

**SPECIFIC ACCESS RULES FOR THE
MILAN DUOMO CATHEDRAL, MILAN DUOMO ROOFTOPS, DUOMO MUSEUM, CHURCH
OF SAN GOTTARDO IN CORTE DI PALAZZO REALE, SALA DEI MILANESI AT THE
ARCHIVE-LIBRARY OF VENERANDA FABBRICA DEL DUOMO DI MILANO
(HEREINAFTER, JOINTLY THE “SPACES”)**

1. OBJECT - LOCATION OF THE SPACES

1.1 Without prejudice to the provisions of the “*Rules of conduct and access regulations for the Historical Complex of Milan Duomo Cathedral*” (hereinafter, the “**Rules**”), published on the website (hereinafter, the “**Website**”) of Veneranda Fabbrica del Duomo di Milano (hereinafter, “**VFD**”) at the following link www.duomomilano.it/rules, this document sets forth the regulations of the precise rules of conduct to be specifically followed inside the Spaces (hereinafter, the “**Spaces Regulations**”) by the user, natural and/or legal person, (hereinafter, the “**User**”) or by the User’s intermediary (hereinafter, the “**Intermediary**”) (hereinafter, the User and the Intermediary are jointly referred to as the “**Customer**”), which makes at Fabbrica Servizi S.r.l., with its registered office at 1, Via Carlo Maria Martini 20122 Milano (MI), taxpayer’s code 00871260105 and VAT no. 09552690159 (hereinafter, “**FS**”) the booking, the organisation, and the performance of exclusive openings and/or events (hereinafter individually, the “**Event**” and jointly the “**Events**”) at the Spaces, owned by VFD and managed by FS under an agreement entered into by VFD and FS.

1.2 With regard to the Spaces:

- the **Milan Duomo Cathedral** (i) has a maximum occupancy of 2,000 persons; (ii) the entrance and the exit are located in Piazza Duomo;
- the **Duomo Museum** (i) has a maximum occupancy of 200 persons; (ii) the entrance and the exit are located at 12, Piazza Duomo, at Palazzo Reale;
- the **Church of San Gottardo in Corte di Palazzo Reale** (i) has a maximum occupancy of 130 persons; (ii) the entrance and the exit are located at 2, Via Pecorari;
- the **Sala dei Milanesi at the Archive-Library of the Veneranda Fabbrica del Duomo di Milano**, located in the Archive of Veneranda Fabbrica del Duomo di Milano (i) has a maximum occupancy of 45 persons; (ii) the entrance and the exit are located at 20, Piazza Duomo; (iii) in case the other adjacent Rooms are also requested, (Library and Ancient Room), the maximum occupancy is of 80 persons.

2. SERVICES

2.1 Inside the Spaces, unless otherwise agreed in writing between the Customer and FS, the following services only and exclusively can be provided by FS:

- the possibility to use the audiovisual equipment exclusively at the Sala dei Milanesi at the Archive-Library of the Veneranda Fabbrica del Duomo di Milano;
- the surveillance service at all the Spaces;
- the maintenance and cleaning at all the Spaces;
- the setup and the dismantling exclusively at the Church of San Gottardo in Corte di Palazzo Reale, the Sala dei Milanesi and the Archive-Library of Veneranda Fabbrica del Duomo di Milano, the Milan Duomo Cathedral only for the Event “*Concert from 300 guests*” (it being understood that, within and no later than 5 (five) working days prior to the date of the Event, the Customer undertakes to indicate via e-mail to the following address eventi.incentive@fabbricaservizi.it the actual number of participants and speakers, in order to arrange the setup or placing the seats, the tables for the speakers, the microphones, the interactive whiteboard);
- the technical support on starting and closing the Event, as well as on call, in case of need, by an appointed technician, subject to prior request, exclusively at the Church of San Gottardo in Corte di Palazzo Reale, the Sala dei Milanesi and the Archive-Library of Veneranda Fabbrica del Duomo di Milano.

3. GENERAL PRINCIPLES OF CONDUCT IN THE SPACES

3.1 With regard to all the Spaces, the Customer, for themselves and their assignees and also pursuant to art. 1381 of the Italian Civil Code:

- undertakes to use, and cause to be used, the Spaces, during the entire duration of the Event, as well as during the stages before and after the Event, in such a way as not disturb third parties;

