



MUNICIPALITY of CASTELNUOVO DI PORTO
Metropolitan City of Rome Capital

Regulations for use of the Doge's Palace "ROCCA COLONNA"

Approved with City Council Resolution no. 66 on 30/11/2017

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Art. 1 - Object and purpose of the regulation

This regulation governs the management and use of the spaces of the Palazzo Ducale Colonna - Rocca Colonna in compliance with and pursuing the needs of protection, safeguarding and enhancement of the Monument.

The Palazzo Ducale - Rocca Colonna, hereinafter simply called "Rocca Colonna", owned by the municipality, is located in Castelnuovo di Porto, Piazza Vittorio Veneto snc.

Art. 2 - Purpose and Intended use of the Rocca Colonna

The Rocca Colonna has an artistic, educational, didactic and training vocation as well as the promotion of culture and artistic manifestations. The use of the spaces of the Rocca Colonna must be compatible with the vocation and type of the building as well as its history in such a way as to:

- Guarantee access to the public, guaranteeing adequate conditions of safety and use; Preserve, promote and protect the property in such a way as to preserve its appearance and peculiar characteristics unaltered over time;
- Use the asset with a view to its enhancement by conforming the related activities to the principles of freedom of participation, plurality of subjects, continuity of operation, equal treatment, cost-effectiveness and transparency of management;
- Use the asset with a view to disseminating its knowledge by facilitating its use;
- Use the Rocca Colonna as a vector for the knowledge and promotion of local products and services in a tourist key;
- Use the Rocca Colonna as a tool for the promotion of training.

Art. 3 - Spaces covered by the regulation and description of the environments

The spaces covered by this regulation are those indicated in the attached plans and described below:

or *EX PRISON MALE AREA* (from A1 to A10 in the plan) 10 rooms with different surfaces, located on the first level. 180 sqm

or *EXTRA FEMALE PRISON AREA* (from B1 to B5 in the plan) n. 5 rooms of different surfaces, located on the first level. 83 sqm

or *COURTYARD* (C in the plan) room located on the first level, between the prison area and the Chapel of San Silvestro in Castello. 55 sqm

or *THREE ROOMS OVERLOOKING THE COURTYARD* (from D1 to D3 in plan)

Three rooms, two of which (D2 and D3) next to the Chapel of San Silvestro (48 square meters) overlooking the square and one (D1) located next to the toilets (24 square meters)

or *ROOM OF THE HUNDRED STEPS* (L in plan)

Located on the second level. 86 sqm

or *ROOMS CONTIGUOUS to the Sala dei Cento Passi* (E1 and E2 in the plan)

n. 2 rooms adjacent to the Hundred Steps room: E1 with toilet and access to the terrace (H2 in the plan) - E2 disabled toilet and disabled access ramp. Both rooms are 28 square meters

or *ROOMS OF THE QUEEN* (from F1 to F4 in planimetry)

n. 3 rooms located on the second level. N. 2 rooms of 23 square meters, n. 1 room of 19 square meters. F1 and F4 have direct access to the Loggia Pinta

or *RESIDENTIAL AREA* (from G1 to G6 in plan)

n. 6 rooms located on the second level. 137 square meters. From the G2 room you can access a toilet

or *TERRACE (H1 in the plan)*

Small terrace located on the first level with direct access from Piazza Garibaldi and from room B5

or *TERRACE (H2 in the plan)*

Terrace located on the second level, with access from the adjoining rooms to the Sala dei Cento Passi, is of multipurpose use for guided tours, educational activities, for refreshments on the occasion of the inauguration of exhibitions, events and weddings.

or *CLOCK ROOM AND THREE CONTIGUOUS ENVIRONMENTS*

n. 4 rooms (two halls and two adjoining rooms) located on the third level with access from the Sala dei Cento and the spiral staircases located next to the F3 room. Currently not accessible to the public.

or *CHAPEL OF SAN SILVESTRO IN CASTELLO* (N in the plan)

Small room completely frescoed both on the walls and in the cross vault. The frescoes can be dated between the end of the 13th and the beginning of the 14th century.

or *LOGGIA PINTA* (M in floor plan)

Room located on the main floor, richly decorated with a cycle of frescoes and stuccos created in 1568 by Federico Zuccari.

Art. 4 - Forms of Management

The management of the Rocca Colonna can take place in direct administration or through the assignment under concession according to current legislation.

