



Embassy of Italy  
Washington

**Decree No. 9/2024**

**The Ambassador**

**IN VIEW OF** Decree No. 54 of the President of the Republic of February 1, 2010 (published in the Official Gazette, April 13, 2010, No. 85) and the Regulations containing rules on the managerial and financial autonomy of Diplomatic Representations and Consular Offices of Category I of the Ministry of Foreign Affairs, pursuant to Article 6 of Law No. 69 of June 18, 2006;

**IN VIEW OF** the Directive of the President of the Council of Ministers of December 20, 1999, concerning the general criteria for the adoption of regulations for the identification of services that are not among the essential public services subject to fees;

**IN VIEW OF** Ministerial Message No. MAE0254393 dated October 15, 2012, providing procedural guidance on sponsorships, donations and user fees;

**IN VIEW OF** Ministerial Message No. MAE0106273 of May 19, 2015, providing operational instructions to the overseas offices on the procedures to be adopted for the identification of paid services to businesses under Article 27 of Presidential Decree No. 54/2010;

**IN VIEW OF** Decree 551/690 of the Director General of Administration, Information Technology and Communications dated May 19, 2015 concerning paid services to businesses;

**CONSIDERED** The need to identify those services, not included among essential public services and not performed to ensure the provision of fundamental rights, which users may be charged fees for;

**IN VIEW OF** in particular Article 3 of the aforementioned Directive, which provides for the identification of additional services to those set out in Article 2 (not included among essential public services and not performed to ensure the provision of fundamental rights) which users may be charged fees for;

**CONSIDERED** that, in light of requests from third parties, it is necessary to subject the use of the Embassy's representational premises to a fee in order to conduct congressional, cultural and scientific activities, or for commercial activities;

**CONSIDERED** the need to determine the amount of the required fee in advance and to update it on an annual basis in order to adjust it to the cost of living;

**IN VIEW OF** the local market survey results on prices charged for third-party use of conference institution premises, hotels, conference rooms, etc.

**CONSIDERED** the provisions of the Vienna Convention on Diplomatic Relations of April 18, 1961, and in particular the purposes - to be taken into account when evaluating proposals for events made by third parties - of promoting friendly relations and developing economic, cultural and scientific relations between the accrediting and accredited state;

**CONSIDERED** the need to provide for certain events of particular relevance to the public diplomacy and outreach action of the Embassy (e.g. of a charitable nature, put forth by non-profit organizations - particularly if representative of protected categories or the Italian community, by schools, or in light of the event's impact capacity in terms of promoting the Italian language or Made in Italy) to be held with favorable rates and /or at no-cost;

**TAKING INTO ACCOUNT** Decree No. 15/2022 of this Embassy;

**HEREBY DECREES**

**Art. 1**

The use by third parties of the premises of the Diplomatic Chancery for the organization of events in compliance with the purposes set forth in the preamble shall be subject to a flat-rate fee, such as to ensure that the charges related to the operation of the premises and wear and tear costs are covered. Said fees are as follow:

- Atrium

Option 1. - **Cocktail-Buffer Dinner**

Expected participants	Up to 149	150-249	250-349	350-499	500-599	More than 600
Monday-Thursday	\$ 5,800	\$ 7,900	\$ 10,000	\$ 11,500	\$ 16,300	\$ 19,400
Friday-Sunday	\$ 8,400	\$ 10,500	\$ 11,500	\$ 13,100	\$ 17,800	\$ 21,000

Option 2. - **Seated Dinner**

Expected participants	Up to 149	150-249	250-349	350-499
Monday- Thursday	\$ 6,800	\$ 8,900	\$ 11,000	\$ 12,600
Friday-Sunday	\$ 9,400	\$ 11,500	\$ 12,600	\$ 15,200

For the use of other spaces (costs in addition to that of the atrium), the following applies:

- Auditorium: \$3,700 Monday through Thursday; \$4,700 Friday through Sunday;
- Meeting rooms: \$3,200 Monday through Thursday; \$4,200 Friday through Sunday;
- Outdoor patio: \$2,100 Monday through Thursday; \$2,600 Friday through Sunday;

In the case of an event involving dance activities in the atrium, an additional \$2,600 may be requested (above the cost of the atrium and / or any additional spaces).

In case of piano use, a separate rental agreement with the Italian Cultural Institute shall apply.

**Art. 2**

In addition, these other options remain in place:

a) To provide for favorable fees and/or even no-cost events, and possible exceptional operational support in relation to the specific characteristics of each event, in accordance with the purposes set out in the introduction;

b) To request higher fees, particularly in view of any requirement for exceptional assistance and/or particularly onerous operational support, as well as any extension of the agreed and allotted time for the start and/or conclusion of the event and logistics.

**Art. 3**

The Chief of Mission is solely responsible for approving events. Under no circumstances is this Decree to be interpreted as conferring any right to use the spaces on third parties.

**Art. 4**

The Embassy's Administrative Office manages and keeps the files on each event, including the original copies of the contracts, sent and signed for each event by the Head of the Administrative Interservice Center and representatives of the organizing parties.

**Art. 5**

This Decree takes effect today, repealing and replacing Decree No. 15 of May 4, 2022.

Washington, January 22, 2024