



General Conditions
for the organisation
of Events at Museo Egizio

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UNDERGROUND FLOOR

IPOGEO

GROUND FLOOR

Courtyard

Gallery of the Kings

Conference room

(Area allestimento tensostruttura)

GALLERY OF THE KINGS

CONFERENCE ROOM

1. Preliminary information

Museo Egizio in Turin (the “**Museum**”) was established in 1824 and houses more than 12,000 objects. From 2004, its development was entrusted to the Fondazione Museo delle Antichità Egizie di Torino (the “**Fondazione**”), whose scope and aims are the “development and management of cultural heritage, or of those in any case in its availability, received or acquired on any terms, and of museum activities, as well as related activities of promotion, communication and education”. Among such activities, the Fondazione offers to one or more interested third parties, who share the scopes presented in the statute books (Statuto) and Code of Conduct (Codice Etico) of the Fondazione (the “**Organiser**”) the chance to organise one or more private events in some of the Museum’s spaces (the “**Event**”).

To find out about the availability and inherent costs of the organisation of an Event, the Organiser is required to contact the Events Office of the Fondazione (the “**Institutional and Private Activities Office**”) specifying the type of event, the number of participants and the desired date of the event.

1.1 Types of events

The Fondazione, as an essential condition, permits the following types of Events that fall within the following categories: guided tours of the Museum behind closed doors, seated gala dinners, buffet dinners, cocktail parties, corporate meetings, conferences, filming of videos and photo shoots.

1.2 Access to spaces

Any Event can take place inside the specific Museum spaces (in Attachments I and II, the “**Spaces**”) agreed in written form only prior exclusive and unquestionable written consent by the Fondazione. Furthermore, each Event must be organised compatibly with the needs of the Museum and must not interfere with ordinary day-to-day activities. Access to exhibition spaces is allowed, if authorised and defined in written form, only after the Museum is closed to the public, from Tuesday to Sunday after 6.30PM with the exception of certain days with scheduled special openings or due to written agreements.

The organiser and the suppliers involved in the organisation of the Event can access the Museum exclusively during the hours and with the procedures agreed upon with the Events Office and must conform to the regulations presented in the following General Conditions (the “**General Conditions**”).

1.3 Staff accreditation procedures

All the staff pertaining to the Organiser of the Event (for example organisers, catering, setting-up companies, hosts and any other supplier or external service provider with the exception of guests) must be equipped with a pass issued nominally by the Fondazione before activities, including loading / unloading operations.

The Fondazione releases the passes which, although being of exclusive property of the Fondazione, for binding safety reasons must be worn both during the preparation and the entire duration of the Event – including preliminary or setting up phases to conducting the Event and dismantlement – and must then be returned at the end of the Event. The pass is issued after showing a valid identification document (identity card, passport or driver’s license) to the Museum’s Reception, with the entrance on Via Principe Amedeo 6, ringing “Reception” from Monday to Friday from 9AM to 6.30PM or in Via Eleonora Duse depending on what is agreed upon with the Institutional and Private Activities Office. Accordingly, the Organiser informs the interested parties of the data treatment that concerns them.

1.4 Choosing suppliers

The Organiser is free to choose the suppliers for the Event (the “External Suppliers”), with the exception of, among others, the following services, where the Fondazione has an agreement for the exclusive management of:

- monitoring museum spaces
- managing educational activities and guided tours
- managing the internal coffee shop during operating hours
- security personnel and armed guards.

In any case, the Organiser is solely responsible, along with the External Suppliers of any damage caused by them, and of any infringement to the present General Conditions.

1.5 Restrictions



The Organiser and the External Suppliers must strictly comply with all rules and/or restrictions of the Museum. It is necessary to respect the general rules indicated on Museum signage. Animals are prohibited from accessing the entire building, with the exception of guide dogs and therapeutic animals as long as guests provide a medical certificate.

In the EXHIBITION GALLERIES (the rooms located on the underground, and ground floors - including the Gallery of the Kings -, first and second floors and, in any case, any space within which collection items and/or museum displays of any kind are placed), **it is forbidden to:**

- serve red wine, coffee and other similar beverages that may contain anthocyanin or tannin (however, other beverages are allowed);
- touch the artefacts;
- use camera flashes or other luminous tools not previously authorised in written form by the Museum.

In the entire Museum INCLUDING THE COURTYARD **it is forbidden to:**

- smoke (even electronic cigarettes) use open flames.