Art. 5 - Direct management of the Rocca Colonna

The Culture Office and the “delegate of the Mayor for cultural activities” according to their respective competences, are responsible for management as well as, in the case of assignment of management pursuant to art. previous, to carry out the necessary checks pursuant to this regulation.

Art. 6 - Planned and admissible activities

Inside the Rocca, activities that could jeopardize the correct conservation of the monument or that, in particular, could cause damage to paintings and other works of art cannot be accepted. Activities that could compromise the artistic, educational, didactic, formative and cultural vocation of the Rocca Colonna or that are not distinguished by the high quality of the proposals are to be excluded.

Among the permitted activities are listed:

- Conventions, conferences, debates, courses, seminars, video projections;
- Professional reception, accompaniment and guide services for the use of artistic resources and spaces;
- Schools of high artistic, dance, literary and professional training;
- Concert activities, solo recitals, lyric recitals, chamber concerts, reviews of classical music, jazz, with organics and equipment suited to the environments;
- Temporary and permanent exhibition activities (exhibitions of visual art, archaeological finds and historical documents, antiques, typical products, popular arts and traditions, etc.);
- Promotion activities aimed at enhancing the image of the Rocca Colonna, the resources of the territory and the typical local products;
- Guided tours;
- Civil wedding celebrations;
- Banquets and receptions for ceremonies or events
- Photographic services for ceremonies or events.

Art. 7 - Access to the Rocca Colonna

Access to the fortress is allowed in compliance with the regulations and prescriptions dictated by the Fire Brigade Service as well as by the other public safety authorities.

Art. 8- Entrance to the Rocca Colonna

Compatibly with events or demonstrations already organized according to the annual use plan, the Municipal Administration reserves the right to establish an opening time of the Rocca Colonna to allow entry to anyone who wants to visit it.

Art. 9 - Rules of conduct in the use of the Rocca Colonna

In Rocca Colonna the following rules of conduct must be respected:

- Smoking is prohibited in all areas of the Rocca Colonna, including the bathrooms, the anti-bathrooms, the internal courtyard and the passageways;
- Visitors must follow the instructions provided by the staff in service at the Rocca Colonna who remain available for any information and usefulness;
- In the exhibition itineraries, in the resting and resting places, during the realization of public events, visitors are required not to disturb with disturbing noises;
- It is forbidden to consume meals except in the areas equipped for receptions, refreshments and buffets previously authorized;
- In the Chapel of San Silvestro in Castello and in the Loggia Pinta it is forbidden to stay long enough to prevent or limit the use by other visitors;
- Inside the Chapel of San Silvestro in Castello and in the Loggia Pinta it is forbidden to access with backpacks on the shoulders;
- Inside the Chapel of San Silvestro in Castello and in the Loggia Pinta it is forbidden to use flashes and lights which could compromise the conservation of the paintings.

Art. 10 - Obligations in the use of spaces

In any case, it is forbidden to exhibit material of any kind and advertising material that compromises the appearance, decorum and public use of the Rocca Colonna. Posters, billboards and anything else necessary for the information and promotion of authorized events and demonstrations are excluded from the ban, provided that the compatibility of the location and the type of vehicle used is previously verified, unless, where necessary, the opinion of the competent Superintendency.

Art. 11 - Temporary Concession

Compatibly with the characteristics of the building and with the program of events directly organized by the Municipal Administration, which recognizes the right of priority in the formation of the calendar of activities, the spaces referred to in art. 3, with the exception of the Loggia Pinta and the Chapel of San Silvestro in Castello, may be temporarily granted to third parties for activities and events referred to in the previous art. 6.

The spaces listed in article 3 can be temporarily granted to anyone who explicitly requests them, preferably by filling in the specific attached form, presented to the General Protocol of the Municipality - Culture Service, according to the methods better specified in these regulations.

Failure to comply with the rules set out in this regulation may result in the revocation of the authorizations granted.

Art. 12 - Essential conditions for granting the Concession

The concession for temporary use of one or more spaces of the Rocca Colonna can be granted only in the event that - in relation to the activity that the concessionaire intends to carry out - compliance with the safety regulations for people and things and the safeguarding are ensured. of the spaces and historical-artistic assets preserved in them;

Art. 13 - Revocation of the Concession

The concession for use of the spaces of the Colonna Castle, in addition to the imposition of the penalties provided, can be revoked at any time, in cases where the conditions for the concession itself cease to exist.

