

# REGULATIONS ON THE CONCESSIONS OF SPACES FOR TEMPORARY USE AND THE REPRODUCTIONS OF CULTURAL HERITAGE OF THE HISTORICAL MUSEUM AND PARK OF THE MIRAMARE CASTLE

## PART I

### GENERAL CONDITIONS

- Without prejudice to comprehensive protection requirements which concern the cultural assets under the responsibility of the Historical Museum and Park of the Miramare Castle, as well as the rights the respective authors and creators are entitled to, the right to use the state-owned property and the reproduction and use of the assets shall be granted through an official 'concession for use' document and/or a specific authorization. The Historical Museum and Park of the Miramare Castle administers all the stages of the concession of the premises and/or image reproduction rights, within 30 days from receipt of a request.
- The reproduction and use of the cultural assets are subject to the payment of the fees and charges determined by the Director of the Institution responsible for the assets and are fixed on the basis of the criteria identified in Annex 1 of Ministerial Decree no. 187 of 1 May 2023 "Guidelines on the minimum amounts of fees and charges for the concession for use of assets under the responsibility of state institutions and places of culture".
- It should be noted that, pursuant to art. 3 paragraph 2 of Ministerial Decree of 11 April 2023 reg. 161 and also as specified in the note of the Legislative Office of the Ministry of Culture entry no. Mic\_UDCM\_LEGISLATIVO|14/04/2023|0009774-P, **the *Guidelines* referred to in Annex 1, also reported in these Regulations, "define the minimum amounts of the fees (and not the maximum ones, which are subject to possible modification** defined at the time of each concession, taking into account the technical details thereof) that applicants are required to pay for the reproduction of cultural assets and the concession for use of the spaces, without prejudice to the preliminary verification of the compatibility of the use of the reproduction and the intended use of the space with the historical and artistic character of the assets in question".
- For the purposes of determining the concession fees for the use of the spaces and/or the reproduction fees, two different *types of concessions are identified*:
  - A. Reproduction of assets
  - B. Use of spaces

Sections	Type of concession	Macro-products
A	Reproduction of assets	<ol style="list-style-type: none"> <li>1. Digital images</li> <li>2. Videoclips</li> <li>3. Scans</li> </ol>
B	Use of spaces	<ol style="list-style-type: none"> <li>4. Space under the responsibility of the institution</li> <li>5. Video, film and television footage</li> <li>6. Photographic shoots</li> </ol>

- The concessions for use of the spaces intended for initiatives falling within the institutional purposes of the Institution are not subject to payment as referred to in section B.1. "*Concession of spaces for individual use*", point 1 of Annex 1 of Ministerial Decree no. 187 of 1 May 2023.
- In any case, any reproductions without the use of supports or lights (in places open and accessible to the public) by private individuals for strictly personal use or reasons connected to study and scientific research, free expression of thought or creative expression, promotion of the knowledge of the cultural heritage (article 108, paragraph 3-bis of the Code) can be freely made without any charges.
- No fee is either due for reproductions made by public entities for purposes of valorization explicitly recognized by the Institution. Applicants are however required to reimburse any expenses incurred by the granting Institution. The right to report also remains unaffected.
- For more information on free-form reproductions or free-form reproductions with reimbursement of expenses, please refer to Section A.1. "*Non-profit reproductions*" of Annex 1 of Ministerial Decree no. 187 of 1 May 2023.
- The concession is non-assignable and non-transferable, and is issued on a non-exclusive one-time basis, following a check on the compliance with all the requirements specified and subject to the advance payment of the fees under this fee schedule, which do not include any compensations and copyright royalties due to the creators/authors or third parties. Where required, a security deposit shall be paid as established by the Head of the Institution.
- Any requests that refer to situations not expressly described in these Regulations and the attached fee schedule shall be subject to examination and specific agreements defined from time to time. Compatible with the performance of the Institution's tasks, quotes may be provided, upon request, which shall indicate the period of validity and terms of payment. The interested parties shall be required to reimburse any expenses incurred by the Institution, which shall be defined in the quotation phase.

