REGULATIONS FOR THE USE OF SPACES AT THE ACQUARIO ROMANO MONUMENTAL COMPLEX

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Art. 1 – Purpose and scope of application

These Regulations govern access to and use of the spaces of the Acquario Romano Monumental Complex, located at Piazza Manfredo Fanti 47, Rome.

The Complex, a historic building dating from the late nineteenth century and a protected cultural heritage property, is owned by Roma Capitale and entrusted to the management of the Order of Architects, Planners, Landscape Architects and Conservationists of Rome and its Province, which relies on its service company Acquario Romano S.r.l. for management of the property and related activities and services. The Complex also contains an area of archaeological interest.

Use of the spaces must respect the historic and monumental nature of the property, applicable laws, requirements of the competent Authorities, personal safety and continuity of the activities normally conducted at the premises.

These Regulations apply to event organisers and, insofar as relevant, their employees, collaborators, suppliers, contractors, exhibitors, guests and participants.

Instructions issued by Acquario for safety, protection of the Complex and proper operation of the premises shall take precedence over event organisational requirements.

The Organiser must verify and obtain, under its own responsibility and before the event, any authorisation, licence, SCIA (certified notice of commencement of activity), clearance, notification or other permit required by the nature and characteristics of the initiative.

Art. 2 – Spaces, layouts and capacities

Spaces normally available for events include:

- Central Hall, raised ground floor, approximately 550 sq m;
- First Ring, raised ground floor, approximately 430 sq m;
- Monitor P / Monitor D, raised ground floor, approximately 40 sq m, usable as a cloakroom, press room, VIP room, coffee station or for other authorised purposes;
- Area between Monitor P and Monitor D, approximately 20 sq m, normally used as a cloakroom;
- Spazio 100, approximately 40 sq m, with indicative capacity of up to 25 seated persons;
- Urban Gallery, semi-basement, approximately 120 sq m and approximately 3 m high, with independent entrance from the garden, intended in particular for urban art, mural, ex tempore and site-specific exhibitions; indicative capacity of up to 100 standing persons with an exhibition installed;
- Garden – main entrance side, approximately 300 sq m;
- Garden – rear of the building, excluding the archaeological area, usable for catering-related logistical and operational facilities;
- Garden – Via Cattaneo side and corridor along Via Turati, approximately 500 sq m in total;
- Garden – cafeteria side, approximately 80 sq m;
- Outdoor terraces, raised ground floor, approximately 150 sq m;
- Training room, semi-basement, approximately 50 sq m;
- Second Ring, second floor, approximately 200 sq m, exclusively for equipment, control stations and technical positions, without interfering with office access, passageways and ongoing work activities.

Any surface areas and capacities stated are descriptive and indicative and do not constitute automatic authorisation to use the spaces for specific attendance numbers.

The actual layout and capacity of each event are determined by its type and risk level, installations, furniture, equipment, occupied areas and escape routes.

The layout and corresponding capacity must be approved in advance by Acquario's Logistics Coordinator and, where necessary, other competent technical personnel. Depending on the event and installations, Acquario may request a floor layout plan or other technical documentation for verification. Material changes to an approved layout must be submitted to Acquario in advance.

Under no circumstances may the event layout exceed maximum permitted capacities or alter conditions established by authorisations, fire prevention documentation or the premises' occupancy approvals.

Art. 3 – Protection of the property and spaces

The spaces must be used with the utmost care and diligence, taking account of the historic and monumental nature of the property. Unless Acquario has authorised otherwise in advance, the following are prohibited:

- drilling holes or attaching fixings or anchors to walls, floors, columns, window and door frames, balustrades or other building elements;
- using glues, adhesives or materials that may damage surfaces or leave residues;
- moving furniture, artworks, equipment or property belonging to the premises;
- interfering with building systems;
- bringing in unauthorised structures, equipment or loads;
- accessing or using areas other than those granted;
- carrying out activities that may damage, alter or deface the property.

The archaeological area may not be used for events, installations, material storage or logistical needs. Acquario may require alteration, relocation or removal of materials or installations incompatible with the protection of the Complex or safety requirements.

Art. 4 – Activities at the premises and rules of conduct

Acquario Romano is a cultural venue and normally operational workplace containing offices, reception areas, exhibition spaces, a bookshop, a cafeteria and other institutional, cultural and public-facing activities. These activities may continue during event preparation, installation, performance and dismantling.

