

VILLA MONASTERO IN VARENNA – RULES FOR THE USAGE OF ROOMS

Article 1 – PREMISE

The Province of Lecco is the owner of the Villa Monastero in Varenna – Via Polvani, 4.

Villa Monastero provides the following services and cultural goods:

- a) Villa Monastero House Museum collection
- b) Villa Monastero documentation centre
- c) Villa Monastero Botanical Garden
- d) Conference centre for conventions and meetings
- e) Exhibition centre
- f) location for events of social, economic, cultural relevance, for marketing initiatives and for the organisation of weddings.

Article 2 – REGULATION

The use of the Villa Monastero rooms and garden can be granted to public and private subjects for various types of events such as, for example, artistic, cultural, scientific ones or in general, for meetings, conventions, conferences, seminars, expositions, as well as for any other kind of event or activity that can spread the knowledge of the cultural and artistic value of Villa Monastero, such as photo shootings, weddings and private events.

The Province of Lecco can deny the use of the rooms for those events that, at its incontestable discretion, are not appropriate for the structure.

The Botanical Garden of the Villa is open to the public, compatibly with the organisation of the already mentioned activities.

It is possible to combine the use of Villa Monastero with the use of other tourist facilities.

Article 3 – REQUESTS

- 1) The requests for the use of the rooms of Villa Monastero are managed by the Culture Tourism and Sport Service of the Province of Lecco.
- 2) The requests have to be addressed to the Culture Tourism and Sport Service in time for the preparation and the signing of the private agreement for the temporary use of the rooms and for the administrative procedures.
- 3) In the request the motivations, the theme and the object of the event must be illustrated and informative materials can be produced.
- 4) The request must include:
 - a) the company name and its complete personal and financial data, with indication of the name of the legal representative
 - b) the duration of the event, with information about its beginning and end; in case of an event arranged for more than one day, the duration of the whole period has to be specified, including the time needed for the setting-up and the dismantlement
 - c) the request for any technical devices, such as microphones, projectors, streaming and audio/video recording services
- 5) The Province of Lecco will consider the request for the use of the rooms of Villa Monastero and will proceed to accept or decline it; in case of more than one request for the same time and period, the first application will have the priority, provided that the application is complete in the essential elements.

Article 4 – USAGE

- 1) The rooms of Villa Monastero are granted in their usual state of functionality.
- 2) At the end of the conference/event the rooms must be left free and in the same conditions as before. The Province of Lecco isn't responsible for the objects which might have been left in the conference rooms.

- 3) The rooms of Villa Monastero have to be used by the grantee with correctness and care, in order to avoid any possible damage to the building, to the structures, to the furniture and to the facilities. In particular it is forbidden to hang pictures or panels on the walls and to alter with any kind of intervention the rooms of the Villa.
- 4) The users of the rooms mustn't cause disturbance to other events ongoing in the Villa.
- 5) The grantor, together with a representative of the Province of Lecco, has the possibility to visit the rooms of the Villa and its facilities before the event.
- 6) Moreover, the following rules for the security and the accessibility of the rooms have to be respected:
 - a) the main doors and the emergency doors must be left free in order to be easily opened in case of necessity while the room is used
 - b) the exits must be constantly kept free of any kind of material
 - c) it is forbidden to leave any kind of material along the ways out
 - d) it is forbidden to place stages or installations and structures
 - e) it is forbidden to hold flammable liquids
 - f) it is forbidden to smoke in the rooms in accordance with Law 16.1.2003, n.3
 - g) it is forbidden to use open flame, gas cookers or stoves, electric stoves, or anything of that kind
 - h) the excess load of power lines is not allowed
 - i) it is peremptorily forbidden to drill holes, to drive nails, to apply paint or adhesives in tape or paste, etc. on walls, floors, pieces of furniture, glass, etc.
 - j) the systems, such as the PA system, the wall sockets, etc. can be managed only by the personnel authorised by the Province of Lecco
- 7) Whenever the use of additional pieces of furniture or installations is needed, they have to comply with the current regulations, must be authorised by the Province of Lecco and will have to be brought into the Villa and into the rooms only through the way of access indicated by the Province of Lecco; the clearance will be done in the same way. The installations must be completely removed at the end of the event, on the understanding that until clearance has been completed the payment of the amount for the use of the rooms directly or indirectly interested by the presence of the material by the dismantling operations and by any possible restoration action shall be due for the whole period.
- 8) If it is necessary to install electrical equipment that needs particular power supply, a specific application has to be presented to the managing authority (e.g. ENEL) for an additional supply of electricity, after authorisation by the Province of Lecco.
- 9) At the end of the event, all the large wastes (boxes, packing materials, etc.) must be removed by the grantee, otherwise the costs for removal and disposal of the materials and for the occupation of the space will be charged to the grantee. The grantee will be economically responsible for the damages suffered by the grantor because of the occupation of the uncleared area.
- 10) The preparation and the consumption of breakfasts, coffee breaks, buffets and similar are allowed only in the coffee bar or in the specific pavilion placed in the garden for this purpose and are subject to expressed authorisation of the Province of Lecco.
- 11) The sub-concession of the rooms of the Villa to third parties is forbidden.
- 12) In the Villa Monastero retail or any kind of trade is strictly forbidden.
- 13) It is strictly forbidden to access the area of the Villa Monastero with any motor vehicle, except for the service vehicles used for the setting up of the rooms of the Villa, one at a time and for the loading and unloading of the materials only, in accordance with the document *Limitation of motor vehicles access and transit at Villa Monastero*, integral part of the Agreement for the temporary use of the rooms.
- 14) The grantee commits:
 - a) to respect the legislation for public events and the legislation about the security and the accessibility of the rooms. The Province of Lecco is relieved from the obligation to verify the

