



The Embassy of Italy in Copenhagen

The Ambassador's Residence in Fredericiagade no. 2, 1310 Copenhagen K: Terms and conditions for the temporary use of the premises by companies, organisations and private citizens.

In order to allow for the public to benefit from the services offered by our Embassy in the broadest and most transparent manner possible, and in compliance with the recent Ministerial Decree no. 551/690 of 19.05.2015, we hereby provide an account of the terms and conditions for the temporary use of the premises of the Ambassador's Residence, which is located in Fredericiagade 2, 1310 – Copenhagen K.

▪ Approved activities

- ✓ Cultural, scientific, social and congressional events
- ✓ Activities aimed at promoting our Country
- ✓ Celebrations

▪ Available premises

The historical building offers two separate locations for the above-mentioned types of events:

- ✓ A large ball-room for receptions, in direct connection with two formal living rooms (The Green Hall and the Yellow Hall). Total capacity: 90 people.
- ✓ A formal dining hall, with a maximum capacity of 32 people.

▪ Conditions for the use of the premises

- ✓ The fees for the use of the premises are as follows:
 - DKK 3.800 for events organised by small companies, universities and other educational institutions.
 - DKK 7.500 for dinners and social events organised by private citizens with the support of an Italian caterer approved by the Embassy.
 - DKK 9.000 for events organised by medium sized companies, chambers of commerce, regional organisations and PR agencies.

- DKK 22.500 for events organised by large companies.

Please note that the additional cost of any related services (reception, wardrobe, cleaning up of the premises etc.) will be determined individually, depending on the type of event.

The Embassy reserves the right to put its premises at the disposal of non-profit organizations, associations, committees and institutions free of charge, provided that the proposed event predominantly serves the public interest or has an institutional goal.

✓ Due to the considerable artistic value and the cultural and historical importance of the building, all actors using the halls and premises of the Residence will be required to assume responsibility for any damages caused to humans or objects, by taking out a special insurance policy covering the duration of the entire event, including the phases of preparation and dismantling.

✓ The permission to use the premises of the Residence will, in each individual case, be granted once the Embassy has established that the proposed event is indeed compatible with the Embassy's institutional goals and priorities.

For further information or specific requests, please contact the Embassy on e-mail info.copenaghen@esteri.it or phone no. 0045-39474000.