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# Villa Heleneum

Spaces and rates

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Città di Lugano, Villa Heleneum

Via Cortivo 24, CH-6976 Lugano - T +41 (0)58 866 66 30 - [info@luganoconventions.com](mailto:info@luganoconventions.com)


## 1. SPACES FOR EVENTS


SPACE	N° OF ROOMS	m <sup>2</sup>					¥
GROUND FLOOR	4	197.20	100	80	on request	on request	yes
1 <sup>ST</sup> FLOOR	4	131.60	50	50	on request	on request	yes
2 <sup>ND</sup> FLOOR	5	160.60	50	50	on request	on request	yes
<b>PARK</b> (surfaces for mounting tensile structures)		64 and 64			yes	no	Only with request to AIL for connections

The maximum capacity allowed for the entire villa is 200 people

 capacity for standing reception

 internet Wi-Fi

 seated meal capacity

 connection to electricity supply

 disabled access

## 2. SUPPORT AREAS

SPACE	N° OF ROOMS	m <sup>2</sup>	DESCRIPTION
GROUND FLOOR cloakroom	2	35.2	
1 <sup>ST</sup> FLOOR small catering room	1	22.8	It is not possible to connect food-warmers operating at over 220 volt
2 <sup>ND</sup> FLOOR small catering room	1	25	It is not possible to connect food-warmers operating at over 220 volt
<b>PARK</b> small catering room basement	1	40	With 32 A connection for catering equipment

## 3. TYPE OF EVENTS

The Villa and Grounds offer ideal spaces for different types of events.

TYPE	RATES
PRIVATE EVENTS*	As per Rates for spaces
PHOTO SHOOTING	on request
FILMING LOCATIONS	on request
FASHION SHOWS	As per Rates for spaces

\* The lessor reserves the right to deny permission for an event considered inappropriate.

## 4. RATES FOR SPACES

SPACE	CHF PER DAY	SURCHARGE
<b>VILLA AND PARK</b>	5'000.–	Presence of caretaker required. First 8 hours included in the rate. Each additional hour CHF 55.- / hour  After midnight, every additional hour CHF 500.- / hour
<b>GROUND FLOOR AND PARK</b>	3'500.–	Presence of caretaker required. First 8 hours included in the rate. Each additional hour CHF 55.- / hour  After midnight, every additional hour CHF 500.- / hour
<b>1<sup>ST</sup> FLOOR</b> for main use	2'000.–	After midnight, every additional hour CHF 500.- /hour
<b>1<sup>ST</sup> FLOOR</b> In addition to the ground floor	1'000.–	After midnight, every additional hour CHF 500.- /hour
<b>2<sup>ND</sup> FLOOR</b> for main use	2'000.–	After midnight, every additional hour CHF 500.- /hour
<b>2<sup>ND</sup> FLOOR</b> In addition to the ground floor or 1st floor	1'000.–	After midnight, every additional hour CHF 500.- /hour
<b>PARK</b> from 07:30 to 23:00; with the possibility of using a small room for catering and the Villa's toilets	2'000.–	If an electricity connection is needed, the company AIL must prepare it. Related costs are to be borne by the client.
<b>SET-UP/ DISMANTLING</b> Day (07:30-23:00)	500.–	Mandatory caretaker service 55.- /hour

### NOTES

All rates are subject to 7.7% VAT which is not included in the prices listed.

Unless otherwise specified, the rates per floor and for the entire villa are inclusive of the presence of a caretaker for up to 8 hours per day. Should the event run for more than 8 hours, every additional hour is invoiced at CHF 55.-/ hour to the client.

During the setting up and dismantling phase, every hour when the caretaker is present is invoiced at CHF 55.- / hour to the client.

The rates are applied per floor or per room and per day and are inclusive of standard cleaning (for the use of catering different conditions apply).

The presence of a caretaker is compulsory during any event, including during the setting up and dismantling phases.

According to how the building is used, the Culture Department may request the mandatory presence of supervisory and security personnel with related costs to be borne by the organisers.

