

PRIVATE ACCESS TO THE ASHBROOK CONFERENCE ROOM. REGULATIONS

PREMISES

Fondazione Donizetti provides access to the Ashbrook conference room, located on the second floor of Gaetano Donizetti's Birthplace in via Borgo Canale, 14 Bergamo, for greeting visitors and hosting gatherings (conferences, seminars, conventions and meetings) and events of a scientific, social, artistic and cultural nature. The room can hold 70 people. From the adjoining room, which seats 50, guests may watch live events by audio and video connection.

Fondazione Donizetti reserves the right not to allow the facility to be used for events that do not meet its standards in terms of appropriateness, decorum and the site's artistic heritage: National Monument by Regio Decreto n. 338 28 January 1986.

The room is provided with:

- Motorized projection screen;
- Overhead projector
- Amplifier for 5+1 surround sound;
- Loudspeakers in every room of the edifice;
- A table for the lecturers with a gooseneck microphone;
- Dynamic microphone;
- Audio/video readers: PC(VGA), CD player, DVD player;
- Internet connection;
- A piano (tuning will be charged)

SCHEDULE PRIVATE ACCESS TO THE ROOM, PRICES

If you wish to access the room, please fill in the following form, which has to be sent to Fondazione Donizetti with adequate notice. The form can be sent by email to casanatale@donizetti.org or by FAX to the number 035.4160685.

The price for the access to the room is 500,00€ + VAT for the entire day and 350,00€ +VAT for half a day. The price includes opening, closing and security service performed by a member of our staff.

Along with the authorization, you will receive a receipt to be paid in full by wire transfer within 10 days prior to your visit. You may cancel or modify your reservation within 3 days before the visit; afterwards no refunds will be issuable.

REGULATIONS

The facility has to be used just for the event specified in your request.

In the room, security service staff will monitor the correct execution of the event and the respect of the security norms (no more than 70 people allowed). The mentioned staff is in charge of the compliance of this rule, and if necessary, is allowed to freely access to the room where the event is taking place, in order to fulfil their duty, therefore granting order and the success of the event itself. The electronic device at your disposal must be used under supervision of the staff members.

You are not allowed to

- Attach posters, banners or backcloths on the walls or on the upholstery in the Room or in the entrance, unless you set for a specific support;
- Move fire prevention devices;
- Smoke;
- Move or modify the furniture already in the room;

Please get in touch with Fondazione Donizetti for any organization need.

If you wish to move in tables, devices or any type of material you need a specific authorization. When the event is over, the applicant must leave the room and the devices in the same state as he/she has received them, and will be charged cleaning service. If any damage is caused, the applicant must immediately signal it to Fondazione Donizetti. If the event is taking place on the opening days of the Donizetti's Birthplace, the applicant must allow public access to the exposition rooms.

OBLIGATIONS OF THE APPLICANT

The applicant will be liable for any damage to property or people, dent or alteration caused while using the facility. Fondazione Donizetti does not accept responsibility for damage to goods and people caused by a third party. The applicant will exclude Fondazione Donizetti from any third-party claim.

Surveillance staff, when any damage is ascertained at the end of the event, will inform the Direction who will verify. The applicant must fully reimburse Fondazione Donizetti for reparations.

INFO AT: +39.035.244483 // casanatale@donizetti.org // www.donizetti.org



Dear FONDAZIONE DONIZETTI
Piazza Cavour 15, 24122 Bergamo
Tel. (+39)035.244483 / FAX 035.4160685
casanatale@donizetti.org

APPLICATION FOR TEMPORAL ACCESS TO THE ASHBROOK CONFERENCE ROOM

In Gaetano Donizetti's Birthplace

I, (name and surname) _____

ACTING AS _____

FOR THE INSTITUTION/FIRM _____

ADDRESS _____ PROVINCE _____ POSTAL CODE _____

N° TEL _____ N° FAX _____

EMAIL _____

TAX CODE/VAT NUMBER _____

APPLY FOR TEMPORAL ACCESS TO ASHBROOK ROOM

DATE _____ BEGINNING TIME OF THE EVENT _____ END OF THE EVENT _____

FOR THE FOLLOWING EVENT _____

PLEASE ATTACH A DETAILED PROGRAM OF YOUR EVENT

I declare that I've read and accepted the regulation to the usage of the facility.

I hereby consent to the use of personal data by Fondazione Donizetti according to D. Lgs. n. 196/2003.

DATE _____ SIGNATURE AND STAMP _____

BELOW RESERVED TO THE OFFICERS OF FONDAZIONE DONIZETTI

Authorization n° _____ date _____ and signed for acknowledgement _____