1.6 Treatment of Personal Data (GDPR)

The Organiser is the controller of the processing of personal data necessary for the event and is responsible for all the obligations provided for by the reference legislation (GDPR 679/16 and related regulations) such as, by way of non-exhaustive example and limited to the scope of the topics dealt with here, the disclosures to data subjects (e.g. points 1-3; 2.4); any consent and/or disclaimers by the data subjects when required by the legal basis (e.g. point 2.12).

The Fondazione will process as data controller only the data for the contractual management of the relationship with the organiser and makes the relevant information available on its institutional website at www.museoegizio.it.

2. Conditions of using spaces

2.1 Use of areas and site visits

Relative to every Event, the spaces are provided in their original state and must be used and returned in the same way they were found. Every type of set-up or finalised operation for the Event must take into account the safety and respect of the Museum, of the building and of the findings preserved; thus, the following must be respected. Before the development of the Event, the Organiser and the External Suppliers must carry out, in the time and way that has been agreed upon with the Fondazione or the Events Office, a compulsory site visit aimed at arranging and defining all operative functions of the Event (the “**Site visit**”), which shall take place at least two weeks before the scheduled date of the Event. Without the Site Inspection, the Fondazione is free to withdraw from the agreement and forbid further development of the Event. In regards to the latter, any sum paid as consideration for the Event will be retained by the Fondazione as a penalty.

2.2 Organiser's responsibilities

The client is liable for all damages, personal and of that of the collaborators, both to the property and those related to people, things, artefacts, installations or Museum areas that may be also caused by External Suppliers or by guests of the Event and, consequently, shall not hold the Museum and the Fondazione responsible from any request of damages/indemnities. The Organiser is also responsible for any type of damage, both to the property and of other kind, suffered by External Suppliers or guests of the Event and, consequently, shall not hold the Museum and the Fondazione responsible from any request of damages/indemnities.

2.3 Event operating plan

After the site inspection and any potential requests by the Organiser, the Events Office will prepare the timetable which defines the time schedule of each phase of the event, including setting up and dismantling operations. The Organiser can request variations or integrations to such a schedule up to 15 (working) days before the agreed date of the Event. Modifications requested after such a period may be accepted at the unquestionable discretion of the Museum. Such terms bear essential nature pursuant to art. 1457 civil code and non-compliance causes serious damage to the Museum and to the Fondazione, which reserves the right to withdraw from the relationship and, for the effect, cancel the Event retaining any sum previously paid pursuant to and for the effect of which in art. 1373, co. 3, civil code and to request, as a penalty, a sum equal to the sum paid by the Organiser for the use of spaces for the Event.

2.4 Duties of the Organiser

The Organiser is obliged to provide the following within and no later than the timeframe indicated, under penalty of not being able to consent to the holding of the Event.

On expiry of the specified option in the economic proposal:

- contract filled out and signed for acceptance
- The safety documentation that will be requested from the safety and environment office.
- bank transfer bill in balance of contract (see attached Timing of payment as an integral part to the present General Conditions)

Within 10 (calendar) days before the Event:

- temporary list of guest names of the event
- floorplan representation of the layout with tables, chairs and any other set-up materials (as a means of non-exhaustive example, music area, bar counter etc...).

Within 2 (calendar) days before the Event:

- final list of guest names of the event.
- list of suppliers' staff names (for example catering and set-up companies, florist, etc.). If the staff members arrive at different times, it is necessary to specify the time of each arrival.

The lists of names requested in section 2.4 will be used for the sole purpose of safety and the Museum ensures to keep them confidential in compliance with the current laws on the treatment of personal data.

2.5 Tour conditions

The private guided tours are exclusively managed by the concessionaire of the Museum. The guides are trained Egyptologists focused on the artefacts and the history of the Museum's collection.

Guided tours are either focused on the Permanent Collection (lasting 60, 90 or 120 minutes) or on potential temporary exhibitions.

In the evenings, guided tours take place in groups of maximum 25 people, in order to guarantee better use and function of the Museum's layout.

2.6 Event guests

The number of participants of the Event must comply with what is communicated and agreed upon with the Fondazione. Potential changes (decrease of numbers) do not imply any reduction of the sum agreed upon for the use of the Museum spaces. On the contrary, potential changes (increase of numbers) may imply price changes or denial of access to guests in excess even if they are present on the list presented, in case the number of participants declared has already been met. During the Event, potential operations of guest accreditation shall be managed by the Organiser, with an exception made for the Museum staff to intervene in case of an excessive number of participants.

For the safeguard of the Museum and of artefacts contained therein, the Museum staff at the entrance has the duty to verify entrances.