For events which are also organised in the park and on the terrace, after 23:00 these events can only continue inside the villa as a matter of respect for the neighbours (as per Municipal Order).

## 5. EXTRA SERVICES AND SURCHARGES

EXTRA SERVICES	CHF (7.7% VAT EXCLUDED)
Day setting up and dismantling	500.- / day
Caretaker	55.- / hour
Surveillance service from 06:00 to 23:00	55.- / hour
Surveillance service from 23:00 and 06:00, Sundays and holidays	55.- /+10% /hour
Extraordinary cleaning service	55.- / hour
Production service	90.- / hour
Night-time surcharge	500.- / hour after 24:00
<i><b>A/L connection to mains electricity supply</b></i>	Official costs

## 6. ACCESS

The Villa does not provide parking and the area around the villa has a limited number of public parking spaces. Below are several access options:

### OWN VEHICLE

- along via Cortivo, blue parking spaces permit 1.5 hours parking with a parking disc.
- at the end of the road there is parking for 20 vehicles (chargeable with parking meter).
- possibility of booking parking spaces along via Cortivo as per Municipal Ordinance governing parking spaces. The reservation must be made in writing to [polizia@lugano.ch](mailto:polizia@lugano.ch), specifying the date of the event, the time of stay, the number of parking spaces and the billing address.

### SHUTTLE TO CONZA CAR PARK





- Possibility of booking public parking spaces at the Exhibition Centre or at the Palazzo dei Congressi and then transfer with the *TPL* shuttle


### SHUTTLE FROM THE BOAT LANDING

- From Lugano landing with a boat providing scheduled services, stopping, by request, at Villa Heleneum
- From Lugano landing by a different sized boat using the taxi service.


## 7. GROUND FLOOR PLAN

The ground floor, overlooking the lake, the terrace and offering direct access to the park, is the most scenic in the Villa; it offers exclusive, elegant solutions for organising private events and for weddings.


GROUND FLOOR	N° OF ROOMS	m <sup>2</sup>					¥
TOTAL	4	197.20	100	80	on request	on request	yes
ROOM 24	1	72			on request	on request	yes
ROOM 27	1	43.2			on request	on request	yes
ROOM 28	1	42			on request	on request	yes
ROOM 29	1	40			on request	on request	yes
EXTERNAL TERRACE	1	28.8			on request	on request	yes
CLOAKROOM	2	35.2					yes
PARK		64+64					