- Any expenses relating to any work and/or tasks carried out on behalf of third parties by the personnel involved in the performance of the initiative shall be charged to the concession holder. Such amount, including the time required for the set-up and the removal as well as any night or holiday surcharge, shall be calculated considering the instructions from the Management as well as the type of the event, its duration and the premises involved, with a quotation to be annexed to the authorization letter and reported in the concession deed. The payment of the amounts above shall be made before the event by bank transfer to the revenue account in the name of the Ministry of Cultural Heritage and Activities as per Chapter XXIX – chapter 2584 art. 21, quoting the description of payment as specified in the Concession document (see below for bank details). A copy of such transfer shall have to be submitted to the email addresses [mu-mira@cultura.gov.it](mailto:mu-mira@cultura.gov.it) and [mu-mira.personale@cultura.gov.it](mailto:mu-mira.personale@cultura.gov.it). and is binding for the granting of the Concession.

Bank details for the payment of amounts for work services on behalf of third parties:

Payee: Ministero della Cultura

Bank: BANCA D'ITALIA

IBAN: IT82K0100003245231029258421

BIC: BITAITRRENT

The rates of work services on behalf of third parties are those specified in art. 8 *Remuneration and fees of the Regulation of activities on behalf of third parties provided by the staff of the Historical Museum and Park of the Miramare Castle* and formulated according to the area to which the staff belong and depending on whether the work is to be carried out on a weekday or holiday, in day time or at night: \_\_\_\_\_

	AREA II	AREA III
<b>WEEKDAY COST</b> (Mon-Fri from 6 am to 10 pm, flat rate for the service in the first 4 hours)	€ 140	€ 160
<b>PRE-HOLIDAY OR NON-WORKING DAY DAYTIME COST</b> (from 6 am to 10 pm, flat rate for the service in the first 4 hours)	€ 160	€ 180
<b>NIGHTLY WEEKDAY COST</b> (Mon-Fri from 10 pm to 6 am, flat rate for the service in the first 4 hours)	€ 180	€ 200
<b>PRE-HOLIDAY OR NON-WORKING DAY NIGHTLY COST</b> (from 10 pm to 6 am, flat rate for the service in the first 4 hours)	€ 200	€ 220
<b>WEEKDAY HOURLY SURCHARGE</b>	€ 35	€ 40
<b>PRE-HOLIDAY AND NON-WORKING DAY DAYTIME HOURLY SURCHARGE</b>	€ 40	€ 45
<b>WEEKDAY NIGHT HOURLY SURCHARGE</b>	€ 45	€ 50
<b>NIGHTTIME PRE-HOLIDAY AND NON-WORKING DAY HOURLY SURCHARGE</b>	€ 50	€ 55

## SECT. A - CONCESSIONS FOR OCCASIONAL USE OF SPACES

- Any application for temporary concession for use of the spaces, for the organization of events, cultural activities, television footage, etc. shall be submitted to the Management of the Historical Museum and Park of the Miramare Castle ([mu-mira@cultura.gov.it](mailto:mu-mira@cultura.gov.it)), by downloading the application form available on the Museum website and sending it via email completed in its entirety, specifying the type of request.
- Applications must be submitted at least 30 days before the event and/or the start of the set-up, this also being the latest date by which to confirm the event or inform the institution of any variation or postponement.
- Upon submission of the application, the party concerned shall provide any data and information required to evaluate said application and follow it up. In particular, the applicant shall specify:
  - the type of event for which the property is granted for use
  - date and schedule for the event and any set-up and removal phases
  - the precautions to be taken in relation to the safety of the site during the period under the concession
  - whether any employees of the Historical Museum and Park of the Miramare Castle should be involved in the activities, which shall be specifically authorized by the Director of the Historical Museum and Park of the Miramare Castle.
- Each space requested is subject to a concession fee, which may vary in relation to the type of event, the purpose and duration thereof, the size of the space required (in square meters), according to the criteria set out in Section B – *Use of spaces* referred to in Annex 1 of Ministerial Decree no. 187 of 1 May 2023.
- The concession fee shall be paid in advance prior to the date of the event/public performance, via bank transfer to the bank account of the Historical Museum and Park of the Miramare Castle (IBAN: IT57 Y 01030 02230 000004167862, Bank: Monte dei Paschi di Siena, branch located in Piazza della Borsa - Trieste) quoting the description of payment as specified in the Concession Deed.
- In addition to the concession fee and the payment of any expenses relating to work and/or tasks carried out on behalf of third parties by any personnel involved, the concession holder shall be charged for:
  - Cleaning expenses for the full restoration of the sites
  - Costs for technical set-ups and removal work (in relation to the use of material as well as labour) carried out by qualified professional staff and authorized by the Administration
  - The reimbursement of electricity and water consumption, quantified as a lump sum
  - The purchase of a miscellaneous risks third-party liability insurance covering any accidents and/or damage to persons or goods, including state property, within the spaces granted for use, to be valid throughout the duration of the event, including the time required for any technical set-up/removal work, with a maximum coverage defined on a case-by-case basis and in any