- need, and consequent acquisition, of the necessary authorisations, and from any responsibility derived from the lack of those authorisations
- b) to rigorously respect the maximum capacity of the rooms arranged for the event
 - c) to assume liability for any possible damage to the structure, the furniture, the installations, etc. occurred in the occasion and/or because of the event and caused by acts of negligence, imprudence or incompetence or generally by non-compliance with the rules of the present document, and consequently to immediately refund any possible damage
 - d) to discharge the Province of Lecco from any responsibility for possible damages to people and/or objects resulted from the use of the rooms included in the concession, including the access
 - e) to report to the Province of Lecco any alteration, accident, damage occurred or verified during the event
 - f) to avoid to put up any material (posters, etc.) without the authorisation of the Province of Lecco
 - g) to give notice to the Questura of the occurrence of the event in the cases foreseen by the Law

Article 5 – PAYMENT AND HOURS

- 1) The concession of the rooms of Villa Monastero is given upon the payment of an amount decided by the Province of Lecco. The amount includes the utilities, the use of movable goods and furniture, the opening, closure, supervision, assistance in the rooms, the use of the equipment and cleaning. The amount does not include the costs for the use of telephone, fax machine and photocopier.
- 2) The payment shall be made as described in the Agreement for the temporary use of the rooms.
- 3) Exemptions from the payment of that amount are decided by the President of the Province of Lecco and are allowed EXCLUSIVELY in exceptional cases, when the use of the rooms is granted for institutional purposes, as defined in the “Regolamento provinciale per la concessione di sovvenzioni, contributi, sussidi, e ausili finanziari” and in specific conventions approved by the Province of Lecco with other subjects.

Article 6 – NON-COMPLIANCE

- 1) Non-compliance with the prescriptions defined in the present document allows the Province of Lecco to proceed to the revocation of the concession, with no preventive notice, and to the possible compensation for damages.
- 2) In case of serious infractions to the dispositions here contained, the Province of Lecco proceeds to the assessment of the infractions and, ascertained the grantee's infraction to the regulations, the possibility to have new concessions of the rooms of Villa Monastero remains precluded to the grantee for a period of one year from the ascertained infraction and after compensation for possible damages.

Article 7 – APPLICATION

- 1) The present document is attached to each assignment, as an integral part of it.
- 2) The application for the use of the rooms of Villa Monastero implicitly assumes the complete knowledge and the unconditional acceptance of everything contained in this document.
- 3) The grantee authorises the Province of Lecco to process personal data, according with D.Lgs. n. 196/2003 and with the following regulations on the matter, for the purposes connected with the signature of the agreement for the temporary use of the rooms.