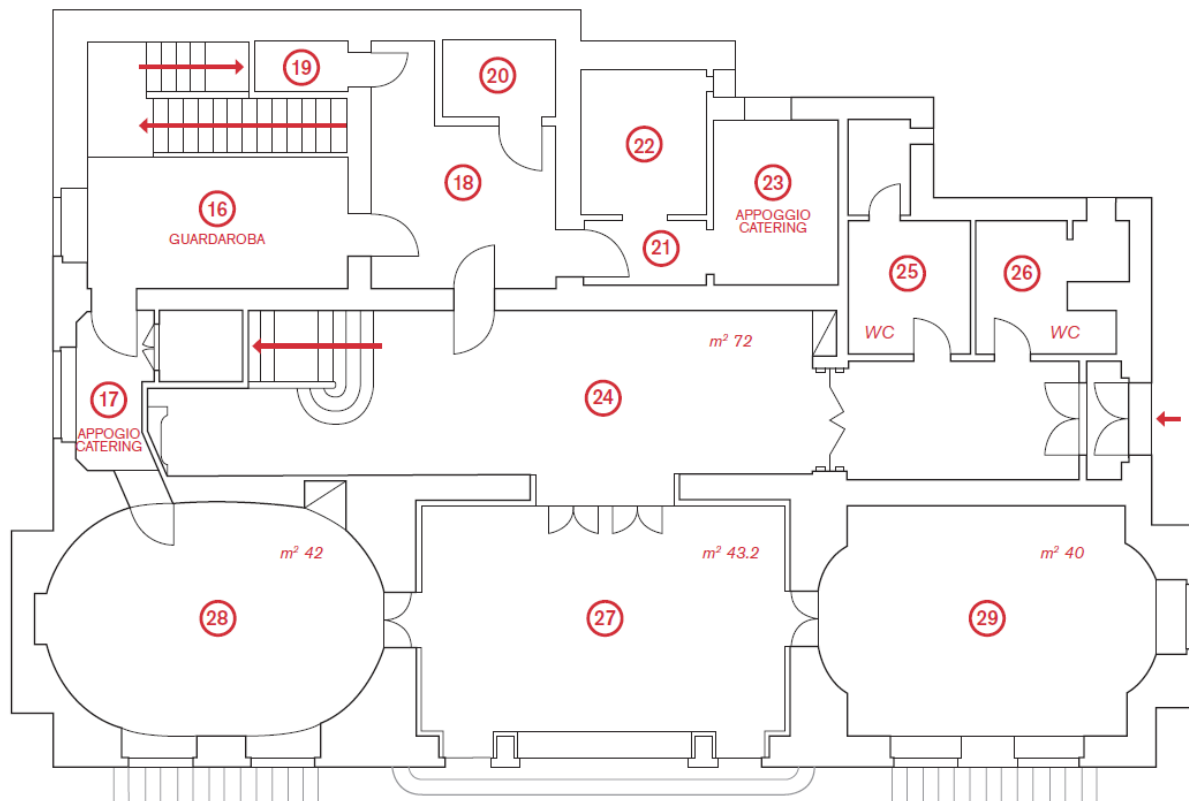
 capacity for standing reception

 internet Wi-Fi





 seated meal capacity


¥ connection to electricity supply

 disabled access




## 8. FIRST FLOOR PLAN

1ST FLOOR	N° OF ROOMS	m <sup>2</sup>					¥
TOTAL	4	131.60	50	50	on request	on request	yes
ROOM 34	1	29.5			on request	on request	yes
ROOM 35	1	49.5			on request	on request	yes
ROOM 36	1	30			on request	on request	yes
ROOM 37	1	22.6			on request	on request	yes