case not less than € 1,500,000/00 (Euros one million five hundred thousand); in addition, the policy shall include accident protection coverage for anyone involved in the set-up and removal work, as well as the participants in the event/public performance, in order to protect the Institution and hold it harmless from any liability whatsoever during the entire duration of the activities related to the event itself, including the work prior to the set-up and subsequent to the removal for the restoration of the original condition of the sites.

- A copy of the policy shall be delivered to the Historical Museum and Park of the Miramare Castle in advance of the date of the event/public performance, by sending it to the email address [mu-mira@cultura.gov.it](mailto:mu-mira@cultura.gov.it) .
- As a further guarantee of the safety of state-owned property, the miscellaneous risks third-party liability insurance policy shall expressly contain the following additional guarantees: compensation for any damage caused to property and persons during the event, the building and facilities and equipment contained therein, even if caused by the attendees for whom the concession for use of the spaces is requested.
- Only insurance coverage provided under the following conditions shall be taken into consideration:
  - the insurance company must be compulsorily registered in the "Register of Companies" of IVASS (the Italian Insurance Supervisory Authority), and have its registered office in Italy, or in another country on condition that it is allowed to operate in Italy by IVASS, which must be proved by submitting a specific certificate;
  - the policy must be proposed by an intermediary registered with IVASS in one of the sections of the RUI (Single Register of Intermediaries), who must produce the relevant certificate.
- The policy, to be written in the Italian language, shall be submitted along with a receipt of payment and in sufficient time before the event.
- The insurance contract shall be governed by the Italian legislation and the competent court in the event of a dispute shall be exclusively the Court of Trieste.
- However, the Institution shall reserve the right to refuse any insurance coverage not deemed compliant with the requirements.
- In the case of complex events, the applicant shall submit, well in advance for approval, the overall plan for the event, a detailed programme of the planned activities, the safety plan with the identification of the paths and muster points; in addition, they shall provide all the certifications required by current legislation before the start of the event.
- All the activities to be carried out must be compatible and respectful of the decorum and monumental character of the places that host them.

- Should they be carried out during the opening hours of the Museum, any operations relating to set-up and removal work shall not entail limitations to the regular availability of the areas open to the public.
- The conditions set forth herein also apply to concessions for use relating to assets for which the payment of a fee is not required as well as to concessions for use relating to short-term events. On the other hand, this shall not apply to events taking place within a property the Ministry is responsible for which are promoted by the Institution in collaboration with any other partners.
- The concession holder is required to pay the entrance ticket to the requested premises, unless otherwise specified and authorized.
- The concession holder is required to guarantee the cleanliness and restoration of the original condition of the premises at the end of the event. No charge can be imposed on the Institution for the realization of an event within the premises granted for use.
- A security deposit may be requested. The amount of such deposit shall be established in advance and according to the number of artists involved, the equipment and the spaces used, and shall not be less than twice the established fee. The deposit shall be returned after ascertaining that the assets under concession have not suffered damage and any expenses incurred by the Institution have been reimbursed.
- The Historical Museum and Park of the Miramare Castle shall be held harmless from any liability for damage to any property or persons caused, arising out of or in any case consequent to the activities carried out by the concession holders relating to a reproduction and presentation to the public not compliant with regulations.
- Any photographs and footage of the event can only be used by the concession holder, in particular for internal documentation and/or strictly personal purposes. No publication or other use whatsoever shall be permitted without the permission of the Director. The concession holder shall be held solely responsible for unauthorized use and violations of privacy regulations.
- The organizational, concession and administrative procedures provided for by current regulations on the occasional use of state-owned spaces and/or the historical-artistic heritage under the responsibility of this Institution shall be established by a specific concession deed.
- The concession deed must include a copy of the receipts of the bank transfers relating to the concession fee for the premises and staff working on behalf of third parties, the insurance policy marked as paid as well as the documentation produced by the concession holder and, if necessary, signed by the Security Manager.
- In the event of a public performance, pursuant to article 80 of the TULPS (Consolidated Text of Laws on Public Security) and any subsequent amendments and additions, it is necessary to request the opinion of the Supervisory Committee on the Public Spaces of the Municipality of Trieste and deliver the related authorization to the Management of this Institution, together with the receipts of the

