The undersigned

As

of the institution/company/organization

Registered office: Street _____________________ City/Town _____________________
Country / province/ region _____________________ Postal code _____________________

Tax payer code: _____________________ VAT Number: _____________________

Name and surname of the organisation’s legal representative:

Name and surname of the person in charge of the event:

telephone: _____________________ mobile phone: _____________________
fax: _____________________ e-mail: _____________________

ASK
to get a concession on the following days the spaces / classrooms detailed below

1 Attach a valid identity document of the organisation’s Legal Representative
DATES CONCERNING THE EVENT AND THE ROOMS

Date(s) and time(s):

Date (dd/mm/yyyy): ______________   Time, from: _________________ to ________________

Date (dd/mm/yyyy): ______________   Time, from: _________________ to ________________

Date (dd/mm/yyyy): ______________   Time, from: _________________ to ________________

Date (dd/mm/yyyy): ______________   Time, from: _________________ to ________________

Date (dd/mm/yyyy): ______________   Time, from: _________________ to ________________

Date (dd/mm/yyyy): ______________   Time, from: _________________ to ________________

(Set-up: __________________________________________ ____________________________

Dismantling: ______________________________________ ___________________________)

Reasons for use: _____________________________________________________________

___________________________________________________________ _________________________

___________________________________________________________ _________________________

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___________________________________________________________ _________________________

LOCATION(S) REQUESTED (check the appropriate boxes):

Auditorium Santa Margherita (capacity 237) □

Time slot(s) requested: □ 8.00-13.30   □ 14.00-19.30   □ 20.00-23.45

Multimedia and IT equipment requested: the room is equipped with (public- address system,
video projector, projection screen, audio and video recording (detailed listing – see the table of the
equipment available)

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**Indicate date(s) and time(s) including setting up and dismantling.
NB Please visit the university's website to view the table of the equipment available and
the capacities of each room (Ateneo/ link to the Regulations concerning the use of
University spaces and locations)
Aula Magna “Silvio Trentin” (capacity 100)

Time slot(s) requested: □ 8.00-13.30  □ 14.00-19.30  □ 20.00-23.45

Multimedia and IT equipment requested: the room is equipped with (public-address system, video projector, projection screen, audio and video recording (detailed listing – see the table of the equipment available)

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Aula “Mario Baratto” (capacity 70)

Time slot(s) requested: □ 8.00-13.30  □ 14.00-19.30  □ 20.00-23.45

Multimedia and IT equipment requested: the room is equipped with (public-address system, video projector, projection screen, audio and video recording (detailed listing – see the table of the equipment available)

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Sala Archivio (next to “Mario Baratto”; capacity 25)

Time slot(s) requested: □ 8.00-13.30  □ 14.00-19.30  □ 20.00-23.45

Multimedia and IT equipment requested: the room is equipped with (video projector, projection screen, pc notebook, on request) (detailed listing – see the table of the equipment available)

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Sala Marino Berengo (Ca’ Foscari, I floor) (actual seats ca 40, maximum capacity is 60)

Time slot(s) requested: □ 8.00-13.30 □ 14.00-19.30 □ 20.00-23.45

Multimedia and IT equipment requested: conference-level microphone system (1 president station and 22 delegate stations), video projector, projection screen, audio and video recording, pc notebook.

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Sala Giovanni Morelli - Malcanton Marcorà (capacity 100)

Time slot(s) requested: □ 8.00-13.30 □ 14.00-19.30 □ 20.00-23.45

Multimedia and IT equipment requested: the room is equipped with (public- address system, double video projector, double projection screen, audio and video recording, notebook (to ask to reception)

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University rooms and other spaces to available for conferences and cultural events (availability and capacity limitations to be checked with the University Space Management Office)

Time slot(s) requested: □ 8.00-13.30 □ 14.00-19.30 □ 20.00-23.45

Multimedia and IT equipment requested (to be checked with the university’s Head of Multimedia)
SERVICES

Additional services requested, feasibility to be verified in advance with the University Space Management Office
PROVISIONS TO FOLLOW (please read carefully)

The grantee is obliged to respect all conditions of this agreement as set forth below:

1. The general terms and conditions herein contained govern how and under what conditions the spaces and locations of Ca' Foscari University of Venice may be granted in temporary use.