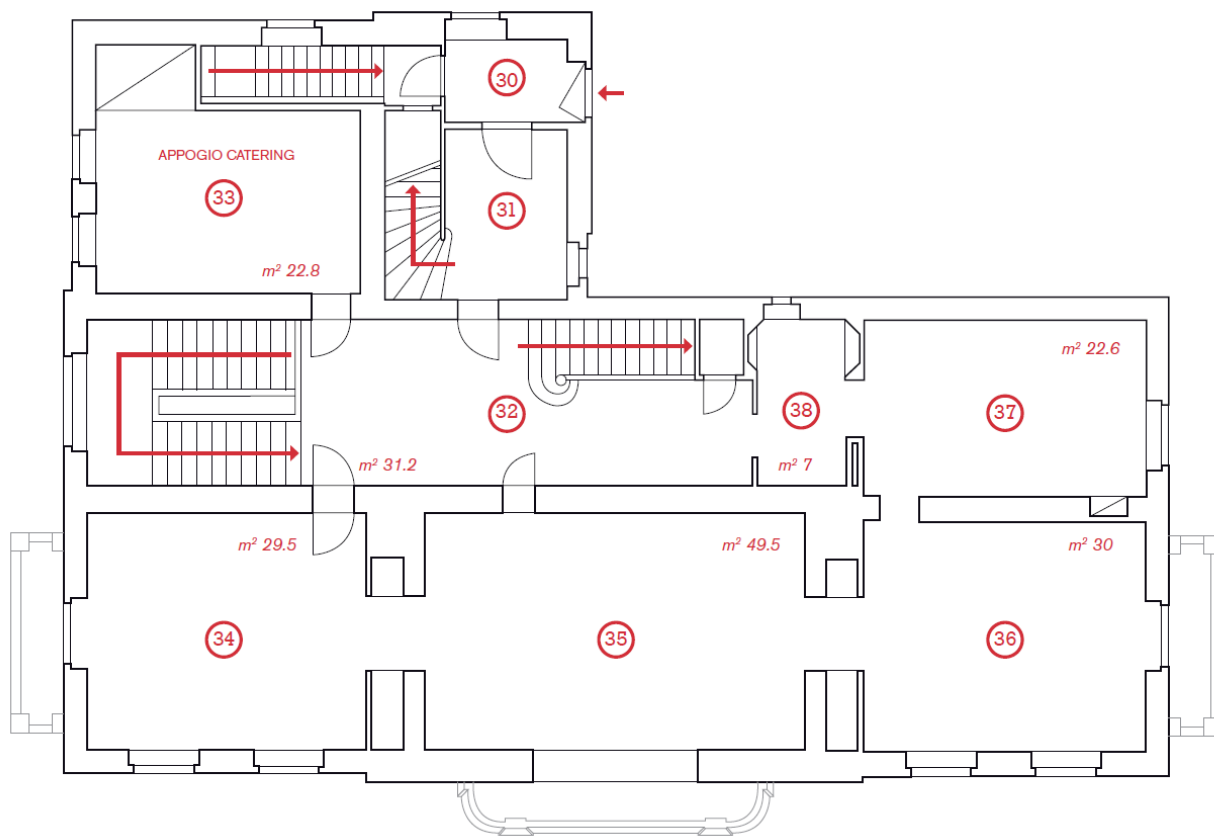
 capacity for standing reception

 internet Wi-Fi

 seated meal capacity

¥ connection to electricity supply

 disabled access



## 9. SECOND FLOOR PLAN

2ND FLOOR	N° OF ROOMS	m <sup>2</sup>	🍸	☀️	♿️	📶	¥
<b>TOTAL</b>	5	160.60	50	50	on request	on request	yes
<b>CATERING ROOM</b>	1	25					