payments made to the fire protection personnel (Fire Brigade) required and ambulance service under penalty of suspension of the event.

- Any failure to settle previous concessions prevents the issuing of any authorization for new events.
- Upon signing the concession deed, the concession holder undertakes to preliminarily fulfil any legal obligations referable to the regulations of S.I.A.E. (Italian Royalties Collection Society) on copyright with reference to the organization of the event/public performance for which the spaces are granted.
- The Museum Management shall have the right to suspend a “concession for use” procedure or terminate an agreement previously entered into, with prior notice to the concession holder, if deemed necessary for security or protection requirements and, in any case, should unexpected and unpredictable needs arise.
- The concession deed shall be signed by the concession holder for acceptance of all the conditions set forth therein.

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## SECT. B - REPRODUCTIONS OF CULTURAL HERITAGE

- The applicant shall submit a specific application (see form annexed), specifying the means, the methods and the place of production of the reproductions, the purposes and the intended use thereof, the quantities produced and marketed, the forms of distribution, as well as any derivative products. Applications must be sent at least 30 days in advance.
- In the case of a reproduction for strictly personal use or study purposes, the applicant shall enter into a legally binding commitment in relation to the non-disclosure and non-dissemination to the public of the copies produced. The violation of such commitment entails the application of sanctions as per the applicable legislation. Unless otherwise agreed, three copies of each work produced must be delivered to the Institution.
- No use other than the declared intended one shall be considered legitimate without the written authorization of the Institution.
- Each reproduction specimen shall bear – in the forms suitable for each case – the specifications and location of the item reproduced and the wording "*su concessione del Ministero della Cultura, Museo Storico e il Parco del Castello di Miramare (Courtesy of the Ministry of Culture, Historical Museum and Park of the Miramare Castle)*", as well as an express warning against further reproduction or duplication by any means. Before dissemination to the public, the granting Institution may request a specimen for each reproduction for the issuing of an authorization to proceed.
- Payments, with a specific description of their purpose, shall be made: a) via an advance bank transfer to the bank account of the Historical Museum and Park of the Miramare Castle (IBAN: IT57 Y 01030 02230 000004167862, Bank: Monte dei Paschi di Siena, branch located in Piazza della Borsa - Trieste) quoting the description of payment as specified by the Department for Agreements and Concessions of Use; b) the MEF (Ministry of Economy and Finance) Circular Letter no. 19 of 19.05.2009 further regulates payments made via bank transfer, including from a foreign bank, to the bank accounts of treasury departments. The Institution shall provide guidance in this regard upon request.
- After making a payment, a copy of the related receipt shall be delivered via email ([mu-mira@cultura.gov.it](mailto:mu-mira@cultura.gov.it)).
- The fees and charges provided for in the fee scheduled referred to in Annex 1 of Ministerial Decree no. 187 of 1 May 2023 do not include VAT where applicable.