2.7 Media presence

The presence of journalists, bloggers, influencers and any other subject that may carry out press service functions (the “**Media**”) during the Event must be communicated to the Fondazione, or to the Institutional and Private Activities Office, which, at its sole discretion, may or may not admit the Media. Potential press releases to the media shall be submitted for unquestionable approval to the Press Office of the Museum. The lack of such communication entitles the Fondazione to withdraw, at any time, from any existing legal relationship with the Organiser with the subsequent cancellation of the Event and withhold of the sum paid as a penalty, without prejudice to greater damage.

2.8 Purchasing catalogues and merchandising

Upon request of the Organiser for the opening of the Museum bookshop, the Museum reserves a discount of 25% on publishing and merchandising products for the Event participants. To make use of such an opportunity, it must be previously requested in written form to the Events Office. The Fondazione reserves the right to accept the request for unusual opening hours of the bookshop.

2.9 Audio-video service

Except for the Conference Room, all other spaces are not equipped with technical service and technical equipment, thus audio and video systems, microphones, lighting and potential equipment is a responsibility of the Organiser.

2.10 Musical entertainment

Musical performances are allowed only with prior written authorisation from the Museum. The Organiser shall show evidence of having integrally fulfilled any commitment concerning musical entertainment (as a means of non-exhaustive example: SIAE rights), integrally indemnifying the Fondazione from any potential claim, even future or from third parties. The Events Office reserves itself the right to end any kind of musical entertainment, in case, at its sole discretion, it results in damage or is unsuitable, also in consideration of the image and the name of the Museum.

2.11 Public permits

All external spaces of the Museum belong to the City of Turin, thus potential permits for transit, parking, occupation of public land and any other necessary authorisation shall be requested from the City of Turin, by the Organiser who shall bear any commitment deriving thereof. The Museum and the Fondazione thus decline any responsibility in case of violation of rules on the matter and the Organiser agrees to not hold the Museum and the Fondazione responsible.

2.12 Photography and filming at the museum

For professional photo shoots and filming, it is mandatory to send a written request to the Fondazione for authorization. In any case, also for non-professional photo shoots and filming, the Organiser shall obtain the consent for using guests' of the Event's images and comply with obligations concerning Privacy, holding the Fondazione and the Museum harmless from any potential claim, also concerning rightsholders. The use of camera flashes (or of any luminous non authorised material) and tripods is always and in any place within the Museum forbidden.

2.13 Use of the museum logo and brand features

The trademark of Museo Egizio "ME Museo Egizio" (the "**Trademark**") is registered by the EUTM and is of exclusive property to the Fondazione. Its use is forbidden and cannot be utilised integrally or partially or with modifications. The use of the Trademark is forbidden (exception made for partnership events or for expressed acts consented by the Fondazione) for the creation of any promotional material for the Events (invitations, newsletters, banners, totems) as well.

Undue use of the Trademark gives the Foundation the right to freely withdraw and at any time from any existing relationship with the Organizer, withholding any any consideration paid, as a penalty, without prejudice to any greater damage. The images that reproduce spaces or assets of the Museum or Foundation or present at its internal cannot in any way be used for promotional or commercial purposes of any kind.

2.14 Promotional merchandise

Any kind of promotional material that is intended to be displayed or distributed inside the Museum spaces during Events must be subjected to the unquestionable evaluation of the Fondazione for its relative authorization or denial. The Museum does not allow for storage before or after the Event. All deliveries shall be carried out the same day of the Event and in the time and spaces indicated by the Events Office. Any material at the end of the Event shall be removed. Disposal is not foreseen of waste, before, during or after the event. It is absolutely forbidden to abandon any type of material and/or waste in the Museum spaces, all under video surveillance continues. In case of contravention of this prohibition, the costs will be charged resulting disposal.

Neither the Museum nor the Fondazione are to be held accountable for potential theft, deterioration, or loss of material of the Organiser or of External Suppliers.

2.15 Conference room features and equipment

Room capacity: 100 people

The room (around 137 square meters) contains an audience set-up with fixed seats and is equipped with:

- 1 accessible platform with ramp for people with disabilities (surface 12.2 sqm)
- 1 lecture table (250x100cm)
- 1 small round table (diameter 90 cm)

The area has 3 small side rooms (around 69 sqm) that can be used as cloakroom, accreditation area or backstage, if not used for museum activities. Clothes hangers are available functioning as a cloakroom for guests.

The room is located at the ground floor and is accessible both through the main entrance of Museo Egizio in via Accademia delle Scienze 6 and through Via Maria Vittoria 3.

