Dear guests, please read the following guidelines that will help to make your stay at the residence more convenient:

1. The NCCA Kronstadt art residence is a public establishment, which means that during daylight hours you may be visited by the NCCA staff, representatives of the city administration, fire inspectors, etc. We will do our best to inform you of such visits beforehand and ask for your understanding.

2. During your residency, you will be assisted by Mikhail Timofeyev. His telephone number is +7 921 330-48-05, e-mail: Mikhail.Crest(at)ncca-spb.ru.

3. On the first day of your stay, please send Mikhail Timofeyev (Mikhail.Crest(at)ncca-spb.ru) the copy of your medical insurance policy, passport, and migration card.

4. Emergency services telephone numbers:
   - Police – 02, Fire department– 01, Ambulance– 03, NCCA St Petersburg office: +7 (812) 332-13-47
   - Residence telephone: +7 (812) 311-62-28. Please note that long-distance calls are blocked. Thank you for your understanding.

5. We recommend that you buy a SIM card of any Russian mobile provider and always keep your mobile phone on.

6. If you plan to spend a night outside the residence or leave it for a few days (but no longer than for one week) please inform our staff Mikhail (Mikhail’s e-mail: Mikhail.Crest(at)ncca-spb.ru) and the curator of residence programs Elena Gubanova (gubanova.elena(at)ncca-spb.ru) not less than three days in advance, and make a record in the Register of residents’ movement, providing there the details of the trip and contact information.

NB! Please always have with you: “Artist-in-Residence” ID card, copies of your passport, your medical insurance and the document that confirms registration of your visa. Please, keep in mind that we cannot bear responsibility for you during your trips outside Saint Petersburg.

7. We expect our residents to do the household chores, such as cooking, cleaning-up, washing-up, laundry, and taking out the garbage. Please don’t forget to clean up the room, launder the sheets, and give the keys to our staff before leaving the residence.

8. The trash containers are on the right to the entrance between the red and the yellow buildings.

9. Please save electricity and water: remember to turn off the light, electric devices, and water (make sure the switches and water taps are off every time you leave the residence).

10. Smoke on the premises is strictly prohibited. The smoking area is outdoors.

11. Keep the territory near the residence clean.

12. The residence is equipped with WI-FI. The password is:

13. Kronstadt is a military town. Some areas may be accessed only with special permissions. Please consult our staff.

14. There is a minibus connection to St Petersburg (№ 405, 407, 101). The nearest stop is outside Gostiny Dvor not far from the fountain.

15. NCCA may be holding a separate event during your stay (exhibitions, seminars, guided tours, etc). We will be glad if you take part in them. You may also be asked to keep the ground floor clear.

16. If you want to be informed of the artistic life of St Petersburg, meet your colleagues or discuss possible projects please contact the curator of residence programs Elena Gubanova (gubanova.elena(at)ncca-spb.ru) or coordinator Asiya Osina (tel. +7 (812) 332 13 47; e-mail: office(at)ncca-spb.ru)

17. HAVE A NICE STAY AND SUCCESSFUL WORK!

Date: Signature: