



WELCOME TO THE PRAGUE – RUZYNE AIRPORT

The Prague - Ruzyne airport is the largest international airport in the Czech Republic and the main aviation gateway to the country. It is located in Prague 6 at a distance of 10 kilometers northwest of the city center. It is accessible within 30 minutes by mass transit. The Czech Airports Authority (Česká správa letišť, s.p.) is the operator.

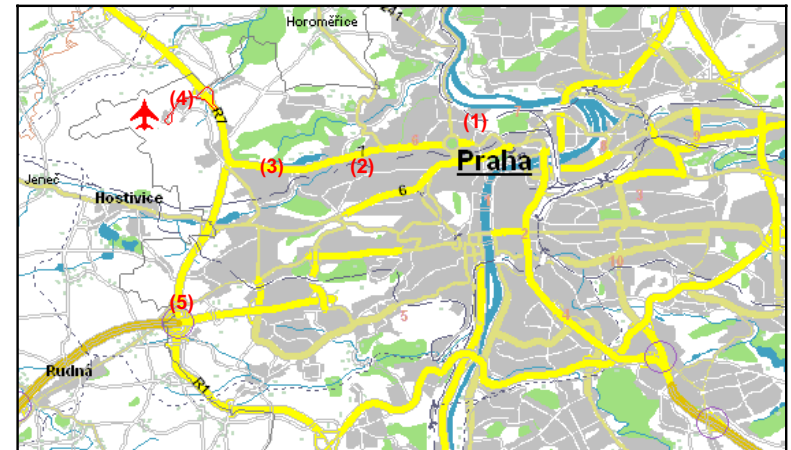
The Prague airport has two main areas – The **North Terminal**, where regular airline flights and the great majority of irregular flights (charters) are routed. The second is the **South Terminal**, which arose from the original “old” airport and serves domestic flights, private aircraft (general aviation) and some special flights.



HOW TO GET TO AND FROM THE AIRPORT

Automobile

- From the centre of Prague to Prague 6 to Vitezne namesti (1), down Evropska ulice to Veleslavín (2), the Dědina city district (3) and then on freeway R7 in the direction of the town of Slaný, turn after 3 km - exit Letiště – Terminál Sever (4).
- From the south, east and west of the Czech Republic through Prague 5 – Zličín (5) on the R1 city bypass and then on R7, turn – see the previous direction
- From the direction from Slaný and Kladno turn directly from freeway R7.



City Mass Transit

- is provided by the Prague Public Transport Co. Inc. <http://www.dpp.cz> (<http://www.dpp.cz>)
- You can obtain detailed information on all types of transportation to and from the airport at information counters in the arrivals hall
- It is necessary to keep in mind that the “arrival” and “departure” stops at end stations of the city mass transit generally differ.
- In all types of transportation (buses, trams and the metro) the individual stops on the route are announced with the stop you are currently at announced first followed by the name of the following stop – therefore pay attention to the announcements so that you will not get off prematurely.

Recommended routes:



- The large capacity bus no. **119** runs to and from the airport from the Dejvická metro end station (line A) in Prague 6. The end stop is **Terminál Sever (The North Terminal)**, where the great majority of flights leave from. One of the stops is also near **Terminál Jih (The South Terminal)**. Intervals are around 10 minutes during rush hour. The traveling time between the end stops is 20 minutes.
 - Low-access bus no. **100**, which is adapted for the transportation of larger luggage, runs to and from the airport from the Zličín metro end station (line B) in Prague 5. The bus runs in the morning and afternoons of working days with an interval of 15 minutes, outside of rush hour with an interval of 30 minutes. The traveling time is 13 minutes.
- Tickets:**
- Tickets are available at ticket machines in the North Terminal, in newsstands and at Prague Public Transport counters for 12 CZK. It is also possible to buy them from bus drivers for 15 CZK. There is a charge for luggage.



Taxi

- Airport Cars provides the transportation of people from the Prague - Ruzyně airport to any location in Prague, the Czech Republic and Europe and back to the airport in accordance with the customer's wishes.
- Fares:**
- In Prague: 120 to 870 CZK, depending on the price zones, for a vehicle occupied by 1 to 4 passengers.
 - Outside Prague in the Czech Republic: 25 CZK/km
 - Outside the Czech Republic: negotiated price.
 - The company provides a 20% discount on fares for trips from Prague and environs to the airport. A map with the price zones is available at the Airport Cars counter in the arrivals hall, at the orientation column on the FIX s.r.o. stand in front of the arrivals hall and in each of the company's cars.



Shuttle Service

- A shuttle service between the airport and the center of town is operated by Czech Airlines.
 - Stops: in Prague 1, at Náměstí Republiky by the ČSA City Service Center near the Renaissance and Marriot hotels.
 - The minibuses are for 6 people.
- Price for one trip by microbus:**
- For one passenger - 90 CZK.



PARKING AT THE AIRPORT

General principles

- There is an abundance of possibilities for both short-term and long-term parking at the airport. In front of the North Terminal there is an open parking lot for the short-term parking of vehicles. If you are planning on leaving your vehicle at the airport for a longer period of time you can use the multistory covered parking, where the price for parking is lower.

The North Terminal:

- Short-term parking: 228 spots
- Covered parking - Parking C: 3063 spots (332 of these for rental vehicles)
- Buses: 24 spots



The South Terminal:

- Short-term and long-term: 125 spots
- There are no parking spots for buses - buses can stop in front of the terminal for passengers to get on and off

RENT-A-CAR COMPANIES

Offices of Rent-a-Car companies are located in the Parking „C“ building

- **ALIMEX CR Rent a car** - Phone: +420 2 20011 4860
- **AVIS Autovermietung** - Phone: +420 2 2011 4270, +420 235 362 420, Fax: +420 2 2011 6848
- **BUDGET (AT Car s. r. o.)** - Phone: +420 2 2011 3253, Fax: +420 2 2056 0443
- **CS-CZECHOCAR** - Phone: +420 2 2011 3116, +420 2 2011 3454
- **DVORAK, Rent a car s. r. o.** - Phone: +420 2 2011 3676, Fax: +420 2 2011 3534
- **EUROPCAR (Czech rent a car s. r. o.)** - Phone: +420 2 2011 3207, +420 235 364 531, Fax: +420 235 365 318
- **HERTZ (Rentex Autopůjcovna s. r. o.)** - Phone: +420 2 2011 4340, 3681
- **NATIONAL, ALAMO (Czech auto rent s. r. o.)** - Phone: +420 2 2011 4554
- **SIXT (Speed Rent a. s.)** - Phone: +420 220 115 346

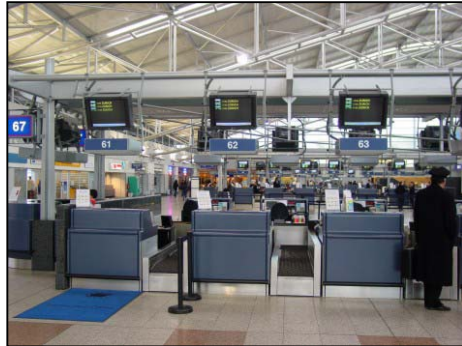
PASSENGER CHECK-IN - DEPARTURES

Tickets

- You will find offices for most of the airline companies that operate regular flights to Prague in the airport hall. You can buy airline tickets there and also obtain all necessary flight information.

How to find the check-in counter for your flight

- Use the information system and find the number of the check-in counter for your flight on the monitors.
- The check-in of passengers and luggage takes place at the check-in counters which are located on four "islands" with fourteen counters each.
- Flight check-ins are usually begun 2 hours before the planned departure.



Customs clearance

- After checking in at the check-in counter of the airline company you are flying with, go to the passport control area and customs clearance
- Information on duties, necessary documents and import and export quota regulations are available on the [Customs General Directorate](http://www.cs.mfcr.cz/) server (<http://www.cs.mfcr.cz/>).

Passports and visas

- A valid passport is necessary for traveling from the Czech Republic.
- You can obtain up-to-date information about visas to the countries you are traveling to at either the corresponding embassy [*translator's note: The original says "Czech embassy," but it should apparently be without the "Czech" or at most "in the Czech Republic"*] or at the Ministry of Foreign Affairs.
- Don't forget to check the validity of your passport and visa.

Luggage

- Do not pack sharp or other unauthorized objects in your carry-on bags; they will be confiscated during the security inspection.
- Check the weight of your luggage before take-off and adhere to the rules of the airline company you are flying with.
- Wrapping luggage for the purpose of airline transportation in the Departures hall - 55 CZK.
- Carts for personal luggage are freely available.

PASSENGER CHECK-IN - ARRIVALS

Customs and passport clearance

- Passengers from countries that do not have visa-free relations with the Czech Republic will submit their entry visas. **It is not possible to obtain them at the airport.**
- You can obtain up-to-date information about entry visas at either the Czech embassy or at the Ministry of Foreign Affairs in the country you are traveling to.
- The duty-free limit on goods imported to the Czech Republic limit is specified at **6000 CZK**.

Luggage

- Luggage that has an identification tag with the name of the airport you traveled from will be transported to the conveyer belts numbers 1 through 4.
- You will find the number of your luggage belt on the information system monitors according to the place of departure and arrival time.
- You can turn to the lost luggage counter in the arrivals hall in the event of any difficulties.



Left Luggage office

- Operating hours: non-stop, the daily fee is 30 CZK per piece of luggage with the possibility of a long-term deposit of luggage for a period longer than 1 day.

TRANSIT PASSENGERS

- Transit passengers must have their traveling documents checked at the transit counters of the individual companies in the transit area.
- They will find information on the departures and arrivals of the connecting flights on the information system monitors.
- They can use the transit area for relaxing, for refreshments or for shopping.
- For demanding clients, the **VIP Bohemia Lounge** is prepared non-stop in the transit areas with a rich selection of refreshments and the possibility of connecting to the Internet.
- Business lounges are open for passengers traveling first class.
- A special room is prepared for **mothers with children** in the transit area.
- There are no accommodations** in the transit area. The airport hotel is situated outside of this area and it is necessary to have an entry visa to the Czech Republic to stay in it.

SHOPPING

Stores

A number of stores in which you can buy gifts, souvenirs, original products characteristic of the Czech Republic (Czech crystal or traditional Czech beer), European brand-name clothing, accessories and more are located in the airport terminals.

Duty-free

You can also find bargains in the transit zone where a number of duty-free stores are available that offer goods exempt from duty and consumer tax. These are mostly sweets, cosmetics, perfume and other brand-name products.



Tax-free

You can submit your requests in the departures hall at check-in island no. 1 and you can pick up your tax in the transit area.

Stores in the South Terminal 2 building

Pilot shop – The sale of necessities for pilots, maps, navigation tools ...

Air shop – The sale of souvenirs, crystal, smoking accessories and newspapers

Tax – free shop



REFRESHMENTS

Restaurant Praha

- On the second floor in the transit area, reachable by escalator or elevator.
- Exclusive surroundings with discreet service offering international cuisine and original Czech warm desserts.
- Both Czech spirits as well as famous international brands are on offer and Czech, Moravian, French, Italian, Californian, Argentinean and Chilean wines are represented here as well.
- It is possible to pay by credit card.



The restaurant is open daily from 10 a.m. to 9:30 p.m.

Club bar

- You will find it across from the entrance to the transit area. It offers a wide range of spirits, wines, beers and nonalcoholic beverages. Smoking is allowed here.

It is open daily from 10 a.m. to 9:30 p.m.

Self-service cafeteria in the transit area

- It is on the 2- floor in the transit area, reachable by escalator or elevator.
- It offers warm and cold food, salads, desserts, beverages and small refreshments including ice cream. A **terrace with a view** of the taxiing area and runways is accessible from this area. Smoking is allowed here.
- You can pay in CZK, EUR, USD or by credit card.

It is open 24 hours a day.

Self-service cafeteria in the public area of the arrivals hall

- To get to the public area of the cafeteria, go up the stairs in the arrivals hall to the 2- floor. Both passengers and visitors to the airport can eat here. A large selection of cold and warm meals, salads, desserts, beverages and frozen products can be found here.

The opening hours are from 8 a.m. to 9:30 p.m. daily.

The restaurant in the South Terminal 2

- Open daily, warm and cold meals

Other places offering Czech and international cuisine

- Cafes, fast food
- Snack bars
- A sushi bar

ACCOMMODATIONS

The information service in the airport arrivals hall

- It offers the selection and reservation in a wide spectrum of accommodations facilities both in Prague and elsewhere. It has an overview of free capacities and can provide photographs and price lists for hotels and hostels.

Airport Hotel Prague****

- A hotel with a four-star standard and 56 rooms is available for accommodations right at the airport.
 - It is located near the South Terminal and is reachable in 10 minutes from the North Terminal by mass transit.
 - The building is wheelchair accessible and equipped with sound-proof windows. One of the rooms is specially-modified for people with reduced mobility.
 - Smoking and non-smoking rooms are available as is a business center and on-line up-to-date information on arrivals and departures.
 - Reservations: exclusively at tel.: +420 271751049, fax: +420 271750 274, http://www.euroagentur.cz/retezec/f_airport.html
Address: K letišti – Terminál Jih, 160 00 Prague 6, The Czech Republic
 - Reception: tel.: +420 220111250-1, fax: +420 220111256, airport@hotel-airportprague.cz
- Rates:** one-bed room 2700 CZK, two-bed room 2900 CZK



Accommodations in the South Terminal 2 building

- Three one-bed rooms are available directly in the South Terminal 2 building.
- Rates:** one-bed room 1000 CZK.

OTHER SERVICES

First aid

- Continuously, including the possibility of vaccinations provided by Meditrans airport health service.
- In the arrivals hall, also accessible from the transit area.
- Contact at tel.: +420 220113301–2.

Tourist information

- In the check-in hall at the information counters of travel offices and agencies.
- At telephone number +420 220113229 in the period from 8 a.m. to 8 p.m. – information about Prague and the Czech Republic, the possibility of arranging a tour of the city or an excursion to attractive spots nearby Prague, or information about a number of cultural events.
- At telephone number +420 220114512 - non-stop information.

Post office

- Prague post office 68 is in the Airport Business Center building across from the North Terminal.
- Tel.: +420 222241180

Banking and foreign exchange services

- Foreign exchange counters and automated teller machines that operate non-stop are in the departures and arrivals halls.
- An automated foreign exchange machine is located in the transit area.





VIP lounges and conference spaces

- A **meeting room** with an oval table and a capacity of 12 places, parking is supplied in the reserved VIP parking lot.
- A **press lounge with a capacity of 35 places**, for holding various events - welcome drinks, company presentations, meetings, receptions, press conferences, automobile and minibus parking in the reserved VIP parking lot is included in the price.
- **Bohemia Lounge** in pier B is designated for first class passengers and Diners Club International clients. Passengers can use the modernly-equipped spaces before departure or during transit. A wide range of non-alcoholic and alcoholic beverages are supplied, including snacks free of charge. A fax, photocopier and Internet are available. Other passengers can use the lounge for a fee.
- **VIP lounges** provide passengers with comfort and absolute privacy.
Orders at tel.: +420 220562525, fax: +420 220114372



A room for mothers with children

- Is available 24 hours a day. You will find it in the transit area between piers A and B.

Assistance for unaccompanied children

- Assistance can be arranged when buying the airline ticket.

Internet

- Computer stations with fast access to the Internet are available in the transit area.

Veterinary service

- It is advisable to inform yourself about the conditions of transporting animals on telephone no. +420 220113267. It is also possible to purchase containers for smaller-sized animals at the airport.



INFORMATION FOR DISABLED

Assistance for disabled

- Special assistance for disabled quest and passengers you can order by buying a flight ticket or at check-in desk. More information by CSA phone number: +420 22011 3393 or by CAA phone number: +420 22011 6076

Accommodation

- Airport Hotel Prague - one of the rooms is specially modified for physically handicapped guests. The building has wheelchair access.

Parking for disabled passengers

- Parking for disabled passengers is free of charge at Prague - Ruzyně Airport.

Procedure for parking:

- Park your car at any passenger car park, we recommend using Parking C in the central area of the airport.
- Take a parking ticket from the machine at the entrance to the car park.
- After parking your car, ideally in a space reserved for holders of physical handicap passes, you need to take the parking ticket to the CAA car park office, with a counter in the entrance hall on the ground floor of Parking C (in the elevator, press the button for 1).
- In the CAA car park office, after submitting your physical handicap pass and a document on the ownership of your car, you will be issued free of charge with a new parking ticket, with free exit from the car park.
- Parking spaces reserved for the disabled in Parking C: 1st storey – 0, 2nd storey – 18, 3rd storey – 15, 4th storey – 15, 5th storey – 10, 6th storey – 5



Navigation system for the blind

At the Prague Airport there is a system for the blind, which enables the blind by means of special control buttons, issued in the CR by the Association for the Blind, to be directed by sound from the public transport bus stop to the departures information, and vice versa. In the transit hall the navigation leads to the transit counter B.

The functioning of the navigation system

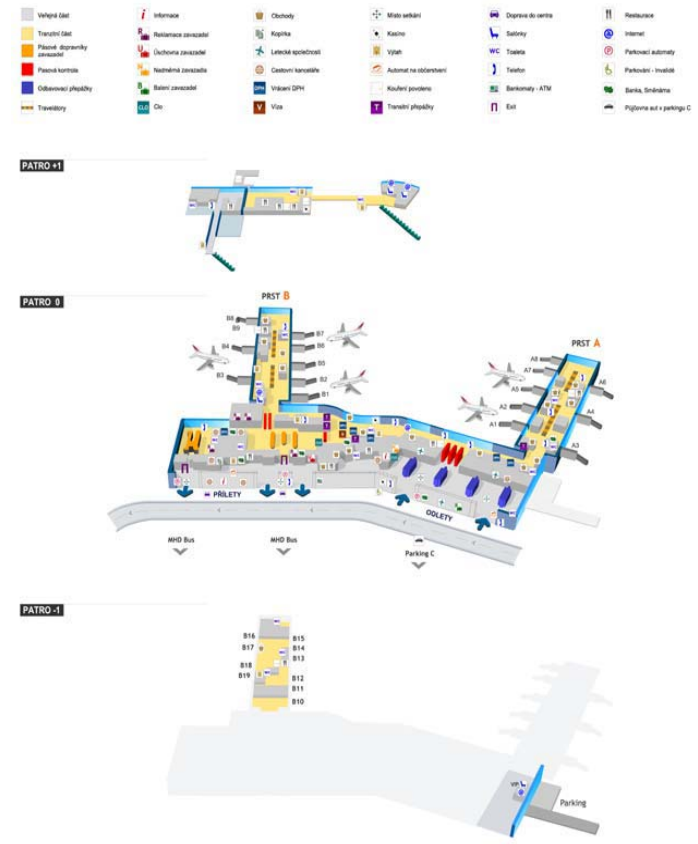
- If a blind person presses a button on the control in the area in front of the departure hall, the closest signaling device is activated giving off an intermittent signal. It directs the blind to the information stand, where an information loop with instructions for use is started. If a blind person activates the system in the departure hall, the person is directed by the signaling device to the departure information. A system activated in the area of the transit hall directs the blind to the transit counter B.

Information stand

- Activation of the system starts an information loop with explanations of the functions of the buttons in the Czech, English and German languages.
- *Button A* – gives instructions of how to get to the departure information (for instance 5 meters to the left, turn to the right, walk 5 meters through an automatic door, turn to the right, walk 20 meters, turn to the left)
- *Button B* – directs the blind to a public transport stop
- *Button C* – is designated for calling assistance. After its activation a signal sounds at the information counter, which informs the manager who will arrange for assistance.



Terminal North





Terminal North - complex

