



REGULATIONS FOR EXTRAORDINARY OPENINGS OF THE MUSEUM OF LEONARDO'S LAST SUPPER

1. GRANTING USE OF SPACES

The Museum of Leonardo's Last Supper hosts extraordinary events and openings devised for organisations, associations or private individuals, pursuant to Legislative Decree 42/2004, Articles 107-108 and subsequent amendments. The strong demand for the opening of the museum beyond the normal visiting hours – i.e. on Mondays, or on other days after 7:30pm – has led to its administration identifying the following regulations for its use.

The service is structured with an offering proportioned to the number of participants.

1.1 FEES

For groups of up to 30 people, an opening is allowed lasting one hour (7:30pm-8:30pm), including closing operations lasting some 10 minutes. The fee to be paid to the state is €1,500. The cost of staff (8 staff members) also involved in opening the site is €708.50. In the case of openings on Saturday, Sunday or Monday, the cost of staff is €1183.50.

For groups of up to 60 people, an opening is allowed lasting two hours (7:30pm-9:30pm) including closing operations lasting some 10 minutes. The fee to be paid to the state is € 2,300. The cost of staff (8 staff members) also involved in opening the site is €1,183.50. In the case of openings on Saturday, Sunday or Monday, the cost of staff is €1658.50.

For groups of up to 150 people, an opening is allowed lasting two hours (7:30pm to 10:30pm) including closing operations lasting some 10 minutes. The fee to be paid to the state is €3,000. The cost of the staff (9 staff members) also involved in the opening of the site is € 1,859.50. In the case of openings on Saturday, Sunday or Monday, the cost of staff is €2401.50.

For groups of more than 150 people, an opening is allowed lasting two hours (7:30pm-10:30pm), including closing operations lasting some 10 minutes. The fee to be paid to the state is €4,000. The cost of the staff (10 staff members) involved in opening the site is €2060.50. In the case of openings on Saturday, Sunday or Monday, the cost of staff is €2669.50.

NO. PEOPLE	TIMES	COST OF STAFF	FEE
Groups up to 30 persons	7:30pm – 8:30pm	€708.50 Tuesday - Friday €1,183.50 Saturday, Sunday, Monday	€1,500

Groups up to 60 persons	7:30pm – 9:30pm	€1,183.50 Tuesday - Friday €1,658.50 Saturday, Sunday, Monday	€2,300
Groups up to 150 persons	7:30pm – 10:30pm	€1,859.50 Tuesday - Friday €2,401.50 Saturday, Sunday, Monday	€3,000
Groups over 150 persons	7:30pm – 10:30pm	€2,060.50 Tuesday-Friday €2,669.50 Saturday, Sunday, Monday	€4,000

In the case of specific agreements between institutions or for institutional purposes it is possible for the concession fee to be waived.

2. PROCEDURES

The application must be sent at least 15 days before the date of the visit, to the email address:

pm-lom@beniculturali.it or
cenacolo.eventiprivati@beniculturali.it

The application should include the following data:

1. Event manager, if the organiser is an event organiser the application should indicate the data of both, comprising the personal data of the legal representative, including tax number or VAT number;
2. Date and time required
3. Maximum number of participants expected

For the sake of the preservation and safety of the artwork, no more than 30 visitors will be allowed in the room at the same time.

A guide service is available in Italian and in English on request and for a fee, subject to verification of the availability of internal staff.

Authorisation will only be issued on signing of the *Concession of Use* following checks on the documentation required and the feasibility of the same by the Administration.

Following the stipulation of the “Concession in Temporary Use of Spaces and Services of the Last Supper” completed in every part, including the submission of the insurance policy, the applicant may proceed to pay the concession fee and payment of staff.

No changes of times, reduction or increase in the number of people or other alterations will be granted once the agreement is signed.

3. TERMS OF PAYMENT

Following the stipulation of the “Concession in Temporary Use of Spaces and Services of the Last Supper”, the applicant will be provided with all details for payment of the concession fee and the employment of personnel.

The receipt of payment should reach the Museum Pole at least three days before the visit. No refund is payable in case of cancellation, for any reason, by the Administration. In case of non-payment, the extraordinary opening of the site will be cancelled.

Insurance

The applicant further undertakes to take out a specific insurance policy to cover all possible risks (including the risk of fires) and damage to the monument as well as people, releasing this Administration from all liability for any damage suffered by third parties up to a total of one million euros.

NB In the event of cancellation, for any reason, made later than 48 hours before the date set for the event, the sum paid will not be returned or – if the payment was not made – the company undertakes to pay all the financial costs listed in this estimate.

For information:

Lorenza Dall'Aglia

cenacolo.eventiprivati@beniculturali.it tel.

0280294412

Palazzo Arese Litta, Corso Magenta 24 – Milan