access your personal data, including the right to obtain a copy of that data,
2) the right to demand the rectification (amendment) of your personal data – in case the data is inaccurate or incomplete,
3) the right to demand the deletion of personal data,
4) the right to demand that the processing of personal data be restricted,
5) the right to data portability, i.e., to receive from the Administrator personal data in a structured, commonly used machine-readable format,
6) the right to object to the processing of data – in the case of data processed on the basis of Article 6(1)(e) and (f) of the GDPR,
7) the right to lodge a complaint with the Head of the Office for Personal Data Protection with its seat at ul. Stawki 2, 00-193 Warsaw, if you consider that the processing of personal data pertaining to you violates the provisions of the GDPR.

Information on the requirement to provide data/on the source of personal data

Your provision of personal data is voluntary, yet necessary for the conclusion and execution of the contract. The personal data in the form of your image that we process comes from the video recordings of the surveillance/monitoring system operating at the Radziejowice Palace and in the park surrounding the Palace.

Information regarding the automated decision-making, including the profiling

Your data will not be processed in an automated manner, including by means of profiling.