It may be revoked for reasons of public order and safety, in the event of non-compliance with one or more provisions of this regulation, in the event of damage to the cultural assets present and for non-compliance with the protection of the same, as well as for violations of national or regional regulations. in force or any prescriptions of the health authority or the fire brigade.

Art. 14 - Obligations of the Dealer

Spaces are granted in the actual state in which they are found.

The concessionaire is required to conserve and safeguard the granted asset with diligence.

Under no circumstances may the Concessionaire use the spaces under concession not in accordance with the purposes for which it was granted and must comply with the provisions of these Regulations.

At the expiry of the concession, the spaces and equipment inside the Rocca Colonna must be returned in the functional state in which they were sold and it will be the Concessionaire's responsibility to clean the premises and toilets and to remove the furnishings and set-up equipment. or anything else used (including garbage). The spaces under concession must be returned in perfect order and cleanliness by the date and time provided for in the deed of concession for use.

The use of equipment or furnishings not supplied by the Rocca Colonna by the Dealer must be authorized in advance.

The use of municipal-owned equipment and furnishings may be granted against payment of tariffs as per the tariff.

Under no circumstances may the Concessionaire make any changes, even minor ones, to the property granted.

The Concessionaire may not sub-grant the spaces granted to it without prior authorization from the Municipal Administration.

The use and / or storage of hazardous, polluting and toxic (flammable, corrosive, etc.) materials inside and outside the Rocca Colonna is prohibited.

At the beginning and at the end of the period of use of one or more spaces of the Rocca Colonna, the staff appointed by the Municipality will carry out an inspection of the premises together with the Concessionaire, in order to ascertain the state of the places and equipment and the attached reports will be drawn up (Mod. C - C1).

The Concessionaire is required to release the Municipality from any liability for damage that may arise to persons (damage to third parties, or to persons or members of the requesting body) and / or property during the entire period of use of the spaces of the Rocca Colonna, assuming full responsibility as above, by signing the form of assumption of responsibility (Form B).

The concessionaire undertakes the obligation to hold the Municipal Administration harmless from any action and / or harassment that may come from anyone, for any reason dependent on the concession.

Any insurance of exhibited works or materials and equipment brought inside the Rocca Colonna is the responsibility of the Concessionaire.

The production of advertising material, at the expense of the Concessionaire, must be agreed with the Municipal Administration or with a delegate.

If the concession for use does not concern all the rooms of the Rocca Colonna, access and / or use, even temporary, for any reason whatsoever of the unsolicited spaces, except in the case in which the event involves guided tours of the monument .

Art. 15 - Obligations of the Municipality

The staff of the Municipality or delegated by it can access the structures at any time, ascertain the state of the same, carry out the checks they deem necessary, according to their competence.

The staff of the Municipality or delegated by it is obliged, if anomalies are ascertained, to promptly report the outcome of these investigations to the Municipal Administration.

In the case of direct administration, the staff of the Municipality or appointed by it provides for the ordinary cleaning of the Rocca Colonna.

Art. 16 - Damages

The Concessionaire is obliged to pay compensation for damage caused to the spaces of the Rocca Colonna and to the equipment in any way occurring during the duration of the concession or during the preparation phases.

The Municipal Administration declines all responsibility for the set-up equipment, or whatever else will be placed by the concessionaire inside the Rocca Colonna, including the courtyard, terraces or spaces not directly granted.

Art. 17 - Set-ups

The set-ups relating to the events must meet criteria of decorum, must not obstruct the accesses to the spaces of the Rocca Colonna, the emergency exits, hinder the flow of visitors.

For the realization of the fittings it is forbidden to use equipment that can cause damage to the structure and furnishings.

The set-ups cannot in any way involve interventions on the structure and furnishings of the Rocca Colonna, except with prior and precise written agreement with the Municipal Administration and prior approval of the set-up project.

In the spaces of the Rocca Colonna it is forbidden to set up tables, unless specifically agreed with the Municipal Administration.

At the end of the refreshments, if agreed, the Concessionaire will take care to remove what has been prepared by 2.00 pm of the following day unless otherwise agreed with the administration and clean the places and return the premises in perfect order.

Art. 18 - Waiver and Sanctions

The renunciation of use must be made only and exclusively in written form. In case of lack of written communication, the applicant loses the right to a refund of the amount due.