Organisers, suppliers and operators must not obstruct normal activities or occupy offices, passageways or unassigned spaces, and must behave properly and respectfully towards staff, consultants, collaborators and other users of the premises.

Acquario staff, consultants and collaborators may not receive direct orders, assignments or requests for services beyond those agreed from organisers or their suppliers. All requirements concerning spaces, services, systems, schedules or operations must be submitted to the contact designated by Acquario.

Acquario may require the removal of persons whose behaviour is seriously improper, harassing, dangerous or incompatible with safety and the normal functioning of the premises.

Art. 5 – Access, installations and suppliers

Access by organisers, technicians, caterers, installers and other suppliers is permitted only on the dates, at the times and through the entrances agreed in advance.

Installations must conform to any approved floor layout and may not obstruct escape routes, fire safety equipment, electrical panels, doors, office entrances or other safety routes. Changes potentially affecting layout, safety or capacity must undergo renewed verification before public admission.

Assembly and dismantling must be performed by appointed, qualified personnel where required by law. Dismantling must take place at agreed times and, unless otherwise authorised, without the public present. Acquario may deny access to operators for whom mandatory documentation has not been supplied.

Art. 6 – Health, safety and documentation

All persons working within the Complex must comply, within their respective areas of responsibility, with Legislative Decree No. 81/2008, as amended, and other applicable health and safety provisions.

Information on specific risks at the premises, the DUVRI (interference risk assessment document) where applicable, emergency and evacuation procedures and plans, and further safety requirements made available by Acquario must be observed: https://www.acquarioromano.it/amministrazione-trasparente/ under “Disposizioni Generali” (General Provisions).

Organisers must ensure that their employees, collaborators, contractors and suppliers are informed of applicable requirements, appropriately qualified and in possession of documentation required by law and by Acquario.

Emergency routes and exits, escape paths, firefighting equipment, electrical panels and emergency-service access must always remain clear and accessible. Tampering with, covering, moving or obstructing safety devices, signage or equipment is prohibited. Acquario may demand immediate corrective action or suspension of activities that breach safety requirements or are potentially dangerous.

Art. 7 – Emergencies, alarms and evacuation

In the event of an alarm, emergency or evacuation order, all activities must be stopped immediately where necessary, and all persons present must follow safety procedures and instructions from emergency personnel.

Procedures may be activated, for example, in the event of a fire alarm or incipient fire, earthquake, medical emergency, security threat, deliberate harmful act or other actual or potential danger, or upon order of the competent Authorities.

Activation of safety procedures and any resulting suspension or interruption of an event due to circumstances not attributable to Acquario shall not entitle the Organiser to price reductions, refunds, compensation or damages, including where live streams or television broadcasts, recordings, remote connections, performances, conferences or other scheduled activities are interrupted.

Activities may resume only after the emergency has ended and re-entry has been authorised by designated personnel or competent Authorities. Before the event, the Organiser shall identify its responsible contact and any necessary fire safety/first-aid personnel, coordinating them with Acquario’s emergency arrangements.

Art. 8 – Systems and technical equipment

Use of power supply points and interlocked sockets in the building requires prior authorisation from Acquario and verification of compatibility with anticipated electrical loads. Independent interventions on building systems are not permitted.

Electrical panels, cables, extension leads, adapters, equipment, installations and temporary structures introduced by external operators must comply with applicable law and be installed and used under the responsibility of the relevant operators and the Organiser. Cables and connections must be positioned and protected so as not to create hazards, obstructions or interference with escape routes.

Depending on the type and characteristics of the installations, the Organiser must obtain from its suppliers and submit to Acquario, where applicable, the following documentation:

a) LED walls and supporting structures

- declaration of correct assembly signed by the installer;
- technical report and structural calculations for the supporting structure, where required for the type of installation;
- documentation concerning stability, anchoring or ballast of the structure, where applicable.

b) Stages, platforms and other temporary structures

- declaration of correct assembly signed by the installer;
- technical documentation concerning the structure and, where required by the nature and complexity of the installation, a technical and/or calculation report.

c) Generator sets and temporary electrical installations

- declaration of conformity of the temporary electrical installation under Ministerial Decree No. 37/2008, where applicable, with mandatory attachments;
- diagram of the installation as built;
- report on the types of materials used;
- documentation and certifications for the generator set;
- documentation concerning earthing and electrical protection devices, where required;
- company register extract for the installer and valid DURC (certificate of social security contribution compliance), where required.

d) Lighting bars, trusses, suspended structures and suspended loads

- technical documentation and certifications for the structures used;
- declaration of correct assembly signed by the installer;
- technical and/or calculation report for the structure and expected loads, where necessary;
- documentation concerning the suspension, anchoring and safety systems used;
- for suspended equipment, lighting fixtures, loudspeakers, monitors or other elements, any secondary safety devices required by law and the characteristics of the installation.

e) Curtains, carpets, coverings, scenery, decorative materials, upholstered seating and other combustible materials

- fire-resistance certification for the materials.

