

GUIDELINES FOR EXTRAORDINARY OPENINGS MUSEUM OF LEONARDO'S LAST SUPPER

1. CONCESSION OF USE OF SPACES

The Museo del Cenacolo Vinciano can host events and extraordinary openings beyond normal visiting hours – namely Mondays or on other days from 19:30 on - intended for institutions, associations or individuals, pursuant to Legislative Decree 42/2004, Articles 107-108 and subsequent amendments and in accordance with the provisions of Ministerial Decree 11/04/2023 “Guidelines for determining the minimum amounts of rentals and fees for the concession of use of goods delivered in state institutions and places of culture”. Given the characteristics of the place and the particular needs of conservation, the kinds of events that can be authorised are limited.

As of 1 September 2023, the **fee for the concession of use of the museum spaces** for individual or private use to be paid to the State is set at **€5,000.00**. According to the Ministerial Decree referred to above, it is established based on the quantification of the areas given in concession, the level of value of the spaces and within the intervals between minimum and maximum fees defined by the Ministry of Culture, after also assessing the geographical position and the costs that the Institute pays for the maintenance and ordinary management of the asset on the occasion of such concessions.

The service, as regards the sums to be allocated to the personnel of the Ministry of Culture for the performance of services intended to ensure the protection of the cultural heritage and the safety of the premises and users, is structured with an offer calibrated to the number of participants in keeping with the following method of management.

1.1. RATES

For groups of up to 30 people, it is permissible to open for one hour (19.30-20.30), including closing operations – which take about 10 minutes. The fee to be paid to the State is €5,000.00. The cost of staff (8 units) involved in the opening of the premises is €708.50 from Tuesday to Friday; in the case of Saturday, Sunday or Monday openings, the cost of staff is €1,183.50, for a total of €5,708.50 or €6,183.50 respectively.

For groups of up to 60 people, it is permissible to open for two hours (19.30-21.30), including closing operations – approximately 10 minutes. The fee to be paid to the State is €5,000.00. The cost of staff (8 units) involved in the opening of the premises is €1,183.50 from Tuesday to Friday; in the case of Saturday, Sunday or Monday openings, the cost of staff is €1,658.50, for a total of €6,183.50 or €6,658.50 respectively.

For groups of up to 150 people, it is permissible to open for three hours (19.30-22.30), including closing operations – approximately 10 minutes. The fee to be paid to the State is €5,000.00. The cost of staff (9 units) involved in the opening of the premises is €1,859.50 from Tuesday to Friday; in the case of Saturday, Sunday or Monday openings, the cost of staff is €2,401.50, for a total of €6,859.50 or €7,401.50 respectively.

For groups of more than 150 people, it is permissible to open for three hours (19.30-22.30), including closing operations –approximately 10 minutes. The fee to be paid to the State is €5,000.00. The cost of staff (10 units) involved in the opening of the premises is €2,669.50 from Tuesday to Friday; in the case of Saturday, Sunday or Monday openings, the cost of staff is €3,278.50, for a total of €7,669.50 or €8,278.50 respectively.

NO. OF PEOPLE	TIMES	COST OF STAFF	FFF
Groups up to 30 prs	19.30 – 20.30	€708.50 Tuesday - Friday €1.183.50 Saturday, Sunday, Monday	€5,000.00
Groups up to 60 prs	19.30 – 21.30	€1,183.50 Tuesday - Friday €1.658.50 Saturday, Sunday, Monday	€5,000.00
Groups up to 150 prs	19.30 – 22.30	€1,859.50 Tuesday - Friday €2.401.50 Saturday, Sunday, Monday	€5,000.00
Groups over 150 prs	19.30 – 22.30	€2,669.50 Tuesday-Friday €3.278.50 Saturday, Sunday, Monday	€5,000.00

When the premises are used for institutional purposes, the concession fee may be waived in the cases defined in point B.1. of the above Guidelines.

2. PROCEDURES

The application for an extraordinary opening must be submitted at least 15 days before the date of the visit, by filling out the form on <https://cenacolovinciano.org/en/contact/space-rental/>

In the form, the following data must be indicated:

1. event organiser (natural person); if the organiser is a company (legal person), the data of both the company and the legal representative must be indicated, including Tax Code and VAT number;
2. date and time required;
3. maximum number of participants expected.

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

The authorisation will only be valid with the signing of the concession of use following the checks on the required documentation and the feasibility of the concession by the Administration.

Following the stipulation of the “Concession of temporary use of spaces and services of the Museum of Leonardo’s Last Supper”, complete in all its parts, including the submission of the insurance policy, the applicant must proceed with the payment of the concession fee and that for staff.

No changes in hours, reduction or increase in the number of persons or other changes with respect to what is undersigned in the agreement will be granted.

3. PAYMENT METHODS

Following the stipulation of the “Concession of temporary use of spaces and services of Leonardo’s Last Supper”, all the information will be provided concerning the payment of the concession fee and services of the staff.

The receipt of payment must reach the Regional Directorate of Lombardy Museums **at least three days** before the visit and there will be no form of reimbursement by the Administration in case of cancellation, for any reason, after payment. In the event of non-payment, the extraordinary opening of the premises will be cancelled.

Insurance

The applicant also undertakes to take out, and deliver, a specific insurance policy to cover possible risks (including fire risk) and damage to the monument and to people, relieving the Administration from any damage suffered by third parties, for a total of €1,000,000.00



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