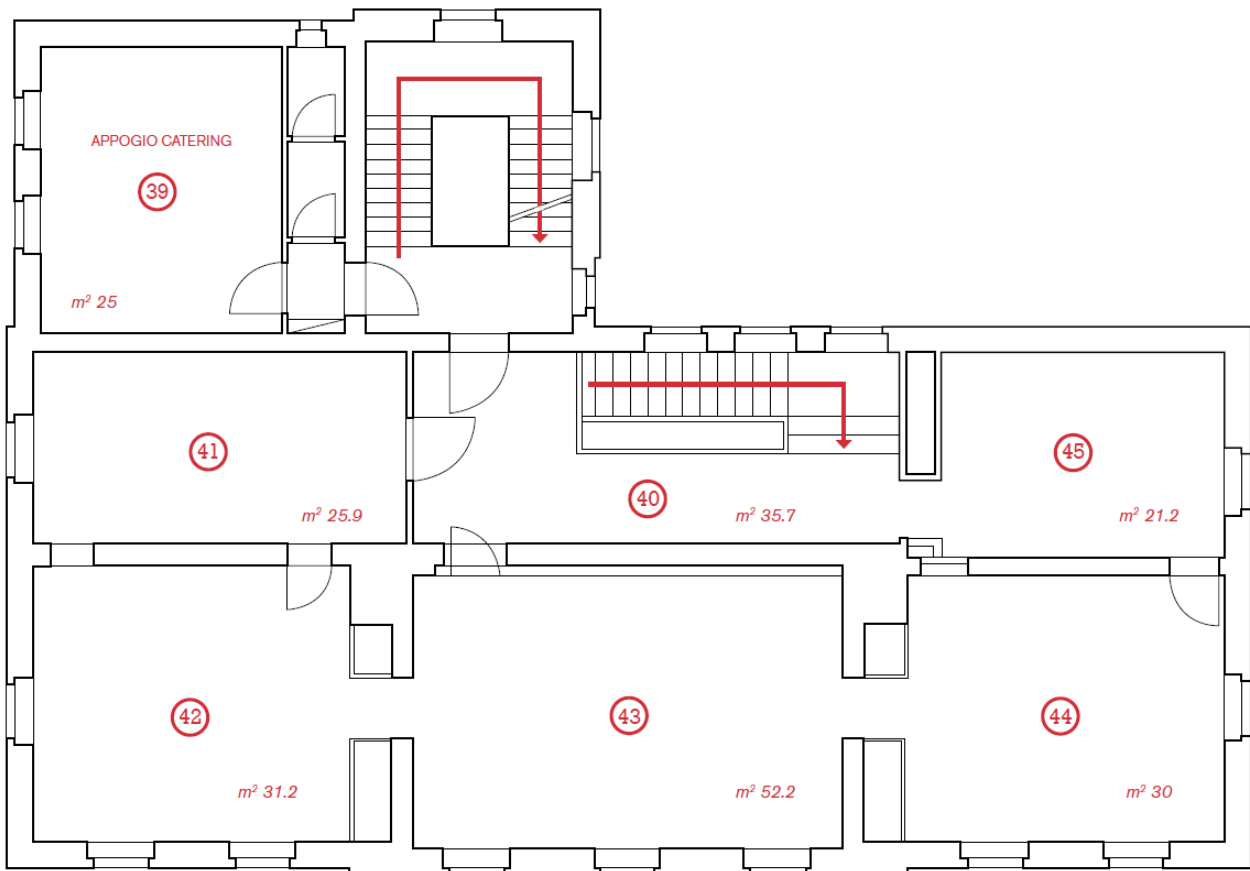
🍸 capacity for standing reception

📶 internet Wi-Fi

☀️ seated meal capacity

¥ connection to electricity supply

♿️ disabled access



# GENERAL CONDITIONS

## 1. Agreement

For the use of the spaces in Villa Heleneum (administrative property belonging to the city of Lugano) an agreement is entered into under public law. Entering into the agreement requires acceptance of the general conditions which are deemed an integral part thereof. Booking is valid only upon entering into the agreement of which two copies must be signed by both parties within 30 days of receipt (at the latest 3 days prior to the event).

## 2. Conditions and purpose of use

The Lessee must inform the Lessor in advance of the type and purpose of the event, in addition to the approximate number of attendees. Without such information the Lessor reserves the right not to accept the booking.

## 3. Payment terms

Upon entering into the agreement the Lessor may request a down payment in addition to either partial or total advance payment. Upon completion of the event the Lessor issues an invoice which shall be paid within 30 days. It is not possible to pay by credit card. The booking remains effective provided that the payment terms set forth in the agreement are complied with.

## 4. Cancellation conditions

Should the Lessee decide to withdraw from the agreement it must do so in writing. In such case the Lessor reserves the right to invoice part of the total costs:

up to 4 months prior to the event: expenses

up to 2 months prior to the event: 50%

less than 2 months prior to the event: 80%.

In justified cases the Lessor allows the Lessee to delay or to bring forward the date of the event (subject to availability of space) without invoicing the above-mentioned penalty payments.

## 5. Force Majeure

In the event of unforeseeable situations and force majeure such as war, terrorism, strikes, earthquakes, epidemics, natural disasters and suchlike, both parties are released from their contractual obligations and the Lessee shall be refunded in respect of any advance payments made. Under no circumstances shall the Lessor refund the Lessee on account of advance payments made to third parties, loss of earnings and reputational damage.

## 6. Publicity, decorations and signage

Written notices are only permitted in designated places or on designated surfaces; it is not permitted to display objects or posters in other locations either inside or outside the structure. In order to attach decorations, posters and signs on the structure or on the furniture, the use of material which may cause damage (nails, screws, glue, staples etc.) is prohibited. Any damage arising from failure to comply with these rules shall be invoiced to the Lessee. Within the rooms it is not possible to place and/or to distribute flyers or place other promotional material on the chairs. In such event, the additional hours required for cleaning and waste disposal shall be invoiced apart.

## 7. Prohibition on smoking

Smoking is totally prohibited throughout the structure.

## 8. Prohibition on animals

Throughout the structure there is a total prohibition on allowing dogs or animals in general to enter.

## 9. Catering service

Should a catering service be used, the Lessor may provide the Lessee with an approved list of companies. A company which has not been approved may only operate within the space subject to obtaining the Lessor's prior authorisation. Specific conditions apply to catering companies.