**PART II**  
**FEES AND CHARGES**

**SECT. A - CONCESSIONS FOR OCCASIONAL USE OF SPACES. RATES**

- The **concession fees** and charges related to the use of spaces belonging to the Museum for events/performances **are calculated by the Museum on the basis of the Guidelines and criteria contained in Section B "Use of spaces" of Annex 1 of Ministerial Decree no. 187 of 1 May 2023**, in consideration of:
  - a. the area, in square metres, of the space to be granted for use
  - b. the nature of the activities to which the concessions for use refer
  - c. the means and methods to carry out the event/performance
  - d. the type and time of use of the spaces and assets
  - e. the level of value of the space to be granted for use
  - f. the economic benefits that derive from it for the applicant
  
- In particular, **the fee for the concession for use of the spaces corresponds to the amount calculated** by the Museum for each space **by multiplying**:
  - **the fee relating to size class** referred to in Table 8 of Annex 1;  
*by*
  - **the coefficient relating to the value class** of the space referred to in Table 9 of Annex 1;  
*by*
  - **the coefficient for purpose and quantity** referred to in Table 10 or Table 10-bis or Table 11 of Annex 1;  
*by*
  - **the number of days** for which the space is requested for use.

**Table 8 – Rates for size classes**

Space Size (Sq m)	Minimum rate	Maximum rate
Up to 50 sq m	€ 100.00	€ 500.00
From 51 to 350 sq m	€ 200.00	€ 600.00
From 351 to 650 sq m	€ 300.00	€ 700.00
From 651 to 950 sq m	€ 400.00	€ 800.00
From 951 to 1,250 sq m	€ 450.00	€ 900.00
From 1.251 to 1,250 sq m	€ 800.00	€ 2,000.00
Over 1,550 sq m	€ 900.00	€ 3,200.00

**Table 9 – Coefficient for value classes**

Value class	Coefficient
Medium	2.00
High	3.50
Extraordinary	5.00

**Table 10 – Coefficient by purpose and quantity**

<b>Purpose</b>	<b>Aim</b>	<b>Metric</b>	<b>Coefficient</b>
<b>NON-PROFIT OR NON- COMMERCIAL PURPOSES</b>	Extraordinary and exclusive visit	Per event	2.00
	Extraordinary visit with refreshments or lunch/dinner	Per event	5.00
	Private event (editorial presentation, conference, congress)	Per event	1.50
	Private event with refreshments	Per event	5.50
	Shows / Concerts <i>that do not involve the sale of tickets</i>	Per event	6.00

**Table 10-bis – Coefficient by purpose and quantity**

<b>Purpose</b>	<b>Aim</b>	<b>Metric</b>	<b>Coefficient</b>
<b>PROFIT- MAKING OR COMMERCIAL PURPOSES</b>	Editorial presentation/ Conference or congress	Per day	5.00
	Temporary exhibitions not co-organized by the host institution	Per day	10.00
	Congress / Conference (with or without refreshments) with display of names, symbols, brands, company products	Per day	6.00
	Fashion show	Per day	15.00
	Shows / Concerts <i>involving the sale of tickets</i>	Per day	12.00 + fees on tickets
	Photographic shoots (*)	Per day	10.00

(\*) The fees for the use of spaces are added to those relating to reproductions; therefore, in such cases, the fee due shall be the result of the fee for the use of spaces plus that for photographic shoots.

**Table 11 – Coefficient for shooting days**

<b>Medium - footage purpose</b>	<b>Metric</b>	<b>Coefficient</b>
<b>Advertising campaigns</b>	Per day	5.00
<b>TV series and web series, feature films</b>	Per day	3.50
<b>TV formats and music videos</b>	Per day	3.00
<b>TV Shows</b>	Per day	2.00
<b>Private video footage</b>	Per day	1.50
<b>Documentaries, short films</b>	Per day	1.00

- As provided for by the grantor in application of the criteria set out in Annex 1 of Ministerial Decree no. 187 of 1 May 2023, they following items are excluded from the concession fee:
  - the amounts to be paid to the personnel of the Ministry of Culture for the performance of services aimed at ensuring the protection of cultural heritage and the safety of places and users, to be provided by the third-party concession holder or an authorized party, in the manner referred to in Article 1, paragraph 315 of Law no. 205 of 27 December 2017 and referred to in the circular of the Directorate-General for Budget no. 36 of 9 April 2018 (so-called Third-Party Services)
  - the expenses related to any deposit requested by the grantor as a guarantee for the compensation for damage to property or persons, pursuant to Article 108, paragraph 4, of the Code
  - the miscellaneous risks third-party liability insurance policy to cover any claims and/or damage to persons or property, including state property, within the spaces granted for use.
  