Technological equipment includes the following:

- Yamaha digital mixer MTX3 controllable through tablet
- 2 speakers with subwoofer
- 4 hand-held microphones Sennheiser XSW 2-835
- 1 4k laser ultra-short throw projector Dell S718QL
- 1 windows PC

For usage and management of such equipment the Museum requests the support of its own accredited supplier, whose fee shall be integrally paid by the Organiser.

3. Catering

3.1 General aspects

For the catering service, the Organiser can hire an External Supplier. At its sole unquestionable discretion, the Fondazione has the power to express reasoned refusal concerning the use of an External Supplier or of products that are in contrast with exclusivity agreements of the Museum.

After the site inspection, the catering service supplier company has the duty to send a floorplan representing the layout of the tables and chairs as modelled on floorplan n. 4 as seen in Attachment II.

3.2 Restrictions concerning food and beverages

In the Museum's galleries it is forbidden to serve drinks which may damage or stain the artefacts, furniture and any other asset belonging to the Museum and/or the Fondazione (as a means of non-exhaustive example, red wine and coffee) (the "**Forbidden Drinks**"). However, the Forbidden Drinks are allowed in the Conference Room and in the other spaces not used for exhibition purposes

3.3 Kitchen set-up

It is not possible to set up kitchens or generate open flames inside the Museum. During the inspection phase they can be defined with the Organizer and the Supplier

External any areas for plating and clearing the museum floors in non-areas exhibitions that allow passage through escape routes and which must be authorized in a written manner by the Foundation.

3.4 Set-up in museum spaces

Every set-up in the Museum's galleries must observe a **distance of 1.20 meters** from the artefacts and leave the walkway clear when close to the emergency exits.

The Museum doesn't provide set-up materials, thus the Organiser must autonomously procure what is necessary (for example tables, chairs, room dividers, extension cables, etc.).

Every piece of equipment must be removed by the end of the dismantling time as agreed upon with the Events Office.

Furthermore, the catering service company has the duty to send the layout of the set-up based on plan n. 4 (page 25) to the Events Office. Waste disposal isn't provided, pre, during, or post event. It is strictly forbidden to leave behind any type of material and/or waste inside the Museum, which is all under continued surveillance. In case of contravention to such a prohibition, disposal costs arising from it will be charged.

3.5 **Flammable substances and reaction to fire**

It is forbidden to use open flames, burners or gas stoves, electric heaters with visible electric resistance, kerosene heaters, incandescent equipment without protective screens, as well as the storage of flammable substances which can cause, even potentially, fires or explosions (as established in the guidelines with fire prevention legal standards regarding historic and artistic buildings destined for museums, art galleries, shows and exhibitions D.M. n. 569 / 20th of May 1992 which the Organiser declares to be well aware of).

Potential flammable furniture must reveal the following fire resistance properties:

- the floor covering materials must belong to the maximum of class 2 (according to Italian laws)
- both sides of the flammable materials and other covering materials must belong to class 1
- stuffed furniture must belong to class 1 IM

The Organiser is expressly obliged to verify the fulfilment of the above requirements from all External Suppliers. Lacking compliance with the present obligation constitutes gross negligence and entitles the Fondazione to immediately withdraw from any relationship with the Organiser retaining the sum as a penalty, without prejudice to greater damage.

3.6 **Electricity supplies**

The electrical system of the Museum has power plug sockets and can provide a maximum of 3 kilowatt single-phase.

For the power connection, it is possible to use the electrical panel located Near the Caffè con ME cafeteria on the 1st floor, the details of which are indicated below:

- 1 three-phase industrial + neutral: 400V / 16A / 9 KW

Warning: The total power of the panel is 9KW, meaning that it is not possible to use the socket at full power while simultaneously using the other sockets.

The Organiser or the External Suppliers may use the sockets and the Museum system exclusively with standardised equipment. Potential necessary additional authorisations on safety and/or of an administrative kind depend on the Organiser and shall be supplied by them to the Museum. The lack of fulfilment to the present obligation constitutes gross negligence and entitles the Fondazione to immediately withdraw from any relationship with the Organiser retaining the sum as a penalty, without prejudice to greater damage.

4. Agreement terms and conditions

4.1 Payment

Unless otherwise provided, the payment of the sum for the use of Museum spaces (the “**Price**”) shall be carried out within and no later than 30 (thirty) calendar days before the Event takes place.

In case the Price is not paid within the term referred to in the preceding paragraph, the Fondazione shall terminate the contractual relationship with a simple written communication and the Organiser will be obliged to pay a penalty twice the amount of the Price.