2. In granting use, the University assumes the obligation to make the identified location(s), media equipment, qualified technical personnel and services available to the grantee as per the agreement made and for the time period specified. The grantee declares expressly to have seen and/or be aware of the technical and structural characteristics of the locations and of the services and that those characteristics are suited for the requested use and exonerates the University from any related responsibility.

For this purpose, the spaces and the locations that the University offers are duly published on the University website with their respective fees and the rules for granting their temporary use. The maximum capacities are shown in the reference pages. In any case, you must follow the general guidelines suggested by the University Space Management Office in conjunction with the Prevention of Risk Services, for both particular locations not described on the website of the University and all particular circumstances not prescribed in the referential web pages.

3. As for the events subject to intermediate fees, standards and regulations will comply with the observance, protection and enhancement of the university brand and image, as well as the correct communication of the event (according to the direction of the Events and the Communication Service).

4. The grantee guarantees that the location(s) requested shall be used exclusively for carrying out the event indicated above and will not permit use of the location(s) by third parties.

5. The fees for the temporary use of the location and any services requested will be determined based on the fee schedule in force, which the grantee declares to understand and accept.

6. The grantee pledges to pay the agreed fees by bank transfer to the University's bank account registered under Università Ca' Foscari Venezia, codice IBAN: IT 81 N 05336 02020 000046602815 codice SWIFT/BIC per bonifici esteri: BPPNIT2P326, Banca Popolare FRIULADRIA, sede di Venezia – San Marco, con la seguente causale: "Concessione spazi per evento: .......".

Payment must be made within five working days of the date permission to use the location(s) is granted. The grantee shall send a copy of the receipt of the bank transfer order, signed and stamped by the Bank attesting payment has been made, by fax to +39 041 234 8378.

7. If fees are not paid by the deadline established in the preceding point, the agreement shall be rescinded with the exception of the University's right to demand payment of damages if necessary.
8. The fees listed in the fee schedule do not include V.A.T. if and when due.

9. It is absolutely forbidden to paint, add colour touch-ups, cut, alter, or tamper with the facilities, the media equipment and systems or the furnishings in any way. Any provisional decoration or staging for the event that requires the temporary modification of the arrangement of the location and/or systems in general must be authorized by the competent university offices in advance and performed under the responsibility of and at the expense of the grantee it being understood that the existing qualification of the space be in no way altered and that at the conclusion of the event, the location shall be restored to its state prior to the event. The use of systems or equipment of third parties or belonging to the grantee, either in place of or in addition to any existing infrastructure, must be authorized by the competent university offices in advance and will not result in any reduction of the fees. In all cases it is obligatory for the grantee to employ only equipment that meets existing legal standards and regulations; any additional structures that may be used by the grantee to support the event must be self-supporting. The direct use or operation of systems or equipment that is part of the location’s infrastructure by external people is not permitted. The presence of any technical staff furnished by the grantee to support events or happenings must be approved by the competent university offices in advance. At the end of the period of use, the grantee must leave the rooms and relative spaces in the same condition or working order in which they were received. In case of damage to the structure, elements or equipment due to incorrect usage of the location by the grantee, the expenses incurred to restore the rooms, furnishings and equipment to their original condition will be charged to the grantee in their entirety.

10. The grantee is aware that the use of the rooms, halls and spaces cannot be granted for activities or events that are not compatible with the use, function or characteristics of those locations. Those events that do not fall into the category of typical uses will be evaluated by an ad hoc committee appointed by the Rector. In any case, the grantee is aware that the University reserves the right not to grant use for events that could, in its indisputable opinion, compromise the reputation of the University.

11. The grantee recognises that the University, for reasons owing to causes beyond its control, can suspend or postpone granting the use of the location, possibly offering alternative spaces with the same specifications. In such event, with the sole exception of refunding fees already paid, the grantee shall have no right to payment for damages or other compensation of any kind.

12. Being granted the right to use University rooms, halls and spaces requires the respect and correct use of those locations, including any and all furnishings and equipment supplied.

In particular:
- The grantee must respect the conditions imposed by regulations and laws in force regarding hygiene, security and safety of the environment and workers;
- The grantee must respect the limits on the capacity of each single location, the specific licenses and other special obligations regarding the type of activity.

