



FORTE SANTA TECLA - SANREMO

Regulations for the proposal of cultural initiatives and events to be held in the Fort for the period 4 April 2023 - 28 January 2024.

CONSIDERING articles 101 and 102 of Legislative Decree no. 42/2004 (Cultural Heritage Code);

CONSIDERING the Memorandum of Understanding signed between the Municipality of Sanremo and the Regional Directorate for Liguria Museums on 11/11/2021;

CONSIDERING in particular article 5 of the aforesaid Memorandum of Understanding, which states "*pending the identification of Partners and/or the awarding of any temporary concessions to Concessionaires, it shall be the responsibility of the Directorate to promote and implement, within the spaces of the Fort, the awarding of temporary concessions (onerous or free of charge) with Economic Operators and/or cultural associations for the management of various services or for the realisation of cultural events; the programming shall be subject to the verification of the Committee referred to in article 6 of this Protocol*";

CONSIDERING the need to regulate, on a transitional basis until the completion of the restoration works, the activities inside the Fort, the holding of cultural initiatives open to the public, with a view to the full use and enhancement of the Fort in synergy with the Municipality of Sanremo;

CONSIDERING the need to ensure fuller participation in the Fort's cultural programming by stakeholders, on the basis of cultural proposals of proven scientific value and social purpose;

CONSIDERING the need to comply with fire prevention, workplace safety and all regulations concerning the prevention of the spread of the Covid-19 virus;

TAKING INTO ACCOUNT that pending the completion of the restoration works, the use of the Fort is guaranteed for the period between 1 March 2023 and 31 December 2023, limited to the spaces highlighted in the attached plan;

CONSIDERING that it appears necessary to provide unambiguous indications for the presentation of cultural proposals to be held at Santa Tecla Fort located at Giardini Vittorio Veneto 34, 18038 - Sanremo (IM);

hereby adopted on a transitional basis, for the evaluation of cultural proposals and events to be held at the aforementioned Fort for the period from 1 March 2023 to 31 January 2024, are the following regulations.

Art. 1 - Subject

These Regulations govern the procedures for the submission of proposals by the organisers of events of a temporary nature and their evaluation, as well as identifying certain prescriptions concerning concessions for the use of spaces and equipment at the Fort.

Art. 2 - Submission of proposals

Proposals should be submitted to the Regional Directorate for Liguria Museums (DRM) by e-mail to drm-lig@cultura.gov.it or by Certified e-mail to drm-lig@pec.cultura.gov.it no later than **Monday 16 January 2023**.

The order in which applications are submitted will not give any priority.

The proposals must contain:

- Scientific project;
- Exhibition design;
- Proposed duration of the event;
- Indication of set-up and dismantling times;
- Calendar of any side events at the event, in order to agree on how to organise them.

In addition, they may indicate:

- Proposals for co-financing management and organisation expenses, including through sponsorship;
- Grants from local authorities;
- Presence of own personnel for the management of the event;
- Indication of whether it is necessary, in order to cover organisational expenses, to issue one's own tickets.

Art. 3 - Evaluation of proposals

The proposals received will be assessed by the Technical and Scientific Steering and Coordination Committee pursuant to article 6 of the Memorandum of Understanding signed with the Municipality of Sanremo on 11/11/2021. The evaluation will take into account the scientific-cultural content, the social value of the event and the possible connections with the history, traditions and economy of the area, as well as the set-up solutions and proposals for management and organisation.

The evaluations will be concluded by the Technical and Scientific Steering Committee no later than Monday 30 January 2023, giving timely notice to the proposers.

Preliminary opinions may be issued at the request of applicants, before the deadline, in order to ensure possible access to calls for proposals in support of cultural initiatives or to guarantee the organisation of the event itself.

The duration of the initiatives may be subject to request for rescheduling, in order to ensure the participation of the greatest number of subjects, and in any case in compliance with the principles of cost-effectiveness for their implementation.

Events of a private nature (not open to the public, such as conferences, study days, corporate events) may be hosted, however subject to verification of the programmes and content by the above-mentioned Committee, applying the procedures for concession by application of a fee set out in article 5 below.

By way of exception, applications may be submitted for the organisation of events beyond the above-mentioned deadlines, subject to the already approved programme and the availability of spaces as well as the technical-scientific assessment of the Committee.

Art. 4 - Free use of spaces and equipment

Those whose proposals are accepted will be granted free use of the spaces and equipment present (in particular showcases, exhibition panels, audio and video equipment). A security deposit or surety and third party liability insurance policy for the duration of the event may be required. Set-up and dismantling are the responsibility of the event organiser, as is any additional cleaning work.