4.2 Payment methods

The payment must be made in advance through wire transfer to the following bank account:

Fondazione Museo delle Antichità Egizie
INTESA SANPAOLO S.P.A.
Piazza San Carlo, 156
10121 Torino
IBAN: IT32N0306909606100000117004
BIC: BCITITMMXXX
Reference: “Event” followed by “xx/xx/xxxx” (for the date)

4.3 Invoice

The invoice will be issued to the Organiser after the payment has been received.

4.4 Termination

After accepting the proposal, it is possible to terminate the contract freely within 15 (fifteen) days from the payment and in any case no later than 45 (forty-five) calendar days before the date of the Event.

Once this deadline has expired, the Price is in any case due.

In any case, the Fondazione reserves itself the right to immediately terminate any relationship with the Organiser in case of violation, by the Organisers or the External Suppliers, or of violation of even any single statement present within the General Conditions.

In case of violation of even any single statement within the General Conditions, paragraphs 1.1; 1.2; 1.3; 1.4; 1.5; 1.6; 2.1; 2.2; 2.3; 2.4; 2.6; 2.7; 2.10; 2.11; 2.12; 2.13; 2.14; 3.1; 3.2; 3.3; 3.4; 3.5; 3.6; 4.1, a penalty will be due to the Fondazione of a sum double the Price, without prejudice to greater damage.

4.5 Miscellany

The present General Conditions are governed by Italian law.

Potential controversies between the Parties arising from, or relative to, the present General Conditions will be subjected to the exclusive competency of the Court of Turin, without limitations for the right of the Fondazione to act towards the Organiser at its own jurisdiction.

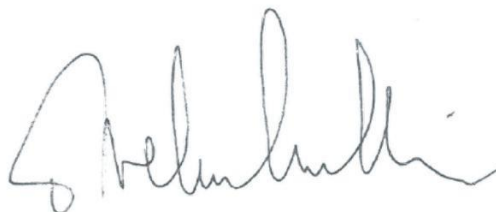
The present General Conditions may be modified, integrated or emended exclusively in written form and with specific signing of the Fondazione.

The non-exercise by the Fondazione and/or the Museum of any the rights assigned to them by the present General Conditions will not imply the decadence from the possibility of exercising such a right in the future.

For acceptance

Date and place

FONDAZIONE MUSEO
DELLE ANTICHITÀ EGIZIE
DI TORINO



Dott.ssa Evelina Christillin

President and legal representative

Organiser

Organiser

Pursuant to and in effect of art. 1341 and 1342 c.c.;

The Fondazione Museo Egizio and the Organiser

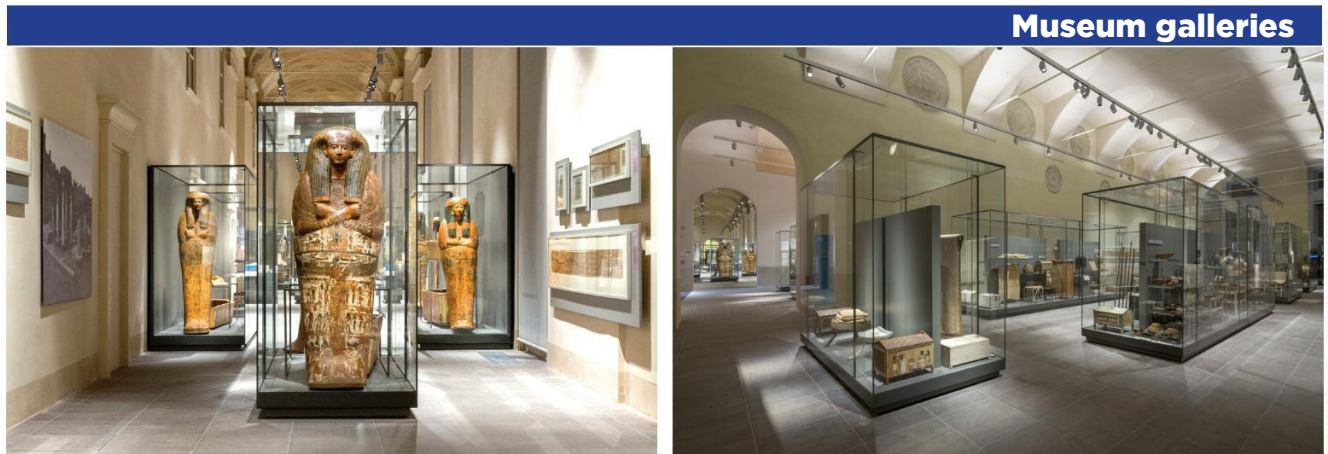
approve specifically through separate signing
of the following clauses:

1.1; 1.2; 1.3; 1.4; 1.5; 1.6; 2.1; 2.2; 2.3; 2.4; 2.6; 2.7; 2.10; 2.11; 2.12; 2.13; 2.14;

3.1; 3.2; 3.3; 3.4; 3.5; 3.6; 4.1; 4.4

After carefully reading them, examining them
and acknowledging their contents.