Moreover, the grantee must be on the alert that:
- the permanent structures of the property are not changed or tampered with;
- posters, flyers or the like shall not be hung on doors or walls; nor shall any holes be made in panels, in flooring or in the structure in general;
- decorations, equipment, furnishings or any other elements made available for the event are not damaged or taken;
- safety exits, fire extinguishers, fire hydrants and signs are kept free, clear and visible.

Should these regulations be not complied with, the grantee will be directly responsible for any damage to people or property either belonging to the University or to third parties, exonerating the University from any responsibility for any possible non-compliance. The person in charge of the University Space Management Office has the right to conduct on site surveillance at any and all times in order to verify that what is set out in these regulations is respected and if any non-compliance should be observed, to take the appropriate action.

The University Space Management Office has the right to require the signature for a report release of locations and equipment.

The organization of catering services inside the rooms shall be expressed in the grant application and specifically authorized by the University Space Management Office in accordance with the guidance of the University Prevention and Protection Risk Services or communicated by the University Space Management Office in relation to the respect of the safety standards.

Smoking is forbidden inside the rooms, halls and related spaces. It is also forbidden to bring in animals and dangerous or inflammable materials.

The compliance regarding the obligations for communicating with the Police Force, or concerning copyrights or other obligations as provided for by legislation and regulations in force regarding the type of event is the complete responsibility of the grantee, relieving the University of any responsibility for non-compliance.

Should the event include the exhibition of objects subject to protection by law and therefore require special surveillance, this surveillance shall be the responsibility of and at the expense of the grantee, relieving the University of any responsibility for theft or damage to said objects.

13. At the conclusion of the event, the grantee must leave the location in the same status and working condition it was received within the timeframe established in the agreement granting use of the location by the person in charge of the University Space Management Office.

Elapsed this time period, documentation and other materials will be disposed of and the cost of this operation debited to the grantee without any obligation or responsibility on part of the University.
14. The grantee will be held responsible for any damage caused to people or objects, any shortages or any tampering that occurred during the period of use of the location and will hold the University free from any possible claims by third parties in this respect.

15. The University declines all responsibility regarding the safe keeping of the property of third parties brought into the location as a result of the event and for damage done by anyone to said property and the grantee will hold the University free from any possible claims by third parties in this respect.

16. Granting the temporary use of the locations is subject to the acceptance of all directions of the regulations in place for the use of university rooms and spaces.

17. Except for cases of force majeure or objective impediment, both external and internal users must give written notice, at least 5 days in advance, to the University Space Management Office of any booking cancellations. Failure to comply with these conditions will result in the entire fee being debited, calculated on the basis of current fees, regardless too of spaces granted at no cost. Any supplementary fee incurred due to failure to give notice will also be debited from the grantee.

18. Additional services

   a. The fees include: the opening and closing of the spaces used; regular cleaning service; the flat-rate reimbursement for heating/air-conditioning, where necessary; electricity and the use of equipment that does not require supervision in addition to the staff on duty.
   
   b. Every additional service requested (not provided for in use of the spaces) that requires supervision staff or technical staff to do extra hours, such as emergency services of the fire brigade, or incurs further cleaning, mounting/dismantling fees, the use of particular equipment or the provision of highly qualified services will be considered an additional fee with regard to the current fees and will be exclusively at the expense of the grantee.

19. Please refer to the university website concerning regulation, fees, capacities and conditions etc. with the approval and acceptance of the grantee without exception.

The undersigned declares to have taken act of the general terms and conditions of the agreement as set forth above and to accept them wholly and without exception.

Date (dd/mm/yyyy)  ________________________________________

Signature of the grantee ___________________________________
This form must be completed in all its parts, signed by the institution/company/organisation’s Legal Representative or authorised Director, or the person in charge of the event, and submitted at least 15 days prior to the event, except for exceptional and urgent cases, subject to logistical availability. The form can be sent by fax to the following address, possibly advanced by email, together with a copy of a valid identity document of the grantee:

Except for exceptional and urgent cases, also send a signed copy of the estimate, submitted by the University Space Management Office, concerning the spaces required:

| Ca’ Foscari University of Venice – Cultural Activities Unit (SAC) |
| University Space Management Office |
| Dorsoduro 3246, 30123 Venezia |
| Tel. 0412347538/7925 – Fax 0412347981 – email logistica.spazi@unive.it |

The appropriate office will communicate and confirm the availability of the location(s) requested, given the authorisation of the person in charge of the University Space Management Office.