If the waiver occurs no later than seven days from the concession, the Administration retains 50% of the sum paid by the Concessionaire.

In the event of use that differs from the request, according to the provisions of Article 16, the Administration may at any time revoke the concession and / or issue a sanctioning measure, withholding the amount deposited as a guarantee and inhibiting its use for an indefinite period. to the Dealer.

When the concession is issued, the concessionaire will draw up a report of taking delivery of the spaces under concession and of what is contained therein (Form C).

Art. 19 - Temporary Concession Procedure

For the purposes of the correct planning of the activities and the respect of the vocation of the property, the applications for the temporary concession of use must be presented to the competent office by June 30 of the previous year. For the current year, i.e. 2017, applications must be received by 31.12.2017.

The Administration will examine the applications received according to the priority criteria referred to in these regulations and plan the calendar of use, approving the annual use program of the Rocca, to be published annually by 31 December of each year. For the current year, for applications received by 31.12.2017, the annual use program of the Rocca will be published by 30.01.2018.

Without prejudice to the possibility for the Administration to follow up on any requests for the temporary concession of use received after the times described above, inserting them in the program of use.

Any applications for the temporary concession of use presented once the annual use program has been approved will be taken over by the Administration which will be able to accept them in line with the annual use program. In this case, the applicant must submit a written request to the General Protocol of the municipality, Servizio Cultura, at least ten days before the date of the demonstration / event, except in special cases of urgency or importance.

In any case, priority will be given to recognized activities of particular importance based on the importance of the event, event or initiative.

The Administration reserves the right to withdraw concessions already approved with adequate notice, in any case not less than seven days, where it needs the spaces of the Rocca Colonna for the carrying out of activities and events organized by the Administration itself. In this case, unless the concession of an alternative area is not possible, the concessionaire will be entitled to a refund of the entire sum possibly paid as a user fee, with the exclusion of any further indemnity or compensation for damage.

The questions can be evaluated by the scientific committee referred to in art. 23. The members of the Scientific Commission will not receive any compensation or reimbursement of expenses, and will remain in office for three years from their appointment. The technical commission assesses the requests promptly formulates a proposal to the competent manager about their acceptance or rejection. The Commission also formulates a proposal for an annual use plan to the Manager who will adopt it in accordance with the organization.

Applications for use, to be formulated preferably using the form provided (form A), must contain the following elements:

- Personal and fiscal data of the applicant, in the case of associations and / or entities, the identity of the association / entity, the details of the legal representative or delegate and the bylaws (if they are not associations already registered in the register of associations), complete with telephone number and email address;

- Required area / environments Day / period of use, start and end time of the event;
- type of initiative proposed, methods of carrying out the event or activity, including activities related to setting up and dismantling, design of any setting up and time schedule of activities, including activities relating to setting up and dismantling;
- Any request for patronage;
- Any request for tools used;
- Applications, submitted according to Form A, must be accompanied by the declaration made on the pre-printed form Form B of acceptance of agreements and conditions and assumption of responsibility.

The request is considered in the order of arrival at the protocol office. At the time of granting the applicant must be in compliance with the deposit of the security, by delivering the relative receipt within the established terms (form B).

The applicant, having received communication of the concession and before using the spaces, must provide, together with the Municipal staff or with a delegate for cultural activities and the management of the fortress, to take charge of the premises and the assets present and to draw up the relative report (Form C).

The applicant, having received communication of the concession and before using the spaces, must directly provide for requests for any authorizations provided for by the relevant laws and regulations.

Art. 20 - Rates and Payment Methods

For the concession of the aforementioned spaces to third parties, both the payment of a fee for the concession and the payment of the surveillance and custody service personnel as well as the museum operators if necessary and the cleaning of the spaces are envisaged.

The rent paid in advance monthly installments. For concessions lasting less than sixty consecutive days, the fee and other costs must be paid in advance and in full.

The concession fee includes the costs of electricity and gas consumption.

The expenses for the set-up, the expenses for the surveillance of things brought into the Rocca Colonna and / or the insurance for the goods on display and the expenses for advertising (graphics, typography, distribution, etc.) or any other non expressly mentioned, are the responsibility of the Dealer.

The fee is fixed by the municipal council with a specific provision.

The rate established for the use of the premises, communicated by the Culture Office, must be paid within two days from the communication of the acceptance of the concession request. Within two days of receiving the notification of acceptance of the concession request, the concessionaire is required to deposit the sum communicated by the Cultural Office as a deposit at the Municipal Treasury Office.

