

HANDBOOK

for the temporary use under concession
of the public spaces of the Rialto Fish Market
for the organisation of commercial, cultural, ceremonial and
social events



Foreword

With Resolution number 79/2014, the Municipality of Venice appointed its subsidiary company VE.LA. S.p.A. the exclusive authority for the management of commercial and contractual relations with its partners and for the commercial development of the image and other assets of the City of Venice, including proposals for events and exhibitions involving the concession of public areas and possible derogations from current Municipal Regulations.

In the framework of the activities outlined above, VE.LA. S.p.A. is authorised to grant approval for the instrumental and temporary use of cultural assets as the object of an assignment under the terms of Articles 107 and 108 of Italian Legislative Decree number 42/2004.

VE.LA. S.p.A.

Subject to the management and coordination of A.V.M. S.p.A.
Registered Office: Isola Nova del Tronchetto 21 - 30135 VENICE
Register of Companies of Venice and Rovigo, Fiscal Code and VAT Code: 03069670275
REA registration number: VE-278800. Share Capital € 1,885,000.00 fully paid
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More specifically, VE.LA. S.p.A. - once the preliminary project has been examined and approved - coordinates the preparation of the necessary documentation to obtain the permits and authorisations required to hold the event referred to in a specific request, namely:

- the definition of the condition of "Public Interest" by the Municipality of Venice;
- the assessment of the Superintendence for Archaeology, Fine Arts and Landscape for the Municipality of Venice and the Lagoon (ABAP), if required;
- the assessment of the Local Police authorities in relation to traffic and urban safety, if required;
- the authorisation for the temporary occupation of public areas, if applicable;
- the authorisation, if applicable, for the temporary display of advertising media;
- the authorisation for the instrumental and temporary use of the image of the cultural assets of the City as the object of an assignment to the Municipality of Venice, if applicable.;
- additional assessments and authorisations, if required, including from other competent public Authorities.

The provision of consultancy services provided by VE.LA. S.p.A. is, by definition, completed once the assessments and authorisations mentioned above have been received. It is important to underline that these assessments and authorisations may also impose mandatory prescriptions, which may also modify and/or add amendments to the programme of the event.

Event design

A request for the use of an area has to be supplemented with a descriptive report of the proposed event, including:

- an illustration of the type of event, with a description of the planned activities and related timetables, the possible presence of high-profile guests and any other relevant information;
- a detailed layout plan specifying all the planned site occupancy (structures, installations, furnishings, service areas, technological and scenographic equipment, electrical systems, any delimitation of the areas, supporting boats, etc.) and the design of the electrical installations;
- the timetable and schedule for construction and disassembly work, including any visual representations of the project, especially if the installation of equipment or structures is expected to be visible from the outside area of the loggias.

A request entitles the applicant to exercise a deadline option. At the end of this deadline - subject to project approval - the agreement with VE.LA. S.p.A. must be stipulated. An agreement provides for an advance payment at the signing date and a balance payment before the start of the event.

Available areas

The definition of the usable areas is limited to the Teson Grande and Teson Piccolo porticos, as well as some adjoining sections of public areas. This definition is outlined in the reference plan, which takes into account the requirements of land and water traffic flows, the regular activity of the retail fish market, the presence of public services (waste collection, cleaning, ferry) and other commercial activities in the area.

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Timetable

The construction of the installations is subordinate to the opening hours of the retail fish market. Work on the installations must take place before the start of the market (4:00 a.m.) and after the end (3:00 p.m.) of the retail activities (Tuesday to Saturday).

Prohibitions

The organised events have to be in compliance with the regulations in force. Special attention is required for compliance with the local regulations issued by the Municipality of Venice Urban Police and Security Regulation in terms of acoustic classification of the territory. These regulations prohibit disturbing the peace after 11 p.m. and lower any noise produced to an equivalent noise level (L_{aeq}) equal to 70 decibels (dB) measured on the surfaces of the nearest inhabited area, with peaks not exceeding 80 dB.

In addition to the prohibitions prescribed by local laws and regulations governing the activity of staging events, as well as any binding prescriptions required by specifically issued administrative decrees, the following rules and regulations have to be taken into account:

- it is absolutely forbidden to use cylinders containing flammable compressed gas for any purpose;
- the use of open flames is prohibited, except for an appropriate number of candles inside flameproof holders;
- the use of internal combustion engines or combustion devices (burners) fuelled by solid, liquid or gaseous fuels is prohibited, except for the engines of vessels used for transport;
- it is forbidden to impede the movement of pedestrians and boats, access to homes, businesses, heating plants, electrical substations and warehouses, as well as to occupy areas other than those indicated in the reference plan, even temporarily (in particular, the marble staircase);
- it is forbidden to tamper with the pavement, manholes and public lighting or to make any mechanical fastening or anchoring that could potentially negatively affect the ground, artefacts and architecture in the area, with particular attention to columns, capitals and the wooden entablature of ceilings, if this has not been expressly granted and authorised.