The spaces



The Museum is also equipped with other accessory spaces, often used for internal activities, which, nevertheless, can be destined to private individuals in specific periods of the year.

Floorplans and technical information of spaces

Below are the site plans of the Museum floors and of the areas which can be used for private events.

The maximum capacity for every area is susceptible to changes based on the typology of event and typology of the chosen set-up.

Usually, the guests that will visit the Museum after hours will access the Museum by the main entrance in Via Accademia delle Scienze 6 and they are shown to the Underground floor (-1) where they will find guides awaiting them. The tour path can be decided upon ad hoc and can be conducted on different floors based on the needs and on the duration of the desired tour.

On the Underground floor, there are the staffed cloakroom, toilets and bookshop (open during normal operating hours).

UNDERGROUND FLOOR

Piano Ipogeo

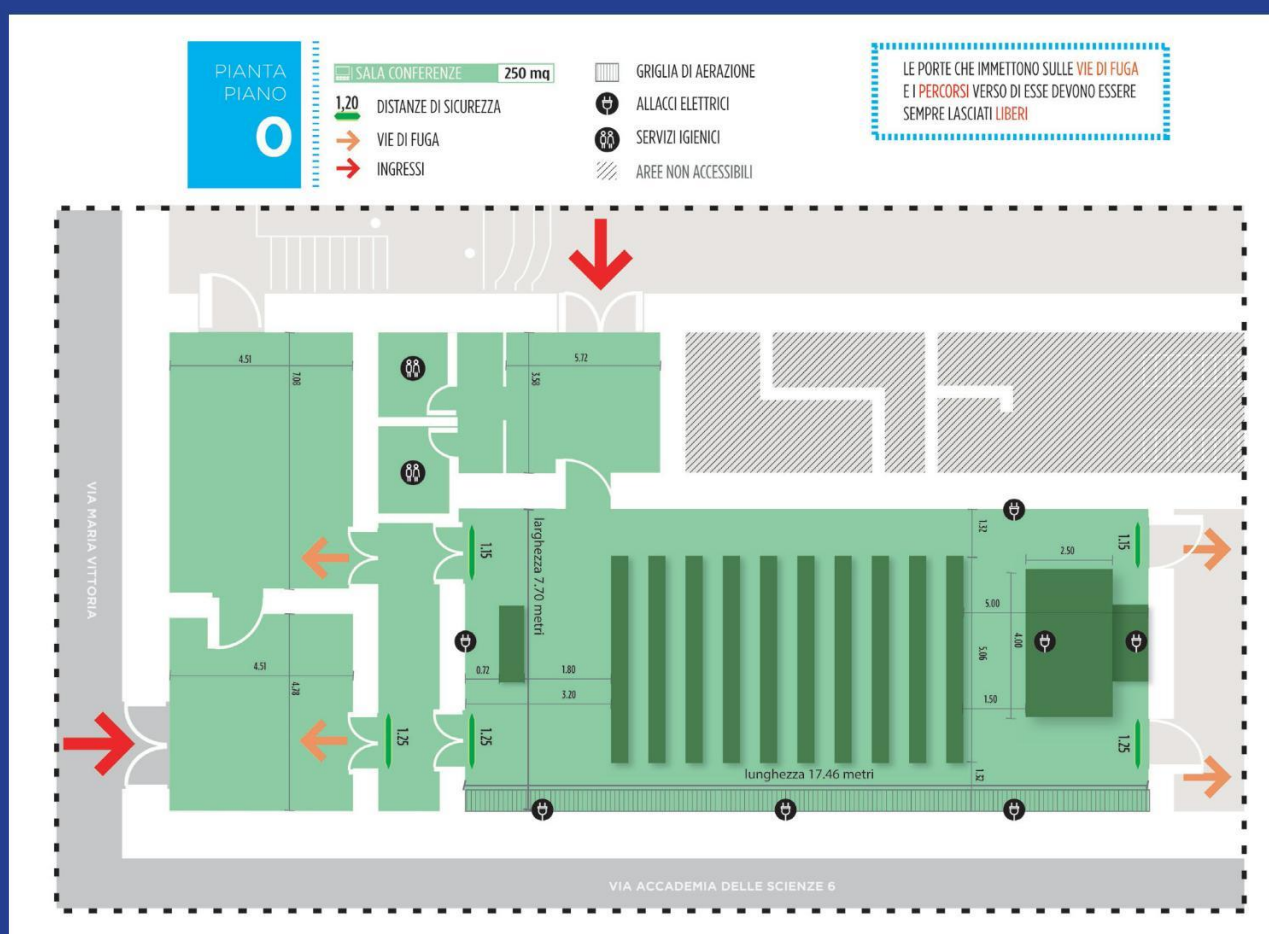
Plan. 1



GROUND FLOOR

Conference Room Zoomed in

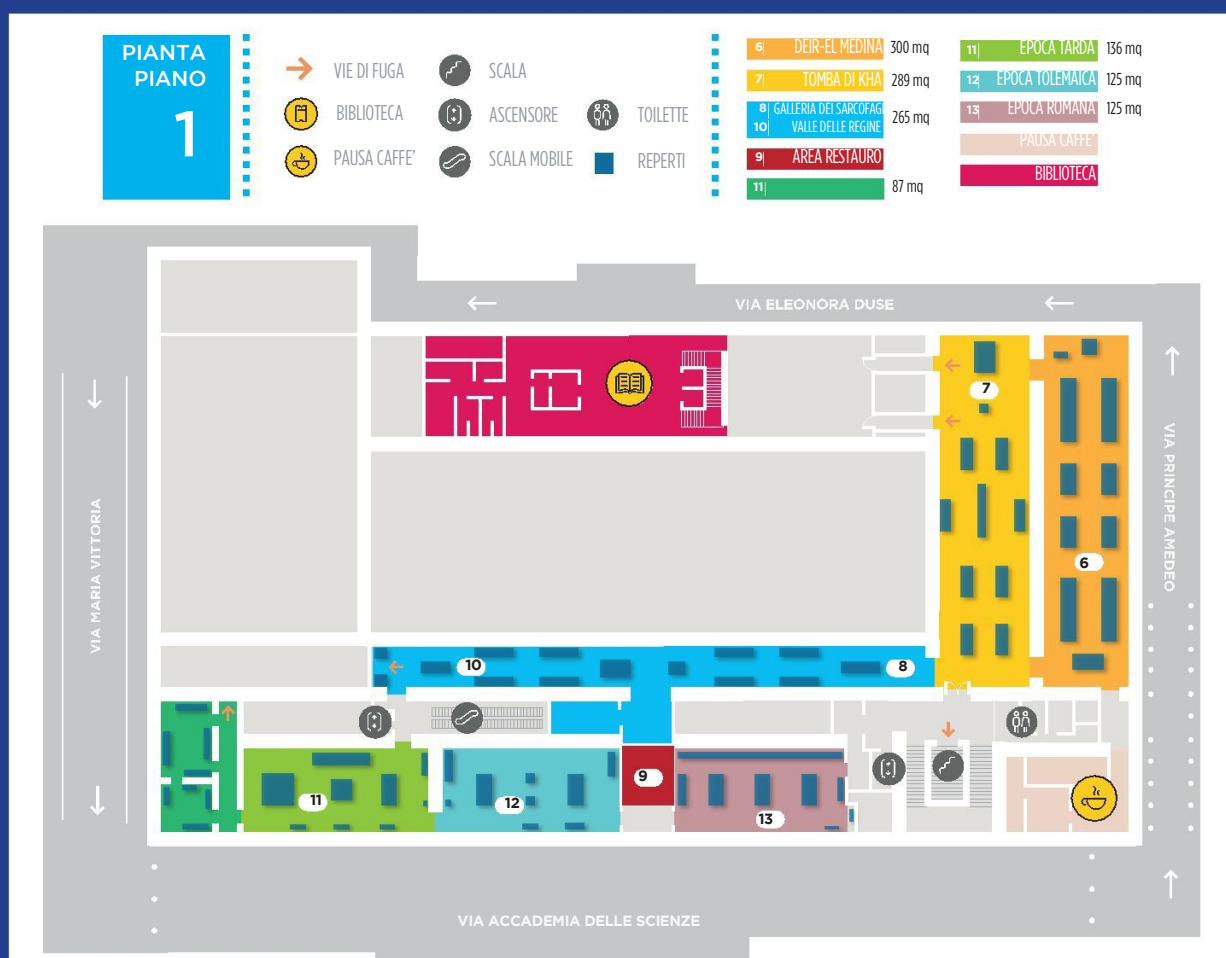
Plan. 2



FIRST FLOOR

Room 6-13

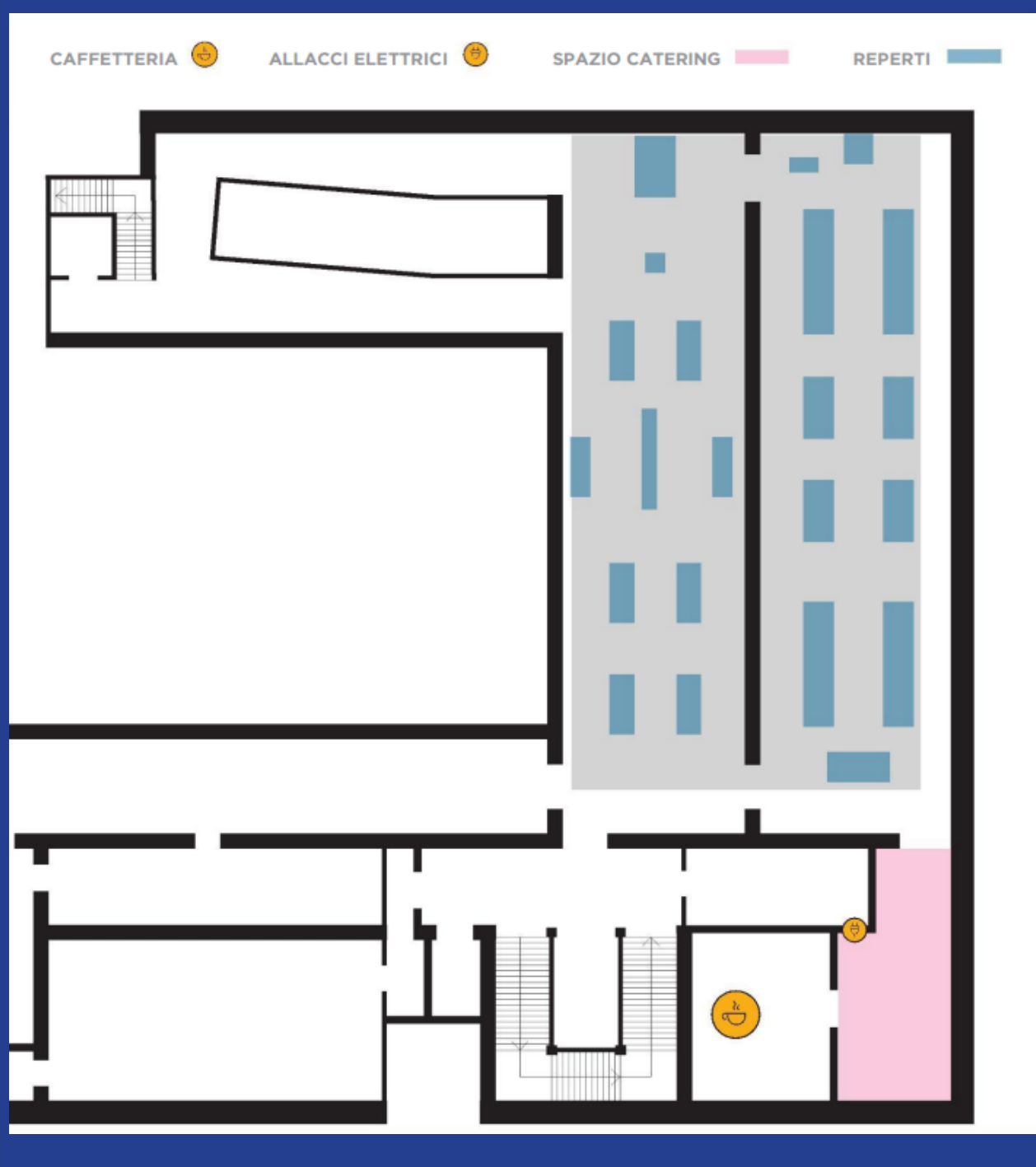
Plan. 3



FIRST FLOOR

Coffee zoom,
Room 6-7

Plan. 4



SECOND FLOOR

Room 2-5

Plan. 5



SECOND FLOOR

Zoom
Sale 4-5, and Scalone
Sanpaolesi

Plan. 6