Art. 21 - Criteria and requirements for concession fees

The municipal administration grants the use of the spaces of the Rocca Colonna with full or reduced rate or free of charge.

Public Bodies and Institutions (State, Region, Parks, Schools, Mountain Communities, Pro loco, etc.) enjoy the right of free use of the Rocca Colonna.

They enjoy a special rate with a reduction of 70%:

- Resident citizens;
- Associations with headquarters in the municipal area;
- **Non-profit-making subjects;**
- Resident artists or people who carry out cultural activities aimed at the cultural, civil and social development of the community;
- Bodies and / or associations that pursue charitable purposes for charitable events as long as they are of high socio-cultural interest and with the public indication of the recipient of the offers.

Benefit from a reduction on the rent equal to 30% in case of patronage by the Administration:

- Non-resident citizens;
- Socio-cultural, recreational, welfare associations not based in the municipal area;
- Non-resident artists or people who carry out cultural activities aimed at cultural, civil and social development.

Art. 22 - Patronage

The patronage will be granted by the Municipality for the following activities to be carried out in the municipal area, on the basis of detailed projects regularly registered and for which the procedures for issuing will be activated:

- cultural activities of historical, cultural and artistic importance
- activities related to education
- activities aimed at the protection and knowledge of environmental values
- tourist activities in the area
- humanitarian and social welfare activities.

Patronage is granted by the Mayor and does not involve the automatic granting of a financial contribution. With the granting of patronage, if requested, the tariff concessions provided for by the regulation can be granted.

When requesting a reduction in the legal aid fee, it is mandatory to attach the determination.

Art. 23 - Scientific Committee

For the evaluation of projects, in cases of organization and preparation of artistic exhibitions and cultural activities of historical-cultural and artistic importance, activities related to education, activities aimed at the protection and knowledge of environmental values, tourist activities in the territory, activities humanitarian and social welfare, the Municipal Administration, upon publication of a specific notice, may avail itself of the advice of a scientific committee of experts, composed of a minimum number of three employees, chosen and appointed by the Mayor among natural and legal persons, entities, and Italian and foreign institutions particularly qualified in the field of research and is chaired by the Mayor or his delegate. The Mayor orders their appointment with a motivated Mayor's decree. The Scientific Committee is the advisory body that assists the Administration in selecting and evaluating the initiatives to be taken, the projects to be studied and proposed as well as to acquire qualified opinions and judgments from a technical and / or scientific point of view regarding the implications of such initiatives, projects and collaborations. It also carries out a technical consultative function regarding the annual planning of initiatives and any other matter for which the Administration expressly requests its opinion in order to define the aspects of the individual events of significant importance. of the projects to be studied and proposed as well as to acquire qualified opinions and judgments from a technical and / or scientific point of view regarding the implications of such initiatives, projects and collaborations. It also carries out a technical consultative function regarding the annual planning of initiatives and any other matter for which the Administration expressly requests its opinion in order to define the aspects of the individual events of significant importance. of the projects to be studied and proposed as well as to acquire qualified opinions and judgments from a technical and / or scientific point of view regarding the implications of such initiatives, projects and collaborations. It also carries out a technical consultative function regarding the annual planning of initiatives and any other matter for which the Administration expressly requests its opinion in order to define the aspects of the individual events of significant importance.

Art. 24 - Civil Code

For all that is not contemplated in this regulation, reference is made to the regulations in force on the subject of the Civil Code.

ANNEX A

Rules for opening and closing Rocca Colonna

1. Operations to be carried out for opening:

- disarming of the alarm system if in operation;
- turning on the lights;
- opening of the window shutters;
- opening the doors of the rooms affected by the event and checking the closure of those not affected;
- verification of the operation of the freight elevator and toilets;
- Opening and switching on of the light in the Chapel of San Silvestro in Castello and relative fixed surveillance if there is a need to keep it open to guarantee the visit;
- switching on of the light in the Loggia Pinta and checking the correct positioning of the bollards and relative fixed surveillance;
- Communication to the competent office and / or the Delegate of the Municipality of the opening and any malfunctions, anomalies or disservices.