Prescriptions

- All precautions must be taken to ensure that the wooden elements in trachyte and Istrian stone are not damaged (with particular attention to the risk of stains and breakage caused by impacts), maintaining an adequate distance from the protected artefacts and taking specific care to distribute the loads on the ground with a concentration of less than 400 kg/m². Ensure the provision of protective elements to prevent the flooring from having any contact with mobile sanitary facilities, food preparation equipment, and metal elements in general (especially ferrous elements that can produce rust).
- Appropriate measures have to be implemented to purify cooking fumes and prevent greasy and/or sooty residues from being deposited and damaging the architecture and flooring.
- Mobile sanitary facilities must be adequately shielded and immediately emptied in case of need.



- All the functional interventions proposed and agreed upon must be only temporary and absolutely reversible; the use of the shading curtains installed at the arches of the structures must strictly respect the instructions contained in the user manuals supplied.
- All the cabling that is used must be placed inside appropriate anti-crushing protective equipment. Extinguishing devices of an appropriate type, sufficient in number and properly located must be present on site.
- Approved materials with reaction fire class no higher than 2 must be used for the fittings, except for specific exceptions to be agreed upon; the static suitability of the constructions must be verified (based on the specific calculation report). The correct and compliant assembly of the structures must be certified, with particular attention to the conditions of use in windy conditions and the discipline on the "verification and safety of suspended loads".
- Electrical installations must be made inaccessible to the public, designed and certified in compliance with the relevant regulations, and made of approved and legally compliant materials.
- An appropriate safety and emergency management plan for an activity must be drawn up by a qualified technician and implemented by a suitable contingent of trained staff. This plan must indicate the safety officer and emergency coordinator's names and contact information.
- At the end of the event, all materials remaining from the set-up must be promptly cleared and, if necessary, disposed of under the regulations in force; an immediate, careful and thorough cleaning of the site must also be carried out.

Required Documentation

The approved project must be accompanied by the following:

- a copy of the applicant's identity document;
- a power of attorney granted to VE.LA. S.p.A. to complete the authorisation and administrative procedures on behalf of the applicant;
- an insurance policy taken out by the applicant with a first-class insurance company to cover any damage that may be caused in connection with the activity, with the necessary coverage;
- specific indications concerning the occupation of public areas, display of advertising media, etc.

Notes

Under civil and criminal law, the applicant (holder of the authorisations) is responsible for any damage to property and/or persons caused by the activities carried out for the specific event, exempting VE.LA. S.p.A. and its agents, as well as the Municipal Administration, from any and all liability.

The planned use and occupation of the areas, as well as the scheduled works and installations, are generally allowed without prejudice to the rights of third parties, in compliance with the relevant laws in force and with the applicable regulations issued by the Municipality of Venice Urban Police and Security Regulation.



The authorisations granted may be revoked at any time, without compensation, for reasons of public order and safety, for failure to comply with the regulations in force, for abuse by the holder of the authorisation, or if the Municipal Administration has a justified reason to intervene in the area covered by the activities.

All construction and installation worksites must be properly and continuously secured and monitored, with appropriate fire suppression equipment and security and surveillance staff present.

The engineering design and construction of structures and installations must comply with all legal regulations and technical requirements. The legally required documentation for all the installations must be made available by the organisers for inspection and verification by the relevant Authorities.

All electricity and water supplies, any modifications to the public lighting system and the construction of temporary jetties, where this has been agreed, are charged to and at the expense of the applicant. These operations must be carried out in such a way as to avoid damage to the masonry structures of the buildings.

Copyright procedures with the Italian Society of Authors and Publishers (SIAE) and processes for the verification of food preparation hygiene requirements with the Health Service of the Veneto Region (ULSS), as well as any agreements with fish market enterprises or other businesses and residents in the area, are the responsibility of the applicant.

It is recommended that staff in charge of reception and access control services be provided with specific training in compliance with statutory requirements.

During an event, it is recommended that a service technician with in-depth knowledge of the installations is available on site.

In order to carry out the activities, the applicant is entitled to make use of the cooperation of third parties. Applicants are required to notify VE.LA. S.p.A. of any such third parties before the start of work activities. Collaborations with third parties are under the responsibility of the applicant in terms of social security, welfare, insurance and safety. The applicant is also charged with the fulfilment of legal obligations relating to occupational safety and the relevant commitments towards the supervisory Authorities.

Annexes

- Planimetric layout of the spaces
- Manual for the use of outdoor curtains and sunscreens
- Municipality of Venice Urban Police and Security Regulation