

## TERMS AND CONDITIONS FOR EVENTS ORGANISED AT THE PEGGY GUGGENHEIM COLLECTION

### GENERAL REGULATIONS

1. Events organised at the Peggy Guggenheim Collection (PGC) may not be of a political nature. No religious or civil ceremonies are permitted, even in symbolic form.
2. Persons organising an event on the PGC premises should be aware that it is a museum. Therefore, they must respect both the works of art and installations on display, inside the gallery spaces and in the Sculpture Gardens. It is forbidden to touch the works or enter the gallery spaces with food, drinks or cigarettes (in concordance with Italian Law).

### SETTING UP AND DISMANTLING OPERATIONS, DELIVERY AND RETURN OF MATERIALS

3. Clients may not install works of art which do not belong to the PGC, nor may they modify existing installations and/or displays.
4. The client is obliged to give 15 days' notice and provide a detailed plan of all proposed installations. This plan must also state all equipment, the names of its supplier(s) and proposed installation time. The PGC reserves the right to approve, deny or request amendments to this plan to ensure the safety of the works of art of the museum.
5. Any installation must take into account the safety of the building and the works of art contained therein, including the garden, therefore:
  - fixed or adjustable structures such as gazebos or canopies must be placed at a distance of 2 m from works of art
  - no installation may obstruct the viewing of the works of art
  - candles or flares etc. must be placed in a safe support to ensure that they cannot move
  - if it is windy, umbrellas, hoardings, screens or other objects which cannot be fixed securely to the floor, may not be placed on the roof terrace
6. Advertising and/or promotional materials which the client wishes to place inside the PGC must be authorised by the Management, whose directions must be observed. For installations visible from outside the PGC (e.g. Grand Canal) the client will be responsible for ensuring that they do not breach municipal by-laws, by contacting the local authorities. The PGC declines any liability if these by-laws are breached.
7. Particular materials required for an evening event can be stored on site within the PGC only if prior notice has been given and following authorisation from the events manager and/or PGC security personnel. In such cases the client is obliged to give precise details concerning date of delivery, the number and size of the packages to be delivered.
8. All materials and/or installations must be removed by 9:30 a.m. on the morning after the event. Should the client be unable to clear the space after the event, and opts to leave its materials inside the museum overnight, the client automatically accepts responsibility for storing them in a manner that does not cause damage to the building, the works of art or people inside. The PGC does not accept liability with regard to such material.

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## GUESTS

9. The client is requested to give at least two days' notice of the exact number of those attending, and provide a comprehensive namelist. The client is also requested to give the names of two of its own personnel who will be responsible for accompanying and/or welcoming guests at the museum entrances. PGC staff will not be authorised to allow access to anyone in the absence of the client's authorised personnel or in the absence of the client's specific instructions.

10. For events with a large number of guests, the municipal police may send their own security guards inside and/or outside the PGC. In such case, the museum staff will not deny them access to the premises

## SERVICES OFFERED AND EXTERNAL SUPPLIERS

11. The PGC is responsible for making available the premises, including in-house security guards and cleaning service before the event. Any further requirements in relation to equipment or installations will be at the expense of the client, through its own suppliers, who must be approved by the Management of the PGC.

12. The cleaning service provided by the PGC involves cleaning the washroom facilities and museum area prior to the event. No cleaning service will be provided during the event. Afterwards, the PGC will carry out the ordinary cleaning of the premises, after the client has removed all his materials.

13. The personnel of the PGC will be present during the event in order to act as guards and (if previously requested by the client) to provide guided tours. They report exclusively to the PGC events manager. They are not obliged to carry out work at the request of the client other than the services mentioned above.

14. Any company authorised to carry out work inside the PGC agrees to respect the building and the works of art therein, taking care to avoid placing equipment and supplies in such a way that would cause damage, or cause people to damage the works of art.

15. The PGC designates Museum Café/Ai Gondolieri/L'Evento as the authorised caterer for events on its premises. Any other company indicated by the client must be approved by the Management in advance.

16. The PGC has a kitchen on the roof terrace, which is available for an outside catering service who agree to respect the equipment and facilities provided. The catering service is asked to clean the kitchen immediately after the event.

17. Transport of guests to and from the PGC must be agreed directly between the client and transport company, which is familiar with the conditions required to approach the side-landing pier at Palazzo Venier dei Leoni. If the client wishes to use the central accessway, he confirms that he is aware that a supplementary landing-stage must be installed, the hire and cost of which will be his own responsibility.

18. The PGC's electrical system can provide a maximum of 5 kw in triphase. If more energy is required, the client must personally request an additional supply from the electricity company.

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## HOURS

19. The client will please respect the start and end times of the event, which will be communicated to the PGC Management at least two days in advance. In any case, no event in areas accessed by the public may begin earlier than 6:30 p.m. An extra charge of € 1000 will be applied if the event continues from 11:30 p.m. until 12:30 a.m. Under no circumstances may the event at the PGC continue after 12:30 a.m. After that time, the in-house security guard will be authorised to clear the premises.

20. Events during PGC opening hours may only take place on the roof terrace, and will therefore be subject to the relevant tariff. Events held during public opening times must not interfere with the museum's normal activities or cause disturbance to regular visitors.

## PUBLICISING THE EVENT

21. Use of the PGC logo and pictures subject to copyright is only permitted upon written authorisation of the Management.

22. Any material (e.g. invitations, press releases) produced by the client for the event for the purposes of public distribution (including client's guests), whether in printed or digital format, must be submitted for prior approval by PGC's Management.

23. Video and photographic footage is only allowed following specific authorisation from Management and maybe not undertaken within the Museum's gallery spaces.

## MUSICAL ENTERTAINMENT

24. Musical entertainment, whether live or via audio systems, is only allowed upon written authorisation from the events manager, under specific agreed terms and conditions. The events manager reserves the right to stop any type of musical entertainment if it causes a disturbance to neighbours and/or regular visitors.

25. Any audiovisual material required for the evening must be viewed and authorised by the PGC's Management before the event.

26. Audio transmissions must finish no later than 11.00 p.m., in accordance with art. 29 of the municipal police regulations of Venice City Council.

## TERMS OF PAYMENT

A deposit of 25% of the final amount, plus VAT, must be paid to confirm the event. This sum cannot be refunded in any circumstances.

If the event cannot be held for reasons of force-majeure, the balance of the sum will not be requested. If the event can only be partially staged due to force-majeure, the Collection reserves the right to decide whether or not to apply a discount to the previously agreed tariff.

Any changes to the number of guests, the location or hours of the event which would alter the cost, must be promptly notified to the Collection's Management, who will determine the new tariff. In any case, the final tariff will be calculated after the event has ended.