Depending on the characteristics of the event, installations and equipment used, Acquario may request additional technical documentation, certificates or declarations necessary to verify safety conditions. Failure to provide complete and valid documentation may result in refusal of authorisation to install or use the relevant equipment, systems or structures.

Use of drones and remotely piloted aircraft systems

Use of drones or other unmanned aircraft systems (UAS), indoors or in the outdoor areas of the Complex, is permitted only with prior written authorisation from Acquario.

a) Indoor use

The Organiser must provide advance details of the drone’s characteristics, the operator’s name, operating procedures and purpose of filming, and adopt all measures necessary to protect people, the building and its historic and artistic features.

Flight over the public is normally prohibited and may be authorised by Acquario only following assessment of safety conditions and the measures proposed by the operator.

The Organiser and appointed operator assume responsibility for operations and undertake to indemnify and hold Acquario harmless against third-party claims arising from falling, collision, loss of control or malfunction of the drone, except for matters directly attributable to Acquario. Acquario may request suitable insurance and further technical documentation.

b) Outdoor use

Outdoor flights are subject to aviation regulations and applicable airspace restrictions. The Organiser and/or UAS operator must check in advance the UAS geographical zones published on the d-flight portal and obtain, where required, clearance from the Prefecture of Rome, authorisations or clearances from ENAC and/or other competent bodies or Authorities.

Evidence of the lawful operation and any authorisations or clearances must be submitted to Acquario before flight. Without the required documentation, Acquario will not authorise the operation. Acquario's authorisation relates solely to use of the Complex's spaces and does not replace or constitute flight authorisation under applicable law.

Art. 9 – Catering, food trucks, flames and scenic effects

Catering, food preparation and food and beverage service are permitted only in the spaces and in accordance with the arrangements agreed in advance with Acquario. The Organiser is responsible for activities performed by appointed operators and compliance with applicable hygiene, health, safety and food and beverage service rules.

Food trucks and mobile units

Any food truck or other mobile unit intended for food and/or beverage preparation or service in the outdoor areas of the Complex requires prior authorisation from Acquario. The Organiser must obtain from the appointed operators and submit to Acquario, where applicable:

- company register extract and valid DURC;
- SCIA, health notification and/or other licences or permits required for the activity;
- documentation of hygiene and health requirements and HACCP procedures;
- documentation of the suitability of the vehicle and equipment used;
- technical and safety documentation for electrical installations, generator sets, gas equipment or other equipment brought onto the premises.

The vehicle must be positioned only in the area designated by Acquario and must not interfere with entrances, pedestrian routes, escape routes, systems or emergency vehicle access.

Flames, gas and cooking equipment

Use of LPG cylinders, gas appliances, open flames, hotplates, fryers, generator sets or other equipment involving specific risks must be notified to and authorised by Acquario in advance and may be subject to submission of technical and safety documentation and adoption of required preventive measures. Without specific authorisation, such appliances and equipment may not be brought into or used within the Complex.

Scenic effects

To protect the decorative features and historic and artistic heritage of the Complex, smoke or fog machines and any other equipment or scenic effects producing smoke, vapour, aerosols, particulates or substances that may settle on surfaces are prohibited in all indoor areas.

This prohibition also applies to so-called "low-density" or water-based equipment, given the presence of frescoes, paintings, decorations and other valuable historic and artistic features whose long-term preservation could be compromised by residues or microparticles.

Pyrotechnic effects, sparks, confetti, glitter, powders, sand, petals or other materials or scenic effects liable to disperse indoors, settle on surfaces or damage the Complex are also prohibited, unless expressly authorised in advance by Acquario where compatible with the premises.

Cleaning and removal of materials

At the end of activities, the Organiser must ensure complete removal of food, beverages, packaging, waste, oils, materials, equipment and all other items introduced for the event, leaving the areas used empty and clean.