The Regional Directorate for Museums and the Municipality of Sanremo will guarantee the proposing party the reception, booking and ticketing services as well as cleaning, remote surveillance and payment of utilities.

It remains the responsibility of the proposer to fulfil any copyright obligations.

The opening of the site is guaranteed by DRM Liguria for at least 6 hours a day, on a weekly basis yet to be defined. Any extensions to the opening hours beyond those guaranteed by the Regional Management can be agreed upon and will be the responsibility of the event organiser.

The Regional Directorate for Museums and the Municipality of Sanremo are entitled to organise their own events under direct management (e.g. guided tours of the Fort, events, conferences, etc.) during the entire period of the concession, in compliance with the set-up and the calendar of events.

Any further details will be defined in the deed of concession.

Access to the Fort is subject to ticketing in accordance with article 6 below.

Art. 5 - Concession for use by application of a fee

In the case of events that are not open to the public, subject to verification of the contents as per article 2 by the Technical and Scientific Steering Committee, the granting of a temporary concession by application of a fee by the Regional Directorate for Liguria Museums may be considered.

The organisers of events are entitled to apply their own forms of ticketing or to supplement the existing ticketing system referred to in article 6 below, always subject to the prior authorisation of the Regional Directorate for Liguria Museums and the signing of appropriate agreements.

Should it be agreed with the organiser not to charge the stipulated admission fees, a share of the running costs may be assessed. In this case, the counting of entrances will however be guaranteed.

It remains the responsibility of the proposer to fulfil any copyright obligations.

A security deposit or surety and third party liability insurance policy for the duration of the event may be required. Set-up, dismantling and any additional cleaning work is the responsibility of the event organiser.

Any form of sales activity is not permitted without prior concession by application of a fee.

Any further details will be defined in the deed of concession.

Art. 6 - Ticketing and revenues

For access to the Fort, as a place of culture handed over to the MIC, there is an entrance fee (pursuant to Ministerial Decree no. 507/2009) that will be charged to visitors for access. The rates are broken down as follows: Full € 4.00, Reduced (18-25 years old) € 2.00, Free (under 18 years old), Plus (entrance + purchase of Fort guide or other publication) € 8.00.

The collection shall be made by the party identified by the Regional Directorate for Liguria Museums, as provided for in article 5 of the above-mentioned Memorandum of Understanding.

The sums collected deriving from ticketing or from a concession fee will be reinvested for the enhancement of the Fort and its maintenance, in agreement with the Municipality of Sanremo.

Art. 7 - Communication of events

In order to ensure effective and unambiguous communication of the Fort's activities, the Regional Directorate for Liguria Museums is responsible for the promotion and communication of individual events. The social channels and institutional web pages of DRM Liguria and the Municipality of Sanremo will have priority in the dissemination and promotion of the events themselves. The graphics and information material are the responsibility of the proposing party, but will require prior assessment by DRM Liguria and the Municipality of Sanremo, in order to ensure their homogeneity and traceability to the Fort: to this end, DRM Liguria will provide appropriate *layouts* in which to insert the graphics created by the organisers.

Any press releases will always be shared in advance with the Regional Directorate of Museums and the Municipality of Sanremo.

Art. 8 - Security obligations

The organisers of the event must comply with the indications contained in the DUVRI, which must be signed by them for acceptance at the time of stipulation of the concession.

In any case, all safety and fire prevention regulations must be observed, both during set-up and dismantling (borne by the organiser).

The organisation's personnel will have to liaise with the personnel responsible for reception identified by DRM Liguria, who report directly to the Management of the Fort. The personnel belonging to the organisation present during the opening must be trained in fire prevention for medium risk activities.

The organiser shall bear the costs of obtaining any further authorisations to hold the event.

Any safety failures or non-compliance with the rules and instructions set out in the DUVRI will result in the immediate termination of the concession deed (whether it involves a fee or not) and the consequent closure of the event.

Art. 9 - Use of Images

The content displayed remains the property of the event organisers and the individual authors, according to the agreements between the organisers and the authors themselves.

The organisers, DRM Liguria and the Municipality of Sanremo may use the images of the installation and the event with a view to promoting and enhancing the event itself and the activities of the Fort.

However, it is forbidden to reproduce and disseminate the images of the Fort and its spaces, for profit, without the prior authorisation of DRM Liguria pursuant to art. 108 of Legislative Decree no. 42/2004.

For more information

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Regional Directorate for Liguria Museums

The Regional Director of Museums Liguria

Dr. Alessandra Guerrini



Municipality of Sanremo

Manager for the Promotion of Cultural Events,

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Cultural Heritage - Taxes

Dr. Fausto Galimberti

Annex 2 - Ground floor and second floor plan