



Ministero della cultura

GALLERIA DELL'ACCADEMIA DI FIRENZE

REGULATIONS

Concession for temporary space use

The applications for the performances of private generic or cultural events should be addressed to the Manager, who shall grant the authorization, at least 20 days before the event – by downloading, completing and sending the form included in the dedicated link to the following address:
ga-afi.spazioeventi@cultura.gov.it.

By indicating the day of the event, the applicant does not automatically obtain the authorization, that, instead, shall be formalized signing the concession of space use, following examination of the documentation received, as well as verification of the feasibility of the event itself.

The fee amount shall be paid in advance of the event date, on the current account indicated in the concession act.

The event organization shall take place outside the official opening hours of the Galleria. If the event happens during that time period, only museum's areas not accessible to the public shall be assigned. Operations relating to installation and dismantling cannot in any way cause limitations to the regular usability of the spaces open to the public.

The licensee shall bear, among other things, the registration fee and the cost relating to the personnel involved in the initiative and relative preparation, that varies according to both type and duration of the event.

The concession for spaces use is non-trasferable and is subject to further conditions as set out below:

- a) the artistic and historic values of the property should be respected;
- b) by signing this act, the licensee accepts the financial liability for any damage to persons and/or things within the spaces granted in use, even if caused by participants in the event, including those caused to employees of the Galleria dell'Accademia di Firenze involved in the event organization;



Ministero della cultura

GALLERIA DELL'ACCADEMIA DI FIRENZE

c) the compliance with the regulation for the protection of public safety as fire safety is concerned and safety in the workplace, including the plan for security and – if necessary – the legislation on public shows;

d) the licensee at his own expense, shall clean, and hold in order the rooms in use, restoring them as soon as the event is ended;

e) a reimbursement amount shall be paid in advance to the Administration for the utility consumption, calculated at a flat rate;

f) Insurance policy:

1. the policy must be signed and submitted by the licensee to cover the risks under point b), valid for the entire duration of the event (to be transmitted to the Administration in due time for the necessary checks) with a maximum coverage for third-party damage no less than Euro 2,000,000.00 per claim, expressly containing the following collateral guarantees: - compensation for any injuries suffered by employees of the Galleria dell'Accademia who work during the events referred to above;

- Compensation for any damage caused during the event to buildings, structures and goods/works of art contained therein, even if caused by participants in the event for which the concession for space use is being requested;

2. consideration will be given only to insurance policies provided under the following conditions:

- the agency is necessarily registered to the “Register of Companies” of IVASS (Institute for the Supervision of Insurance), has its registered office in Italy, or registered offices in another Country, but with permission to operate in Italy by the IVASS itself, to be proved by means of a certificate of incorporation

- the policy, drafted in Italian, shall be submitted to the Galleria well in advance

3. the legislation applicable to the insurance contract shall be that of the Italian legal system and the court of Florence shall have the exclusive jurisdiction in case of disputes;

4. this Administration reserves the right to reject, as its sole discretion, insurance coverage that are deemed not compliant with the requirements;

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Ufficio Permessi e Concessioni
Via Ricasoli, 58-60 – 50122 Firenze
ga-afi.spazioeventi@cultura.gov.it



Ministero della cultura

GALLERIA DELL'ACCADEMIA DI FIRENZE

- g) the technical installation and dismantling costs (concerning both the use of materials and labor) authorized by the competent officials, shall be borne exclusively by the licensee;
- h) for the events that take place during evening hours (after 7.00 p.m.) the spaces shall be granted, unless different request authorized by the Director and signed in the concession act, by 12.00 a. m.;
- i) photos and videos made by the licensee or his agents during the event shall be used solely by the licensee and for internal documentation; the licensee shall be the only responsible for not authorized uses and breaches of the privacy policy (EU Regulation 2016/679);
- j) the licensee is committed, upon the signing of the concession, to preliminary fulfil, with reference to the organization of the event for which the spaces are granted, any obligation under SIAE legislation on copyright.

The Manager may also suspend, if he deems it necessary for security or protection reasons, or otherwise in case of arisen and unpredictable needs, the “concession in use” procedure or terminate at any time the already signed act, subject to prior notice to the licensee.

Any disputes that may arise between the parties cannot be settled by arbitration, but will remain the competence of the judicial authority.

The concession act is signed for acknowledgment and acceptance of all the conditions