GUIDELINES FOR PRIVATE EVENTS AT PIRELLI HANGARBICOCCA

General rules

1) Anyone organizing an event at Pirelli HangarBicocca must be aware that it is a museum venue and agree to respect the artworks and installations found there, both in the exhibition area and outside. Touching the artworks is strictly forbidden, as is bringing food and/or beverages into rooms not assigned to the event.

2) Pirelli HangarBicocca may not be used to host political events, religious or civil ceremonies, or marketing initiatives.

3) The space will become available at 10 PM (check-in by 11 PM) on Sunday, at the closing time of the exhibition space, and must be handed over again by and before 8 AM on Thursday morning. Set-up and clean-up operations may be performed at night.

4) The client must respect start and end times. A fee of €500 will be applied for every additional day outside of the agreed schedule.

5) Any work to be performed on the premises on days other than those indicated above must be authorized in advance by Pirelli HangarBicocca.

6) Smoking is strictly forbidden inside of Pirelli HangarBicocca.

7) All spaces not assigned to the event are strictly off-limits.

8) The Pirelli HangarBicocca logo may be used only with prior authorization.

9) Photos and videos may be taken inside the space only with prior authorization.

Project

10) No works of art may be displayed other than those envisioned by Pirelli HangarBicocca programming.

11) Artworks must not be moved for any reason, nor may any adjustments be made to the lighting.
12) Nothing may be projected on the artworks (beams of colored light, lasers, other lighting effects, logos, words, or anything else not originally intended by the artist).

13) Nothing may be hung over or near the artworks inside the spaces.

14) Events in the space containing *The Seven Heavenly Palaces* must preserve an unobstructed view of the entire artwork; for this reason, no elements of decor may be used that would partially or totally block the sightline for the installation.

15) The set-up and decor must in no way compromise the safety of the building or artworks; likewise, the event must be staffed by whatever number of Pirelli HangarBicocca security guards the management deems necessary to safeguard the venue and art.

16) Animals must not be brought into the space, and any plans envisioning the use of animals will entail immediate suspension of the event.

17) The client must inform Pirelli HangarBicocca of the presence of any pressurized, explosive, and/or highly flammable materials. Pirelli HangarBicocca reserves the right not to authorize the presence of such materials and, if necessary, cancel the event and/or halt set-up.

18) For the entire duration of the set-up/event/clean-up, a Pirelli HangarBicocca representative will be on hand to ensure that the preparations reflect the project that was described; the Pirelli HangarBicocca representative will also have the authority to halt work and/or suspend the event should operations not correspond to the client’s description.

19) All escape routes must be left free and clear.

20) A four-meter-wide corridor around the entire perimeter of Pirelli HangarBicocca must be left free and clear for the passage of emergency vehicles.

21) At least 10 days prior to the event, the client must provide a detailed plan of the envisioned decor and layout, a set-up/clean-up schedule, and a complete list of all staff, with their identifying details and responsibilities.

22) The client must present a project description by the agreed deadline; this project must be in keeping with Pirelli HangarBicocca guidelines and all applicable regulations.
23) The project description must be presented at least a month before the event date so that it can be reviewed by the management and curatorial department of Pirelli HangarBicocca, who reserve the right to deny authorization and cancel the event should it fail to safeguard and respect both the venue and the artworks it contains.

Vendors

23) The maximum capacity of the electrical system provided by Pirelli HangarBicocca is 700 kw, but varies depending on the exhibitions installed in the space.

24) Logistics (access – loading and unloading areas) must be agreed upon in advance with the Pirelli HangarBicocca production department in accordance with the exhibition schedule for the space.

25) All materials and decor must be removed by the agreed time. If the space cannot be fully vacated at the end of the event, and the organizer decides to leave materials there overnight, the client is responsible for ensuring that they cause no harm to the building, artworks, or people. Pirelli HangarBicocca accepts no liability regarding such materials.

26) Food preparation is not permitted inside of Pirelli HangarBicocca; catering operations must be set up outside of the building.

27) Gas and open flames are strictly forbidden both inside and outside of Pirelli HangarBicocca. Only electric hotplates may be used for catering.

28) Caterers must independently see to the disposal of all rubbish produced during the event.

29) Solid waste must not be dumped into the storm drains; should this occur, the client will be charged for unclogging operations.

30) Any outdoor areas occupied by the catering service must be left free and clear by 10 AM on Wednesday so that the perimeter can be cleaned.