2. Operations to be carried out for closure:

- Closing of windows and shutters;
- Closing of all the doors of the rooms;
- Turn off the lights in the Loggia Pinta;
- Turn off the light in the Chapel of San Silvestro in Castello and make sure the door is closed with a padlock;
- Check the operation of the freight elevator and toilets. Turn
- off the lights;
- Arming the alarm system if necessary;
- Communication to the competent office and / or the Delegate of the Municipality of the closure and any malfunctions, anomalies or disservices.

APPLICATION SCHEME

To the Municipality of Castelnuovo di Porto

Culture Service - Rocca Colonna Management

The undersigned , , , ,

Born inil ..

Resident in ..

Street

tel faxcell

e mail

as

Of the Association / Company / Entity

Street

tel faxcell

e mail

CF / PI

Requires the use of the following areas / environments:

- or **EX PRISON MALE AREA** (from A1 to A10 in the plan) n. 10 rooms of different surfaces, located on the first level. 180 sqm
- or **EXTRA FEMALE PRISON AREA** (from B1 to B5 in the plan) n. 5 rooms of different surfaces, located on the first level. 83 sqm
- or **COURTYARD** (C in the plan)
room located on the first level, between the prison area and the Chapel of San Silvestro in Castello. 55 sqm
- or **THREE ROOMS OVERLOOKING THE COURTYARD** (from D1 to D3 in plan)
Three rooms, two of which (D2 and D3) next to the Chapel of San Silvestro (48 square meters) overlooking the square and one (D1) located next to the toilets (24 square meters)
- or **ROOM OF THE HUNDRED STEPS** (L in plan)
Located on the second level. 86 sqm
- or **ROOMS CONTIGUOUS to the Sala dei Cento Passi** (E1 and E2 in the plan)

n. 2 rooms adjacent to the Hundred Steps room: E1 with toilet and access to the terrace (H2 in the plan) - E2 disabled toilet and disabled access ramp. Both rooms are 28 square meters

or **ROOMS OF THE QUEEN** (from F1 to F4 in the plan)

n. 3 rooms located on the second level. N. 2 rooms of 23 square meters, n. 1 room of 19 square meters. F1 and F4 have direct access to the Loggia Pinta

or **RESIDENTIAL AREA** (from G1 to G6 in plan)

n. 6 rooms located on the second level. 137 square meters. From the G2 room you can access a toilet **TERRACE** (H1 in the plan)

Small terrace located on the first level with direct access from Piazza Garibaldi and from room B5

or **TERRACE** (H2 (in the plan)

Terrace located on the second level, with access from the adjoining rooms to the Sala dei Cento

Passi. **I and II LEVEL OF THE ROCCA INCLUDING THE CHAPEL OF SAN SILVESTRO IN THE CASTLE AND LOGGIA PINTA** only for guided tours

or In the day From

.....to From day

or to day ..

For the carrying out of the following Exhibition / event / initiative:

.....

Attached is a detailed project and time schedule of the event including the stages of eventual set-up and dismantling.

To about:

or He asks to be able to obtain free use of the Rocca Colonna as a public institutional body, pursuant to art. 24 paragraph 1 of the Municipal Regulations for the use of the Rocca Colonna

OR Asks to be able to take advantage of the 70% reduction in the tariff pursuant to art. 24 paragraph 2 of the Municipal Regulations for the use of the Rocca Colonna

OR Asks to be able to take advantage of the 30% reduction in the tariff, as an activity recognized under the patronage of the Administration pursuant to art. 24 paragraph 3 of the Municipal Regulations for the use of the Rocca Colonna

We inform you that in the aforementioned room (s), the following tools owned by the company will be used concessionaire for which the same is fully responsible for the operation in terms of safety of things and public safety, declining the Municipal Administration from any civil and / or criminal liability deriving from the malfunctioning and / or misuse of the same:

or Recording system

or Overhead projector

or Video projector

or Flipchart

- or Computer
- or Internet connection
- or Amplification system
- or Lighting system
- or Other.....

The relevant delegated manager is:

Mr./Mrs.

Born in on

Resident in via

Tel fax cell

e mail

The use of the following tools supplied with the Colonna fortress owned by the Municipality is required:

- or n tables
- or n. upholstered wooden chairs
- or n. plastic chairs
- or
- or
- or
- or

It undertakes to sign and fully accept the provisions of the Pacts and Conditions Sheet (Annex B) on the use of the premises in concessions and to comply with the rules of use and behavior set out in the Regulations for the use of Rocca Colonna (title I art. 5 - 6 - 8 - 11 - 12. Title II art 15 - 16 - 17 - 19).