- The aforementioned fees may be reduced proportionally or not applied at all for the initiatives carried out by the Historical Museum and Park of the Miramare Castle in collaboration with other Institutions/Public administration bodies/Partner entities, according to the indications contained in Section B.1. "*Concession of spaces for individual use - For institutional purposes*" and according to the indications contained in Section C "*Special cases*" letter a) "*Application from another government or public body*" referred to in Annex 1 of Ministerial Decree no. 187 of 1 May 2023, in particular:
  - whenever the event fully falls within the institutional purposes of the Ministry and, if the event is not organized by the Ministry, the technical-scientific project is defined together with one or more bodies of the Ministry and/or through the presence, in the Scientific Committee or in the technical-organizing Committee of the event, of a manager and/or an official appointed as a representative of the Ministry

- In the case of an application from another government body or public entity referred to in the list drawn up annually by ISTAT (Italian National Institute of Statistics) (Article 1, paragraph 2, of Law no. 196 of 31 December 2009), to which a reduction of up to 50% may be applied on the final amount.
- For "long-term" events that take place for more than 5 days, the application of a reduction of up to 30% on the final amount established may be evaluated.
  - For any days of set-up and removal, a reduction equal to 50% of the daily fee shall be applied.
  - In the case of a concession for use of the spaces for profit-making or commercial purposes, or in any case, whenever the event to be held involves the payment of an entrance ticket, in addition to the fee, the Museum shall receive the payment of royalties between 5% and 15% of the proceeds of the sale of tickets, according to terms to be defined on the basis of specific agreements between the parties. The *royalties* to be paid to the Museum on the proceeds of the sale of tickets shall be due even in the event of exemption from the fees or charges under these regulations.

## SECT. B - REPRODUCTIONS OF CULTURAL HERITAGE

- The concession fees and the charges related to the reproduction of the Museum's cultural heritage are determined by the Management on the basis of the Guidelines and criteria contained in Section A "*Reproduction of cultural heritage*" of Annex 1 of Ministerial Decree no. 187 of 1 May 2023, taking into account the purpose of the reproduction. In particular, current legislation distinguishes between:
  - reproductions for non-profit or non-commercial purposes: these are reproductions requested or made by private individuals for personal use or study purposes, or by public or private entities for the purposes of valorization, study, research, free expression of thought or creative expression, promotion of knowledge of cultural heritage (Article 108, paragraphs 3 and 3-bis, of the Code)
  - reproductions for profit-making or commercial purposes: these are reproductions requested or made for sale on the market or the promotion of one's image, name, brand, product or activity.
- Reproductions of cultural heritage may be:
  - made by private individuals with their own means and/or devices in direct contact
  - made by the Institution at the request of public/private parties.
- Non-profit reproductions are in any case free and gratuitous, for purposes of study, research, free expression of thought or creative expression, promotion of knowledge of cultural heritage (Article 108, paragraph 3-bis, of the Code). Such activities are as follows:
  - the *reproduction* of cultural property, other than archival property, subject to accessibility restrictions pursuant to Chapter III, Title II, of the Code, implemented in compliance with the provisions protecting copyright and in a manner that does not involve any physical contact with the property, nor the exposure of the same to light sources, nor the use of stands or tripods within cultural institutions
  - the *dissemination* by any means of the images of cultural heritage, legitimately acquired, in such a manner that they cannot be further reproduced for profit.
- No fee is due for reproductions requested or made by private individuals for personal use or study purposes, or by public or private entities for valorization purposes. In both cases, it is necessary for the reproduction to be made without profit-making purposes (Article 108, paragraph 3 of the Code). Applicants are however required to reimburse any expenses incurred by the granting Institution.

- The refund amount is calculated based on a *Single Piece Tariff* (see Table 2 of Section A.1. "Non-profit reproductions" of Annex 1 of Ministerial Decree no. 187 of 1 May 2023).