Acquario may refuse installation or use of equipment, suspend its use or require its removal if documentation is missing or irregular, or if the intended use is incompatible with safety conditions, protection of the Complex or these Regulations.

Art. 10 – Smoking, animals and outdoor areas

Smoking is prohibited indoors and in any other areas where prohibited by law or by the premises' instructions. The presence of animals at events must be notified to Acquario in advance and may be subject to specific conditions, without prejudice to provisions on assistance animals.

Parking in garden areas is prohibited, except with specific authorisation for justified technical needs. Access by vehicles for loading and unloading must be agreed in advance and does not constitute permission to park.

Parking of any vehicle within the Acquario Romano Monumental Complex is prohibited, including during site inspections, preparatory meetings, installation and dismantling. Vehicle access for loading/unloading or specific technical needs is permitted only with Acquario's prior authorisation and for the time strictly necessary for operations, without any right to stop or park. This prohibition also applies to organisers, their guests, collaborators and suppliers.

Trees, plants, fences and architectural elements may not be used as supports for fixings, cables, signs, lighting or installations without prior authorisation.

Art. 11 – Music, sound amplification and SIAE

Music and sound amplification must comply with applicable noise pollution and public peace laws, as well as the limits, hours and requirements applicable in the territory of Roma Capitale – Regulations – and the following rules:

- from 00:00 (midnight), music volume must be reduced;
- by 01:00, music must be switched off or reduced to background level;
- technical audio rehearsals may take place only Monday to Friday from 13:00 to 14:00 and from 17:00 onwards, and Saturday and Sunday from 10:00 to 19:00;
- where there is no live music and only background music in the Central Hall/garden, to avoid activating the SIAE procedure, royalty-free music free of copyright rights must be provided to the control room (example).

Any necessary authorisations or exemptions and all SIAE formalities, permits and charges connected with the event are the sole responsibility of the Organiser. Acquario may at any time require volume reduction or interruption of sound where necessary to comply with applicable requirements, public peace, activities at the premises or directions from the competent Authorities.

Art. 12 – Deliveries, materials, cleaning and waste

Acquario Romano has no storage room or warehouse designated for receiving or safeguarding event materials.

Promotional materials, books, furniture, display stands, equipment, products, technical devices, packaging and other items must be delivered and collected only on agreed dates and at agreed times and must bear a clearly visible label identifying the event and recipient. Deliveries outside authorised times may be refused.

At the end of activities, all items and materials relating to the event must be removed, including waste, food residues, boxes, packaging, pallets, books and promotional, exhibition or installation materials. Acquario

assumes no obligation to receive, store or safeguard items left on the premises and may arrange their removal or disposal as provided in the contract.

Art. 13 – Care and return of the spaces

During the period of use, the spaces must be looked after with the utmost diligence, and any damage, anomaly or problem must be promptly reported to Acquario.

At the end of the event, the spaces must be returned within the agreed times, completely free of people and belongings and in the condition in which they were received, allowing for normal use.

Acquario may carry out a final inspection, even in the absence of the Organiser's contact person, and document any damage, remaining materials or improper use.

Art. 14 – Trademarks, images and communication concerning the venue

Temporary use of the spaces does not grant any licence or authorisation to use Acquario Romano's registered trademarks, logos or distinctive signs, or photographs, videos or other materials owned or held by Acquario.

The Organiser may merely identify Acquario Romano as the event venue/location, provided this does not suggest that Acquario is the organiser, promoter, partner, sponsor or patron of the initiative.

Any other use of Acquario trademarks, logos, official photographs or materials must be authorised in writing in advance.

Art. 15 – Non-compliance with the Regulations and final provisions

In the event of non-compliance with these Regulations, Acquario may demand immediate cessation of the non-compliant conduct and modification or removal of materials, equipment and installations.

In dangerous situations, cases of serious breach or repeated non-compliance, Acquario may deny access, require the removal of persons concerned or suspend activities, without prejudice to liabilities and consequences under the contract and applicable law.

These Regulations set out the general rules for use of the spaces of the Acquario Romano Monumental Complex. In the event of conflict with the contract for the specific event, the contract shall prevail.

Applicable law, requirements of competent Authorities and applicable technical and safety documentation shall in all cases prevail. Acquario may issue additional operational instructions where necessary for safety, protection of the Monumental Complex or the proper conduct of activities at the premises.