It undertakes to draw up, following a joint inspection with the staff of the Municipal Administration or one of its delegates, the Report of Taking Charge of the Premises and Existing Assets (Form C) and to carry out another joint inspection at the end of the event and upon return of the rooms, in order to verify the state of the premises and equipment pursuant to art. 17 paragraph 10 of the Regulations for use of the Rocca Colonna.

Castelnuovo di Porto there,

Signature

SHEET OF AGREEMENTS AND CONDITIONS AND RECRUITMENT OF RESPONSIBILITY'

Exhibition / event:

Concession of use prot.of the

The Concessionaire undertakes to fully accept all the rules contained in the Regulations of Use of the Rocca Colonna which he has become aware of and in particular:

- to. It undertakes to comply with the procedure for granting use of the rooms of the Rocca Colonna, to pay the established rate, to deposit the security deposit; sum that will be returned within the times and in the manner established by the Regulations of use, after the drafting of the report mod. C1, to the drafting of the report of taking charge and redelivery of the premises granted (form C - C1);
- b. It undertakes to respect and enforce the provisions of the Regulations for the use of the Rocca Colonna, under penalty of forfeiture of the concession and exclusion from subsequent use of the premises;
- c. It is responsible for all possible damage to people, things and the environments of the Rocca Colonna produced during the demonstration / event, relieving the Municipality from any responsibility and from any action and claim made by anyone;
- d. It undertakes to fully compensate the damage caused;
- And. It undertakes to comply with the fire safety and public safety regulations;
- f. It has the right to install what has been previously authorized in the manner and within the terms agreed and according to the rules established by the Regulations, its own electronic and IT tools as well as the equipment necessary for the realization of the event, without charge for the Administration, providing for its own care. and charge to all activities related to assembly, installation, connections, checks, disassembly use and stipulation of any insurance policies relating to the materials used, also declaring their compliance with the law;
- g. It undertakes to provide for the disassembly operations of the aforementioned equipment no later than 24 hours after the end of the initiative, relieving the Municipality of any responsibility regarding the use and conservation of such equipment or other assets owned by it. or displayed on the occasion of the event / demonstration;
- h. It undertakes to return the rooms used clean and free of any residue.

FOR ACCEPTANCE, sharing and full adhesion

Castelnuovo di Porto, on

The Dealer

**REPORT OF TAKING IN CHARGE OF THE ROOMS OF ROCCA COLONNA AND DEI
EXISTING ASSETS CONTAINED THEREIN**

Taking note of the concession to use the Rocca Colonna (prot of)

For the Exhibition / Event
.....

And in particular the use of the following environments:

1)	2)
3)	4)
5)	6)
7)	8)
9)	10)
11)	12)

And the municipal property assets contained therein listed below:

1)	2)
3)	4)
5)	6)
7)	8)
9)	10)
11)	12)

The Concessionaire takes charge of the premises and the goods present therein, undertaking to return them in the same state in which they were found, to carry out the final cleaning of the premises concerned, not to use and to ensure that others during the Exhibition / event do not use. spaces not granted, and to compensate the Municipality for any damage caused according to the procedures set out in the Regulations for use of the Rocca Colonna.

The Concessionaire also undertakes to supervise according to the rules established by the Regulations for the use of the Rocca Colonna and by the laws on the protection of artistic and historical assets so that during the period granted to it, no damage is caused to the Cultural Heritage present inside the Rocca. Column with particular regard to the Loggia Pinta and the Chapel of San Silvestro in Castello.

Castelnuovo di Porto, there

For acceptance taken in charge:

For the Municipal Administration

The Dealer

REPORT OF RETURN OF THE ROOMS OF THE ROCCA COLONNA AND OF THE EXISTING GOODS IN IT CONTENTS

Having acknowledged the concession to use the Rocca Colonna (prot of)
For the Exhibition / Event
..... ..

VERIFIED

that, following the inspection of carried out jointly with the Concessionaire and staff of the Municipal Administration or a delegate, no damage was found to the premises and to the things contained therein and to the equipment granted, and that these premises are returned in the same state in which they were granted and the final cleaning of the same was carried out, leaving them free of any residue, the premises subject to the concession are returned today.

Castelnuovo di Porto, there

For the Municipal Administration

The Dealer