

# Knowing and Managing Event Costs



## What to consider when organising an event in University spaces

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### **Room fees are not the only cost...**

Room fees, if applicable, are not the only costs to consider. To ensure the correct organisation and smooth running of an event, additional mandatory or supplementary services may be required, depending on the type of space and event.

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### **Required Technical Assistance**

In some rooms, or for specific types of events, the presence of technical assistance is mandatory. The support of qualified personnel is essential for the proper functioning of the equipment and to ensure the successful running of the event.

3

### **Safety**

In certain spaces and at specific times, the presence of an emergency team is required for the event to proceed in compliance with safety regulations and to ensure the protection of participants.

4

### **Catering and Respect for the Rooms**

The arrangement of catering services should always consider the specific characteristics and rules of the space being used. Not all rooms are suitable for hosting catering, and where it is allowed, it is vital to follow the specified guidelines. At the end of the event, all spaces used must be left clean and tidy.

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### **Additional Available Services**

Depending on the requirements, additional services such as special opening or closing times, extra cleaning, and others may be necessary. These requests will incur additional costs, which will be calculated on a case-by-case basis.



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