**Table 2 – Reimbursement for non-profit reproductions/Single Piece Tariff (\*)**

Macro-products	Colour	Format	Metric	Reimbursement
<b>Scans</b>	Low	up to A3	Per scan	€ 1.00
	High	up to A3	Per scan	€ 1.50
	Professional	up to A3	10 Mb	€ 10.00
		up to A3	26 Mb	€ 16.00
<b>Digital Image</b>	Colours	Low	Per image	€ 9.00
		High	Per image	€ 12.00

- For reproductions for profit, the applicant is required to pay a fee, which is calculated by multiplying:
  - the **Single Piece Tariff** referred to in **Table 2** (*Reimbursement for non-profit reproductions/Single Piece Tariff*, under column "Reimbursement")  
*by*
  - a **coefficient** differentiated according to the *use/destination* of reproductions, according to the provisions of **Table 3** (*Use/destination of reproductions*)  
*by*
  - a **coefficient** related to the *amount* of the reproductions to be made or related to the *circulation*, depending on the chosen medium, as reported in **Table 4** (*Amount/Circulation of reproductions*).

**Table 3 – Use/destination of reproductions**

<b>Medium</b>	<b>Coefficient</b>
Publishing and scientific journals in commercial channels online/print	1
Online publications	
Brochures, billboards, posters, promotion on other media on the occasion of exhibitions or shows	3
Magazine covers	4
Publications other than scientific ones (print and/or e-books)	7
Merchandising (images of assets on commercial products of any kind)	from 5% to 25% of the final sale price in relation to each product category
<b>Promotional and advertising use (association between image and brand)</b>	10

**Table 4 – Reproduction quantity/circulation**

<b>Quantity (for commercial products)</b>	<b>Coefficient</b>
<b>Up to 1,000 pieces</b>	2.00
1,001 to 2,000 pieces	3.00
2,001 to 4,000 pieces	4.50
4,001 to 8,000 pieces	6.00
8,001 to 12,000 pieces	7.50
For each additional "package" of 1000 pieces there is an additional coefficient of 0.5	
Up to 300 copies and with cover price $\leq 50$ euros	1.00
Up to 1,000 copies and with cover price $\leq 50$ euros	2.50
Up to 2,000 copies and with cover price $\leq 50$ euros	3.00
Up to 3,000 copies and with cover price $\leq 50$ euros	3.50
For each additional "package" of 1,000 copies there is an additional coefficient of 0.5	
Up to 1,000 copies and with cover price $> 50$ euros	3.00
Up to 2,000 copies and with cover price $> 50$ euros	3.50
Up to 3,000 copies and with cover price $> 50$ euros	4.50
For each additional "package" of 1,000 copies there is an additional coefficient of 0.5	

- In the case of e-books, the concept of "circulation" is understood as the "number of estimated downloads".

If the actual number of *downloads* exceeds the estimated number, the concession holder shall promptly inform the grantor to allow the latter to determine an additional fee.

- The use of the photographic material in the possession of the granting Institution must be in compliance with the rights of the authors and any third parties.
- The possibility of reproducing/digitizing images from the historical archive shall have to be evaluated on a case-by-case basis, based on the state of conservation of the originals.
- The reproductions are provided in a digital/dematerialized format.
- For the realization of commercial objects, *royalties* are due between 5% and 25% of the presumed gross amount, as established in the concession deed. Very high definition digital copies or screen prints of cultural property under the responsibility of the Museum, made on any physical support and intended for marketing are subject to *royalties* due to the Museum between 10% and 30%.
- In the case of a publication, the applicant must deliver to the Institution one to three copies of the editorial product, as specified in each individual authorization.
- For photographic shoots within the Park for weddings and/or other ceremonies, for private and non-profit use, carried out by professional photographers, a minimum fee of **€ 300.00** shall be charged, which may vary depending on the type of application received.  
If, still for the aforementioned reasons and purposes, the applicant requests to take photos and/or shoot videos inside the Historical Museum as well, they shall be allowed exclusively in the Throne Room with an additional fee of **€ 1,000.00**.  
However, no authorization or concession fee is needed for photographs within the Park for weddings and/or other ceremonies, for private and non-profit use, taken by an amateur photographer (non-professional), which do not require the set-up and the use of tripods and stands and therefore do not impact on the public use of the site.  
In any case, the use of a drone is not permitted for any of the aforementioned purposes.