- undertakes to take, and cause to be taken, the utmost care when using the Spaces and the goods contained in them and/or the equipment and/or the appurtenances and/or the annexed facilities which cannot in any way and for any purpose or reason be touched and/or removed, even partially;
 - undertakes to wear, and cause to be worn, appropriate clothes, and to ensure composure in accordance with the nature and the features of the Spaces;
 - undertakes not to introduce, and/or no cause to be introduced, and/or not to install and/or not to be installed, any type of furniture and/or tool in the Spaces in the absence of a written consent by VFD and/or FS;
 - declares to be aware that the failure to consent to safety checks, as indicated in the Rules, prevents from entering the Spaces;
 - undertakes to comply with, and cause to be complied with, the prohibition to use open flames inside the Spaces and/or candles in all the Spaces;
 - undertakes not to make and/or cause to be made commercial transactions and/or any type of fundraisings inside the Spaces;
 - if a catering service or a technical service is foreseen, at the Customer's responsibility and at its expenses, the Customer declares to be aware that a specific and further joint technical inspection of the Spaces is mandatory;
 - undertakes not to use and/or not cause to have used logos and images of VFD and/or of FS for marketing, promotional, and advertising purposes unless expressly authorized in writing by them.
- 3.2 With specific regard to the **Milan Duomo Cathedral**, without prejudice to the provisions of point 3.1 above, the Customer, for themselves and their assignees and also pursuant to art. 1381 of the Italian Civil Code:
- acknowledges and accepts that the naves are wide and easily visitable, while the Cappella feriale, the Baptistery of Santo Stefano, the Scurolo and the Crypt of San Carlo are not easily accessible due to the presence of stairs;
 - with regard to the Baptistery of San Giovanni alle Fonti, acknowledges and accepts that:
 - a. at the side of the main entrance, passing a turnstile and 27 steps, there is the Baptistery of San Giovanni alle Fonti, characterized by a circular path of about 150 m, numerous steps and walkways with a minimum width of 63 cm;
 - b. persons with a motor disability may access by taking a lift which takes to the basement and is located at the intersection of Piazza Duomo and Via Silvio Pellico; after taking the lift, (88x165x147), please go to the basement, exit, and turn left, then proceed past the "Atm Point" and, once you reach the entrance with a turnstile, do not enter, but turn right and right again. At the entrance of the Baptistery of San Giovanni alle Fonti, there is a doorbell with video intercom, positioned at a height of 115 cm. The route inside the Baptistery of San Giovanni alle Fonti includes four ramps with a maximum slope of 12%, which is long up to 7 meters and a half, and has a minimum width of 71 cm;
 - c. the opening of the space for exclusive tours is always associated to the exclusive opening of the Milan Duomo Cathedral;
 - acknowledges and accepts that it is strictly prohibited to organise catering and any other type of food and beverage service activity.
- 3.3 With specific regard to the **Milan Duomo Rooftops**, without prejudice to the provisions of point 3.1 above, the Customer, for themselves and their assignees and also pursuant to art. 1381 of the Italian Civil Code, acknowledges and accepts that:
- access by wheelchairs is possible only up to the first rooftop (limited to the area behind the choir, so-called *Retrocoro*), via the South Side Lift only (77x106x130);
 - in the event of failure of the South Side Lift, the North Side Lift is used (65x111x137);
 - the passage to reach the Milan Duomo Rooftops from the lift shaft is 78 cm for the South Side Lift, and 68 cm for the North Side Lift;
 - it is strictly prohibited to organise catering and any other type of food and beverage service activity.
- 3.4 With specific regard to the **Milan Duomo Museum**, without prejudice to the provisions of point 3.1 above, the Customer, for themselves and their assignees and also pursuant to art. 1381 of the Italian Civil Code, acknowledges and accepts that:
- the Milan Duomo Museum is at ground floor. It has a surface of 2,000 square meters;
 - the entrance, located on the left side of Palazzo Reale's courtyard, has a small, sloping ramp (slope of 5%) and a double-leaf door (76 cm each);

- the tour of the exhibition rooms involves a circular route with ramps of 5 meters, with a maximum slope of 9%;
 - all the rooms are very wide, and mostly in semi-darkness;
 - the escape routes are highlighted. The alarm device is visual and acoustic;
 - it is strictly prohibited to organise catering and any other type of food and beverage service activity.
- 3.5 With regard to the **Church of San Gottardo in Corte**, without prejudice to the provisions of point 3.1 above, the Customer, for themselves and their assignees and also pursuant to art. 1381 of the Italian Civil Code, acknowledges and accepts that:
- to reach the Church of San Gottardo in Corte, the Customer is recommended to leave Palazzo Reale, to continue along Via Carlo Maria Martini until they come across Via Palazzo Reale on the right, in which half they meet Via Pecorari, where the Church of San Gottardo in Corte is located; at that point, the Church of San Gottardo in Corte can be accessed without any external steps;
 - it is strictly prohibited to organise catering and any other type of food and beverage service activity.
- 3.6 With regard to the **Sala dei Milanese** and the **Archive of Veneranda Fabbrica del Duomo di Milano**, without prejudice to the provisions of point 3.1 above, the Customer, for themselves and their assignees and also pursuant to art. 1381 of the Italian Civil Code, acknowledges and accepts that:
- they are at 1st floor of the historical building of VFD, behind the Milan Duomo Cathedral at 20, Piazza Duomo;
 - they are accessible by two flights of stairs, or by lift;
 - access for persons with motor disabilities is ensured at 1, Via Carlo Maria Martini, 2nd floor;
 - it is possible to organise catering and other types of food and beverage service activities.

4. FILMING AND PHOTO TAKING

- 4.1 Any audio-visual and photographic filming may be carried out by the Customer, without paying any fee, exclusively for the purpose of documenting the Event and with the express exclusion of any commercialization of the photographs and/or videos for profit, maintaining and/or obtaining any kind of waiver by the physical persons that may be filmed at its charge, expressly indemnifying VFD and/or FS from any request and/or claim that may be made by third parties. The dissemination of the images and/or videos, in any way, must be pre-emptively approved in writing by VFD and/or FS. A copy of the images and/or of the videos must be, in any event, delivered to VFD and/or to FS within and no later than 15 days from the Event, via e-mail to archivio@duomomilano.it.

Milan, 1st September 2023

Veneranda Fabbrica del Duomo di Milano