## 10. Technical installations

Only written orders are accepted. In the event that third party companies are engaged, the Lessee accepts liability for their work.

## 11. Shows / concerts

Particular conditions apply with regard to the use of spaces for shows and concerts.

## 12. Public events

If public events are organised the Lessee is required to inform the Lessor as to times, any entrance charges, pre-sales and any other useful information.

## 13. Trade exhibitions

For trade exhibitions, special conditions apply which are deemed to be an integral part of the agreement. The exhibition plan must be submitted to the Lessor for its approval before being sent to each single exhibitor. During the assembly and dismantling stages the presence of 1 – 2 security agents provided by the Lessor and paid by the Lessee is compulsory. Should motor vehicles be on display, in order to avoid any stains due to leakage of oil on the floor, it is necessary to lay down sheets of plastic underneath the cars on display, whether indoors or outdoors.

## 14. Loading / unloading / parking

Motor vehicles are not allowed to park on the area in front of with the exception of vehicles being displayed or vehicles used by the bride and groom during a wedding in the villa. Loading and unloading may be performed for the time strictly necessary for the related operations. The vehicles must then be moved. The Lessee must request specific permission from the Municipal Police in order to reserve any parking spaces along Via Cortivo.



# GENERAL CONDITIONS

## 15. Cleaning / waste disposal

Standard cleaning is included in the licence fee and is payable by Villa Heleneum. Extraordinary cleaning works and disposal of waste left by the Lessee or by exhibitors shall be invoiced separately.

## 16. Use of the grounds of Villa Heleneum

For use of the grounds (public land) a written request setting out the reasons must be sent to Lugano Municipality at least 2 months prior to the event.

## 17. Liability / insurance

The Lessee is responsible for all loss or damage caused to the structure, furnishings or material provided. The Lessee undertakes to inform the Lessor of any damage.

Damage shall be recorded and repaired by specialists engaged by the Lessor and the Lessee shall bear all related costs. The Lessor declines all liability for material stored within the structure.

The Lessee is liable for appropriate, professional supervision of its material, third-party material and material provided by the Lessor. The Lessee undertakes to take out appropriate insurance policies against theft, fire and damage to items brought into the spaces being leased.

## 18. Third-party services

Should the Lessor obtain technical equipment for the Lessee or other services pertaining to the event from third parties, the Lessor acts in the name of the Lessee which bears all related costs. The Lessee is liable for all loss or damage caused by the use of same and releases the Lessor from all undertakings in respect of such third parties.

## 19. Special permits

Any request for special permits shall be made directly and at its own expense by the Lessee to the relevant offices. The Lessor may provide assistance and advise the Lessee in this respect.

## 20. Logos

Under no circumstances may the Lessee use the City of Lugano's institutional logo, unless specifically authorised to do so in writing by the Municipality.

## 21. Completion of the contract

Both parties may agree on riders and amendments to the lease agreement and to the general conditions. This shall be done in writing and signed by both parties.

## 22. Acceptance of the general conditions

By entering into this agreement the Lessee warrants and represents that it has received, read and accepted the general conditions in addition to any supplementary agreements referred to in the agreement.

## 23. Objections

In the event of any objection with regard to the agreement and the related general conditions, the ordinary administrative authorities shall exercise jurisdiction.

Lugano, 23.3.2017

# GENERAL CONDITIONS

## VILLA HELENEUM

### 1. Introduction

In addition to the general conditions for the use of Villa Heleneum's spaces, there are additional special conditions given by the prestige, historical and architectural interest of the building.

The concession of Villa Heleneum implies the acceptance of the general conditions for the use of its spaces and of these and further conditions, which are considered an integral part of the contract.

### 2. Terms and conditions of use

The Concessionaire must inform the Grantor on the type and purpose of the event, on the use of the individual spaces, as well as the indicative number of participants. Without this information, the Grantor reserves the right not to accept the booking and / or to invalidate the contract.

### 3. Access

Access to the building can only be ensured in the presence of a caretaker of the City of Lugano. This presence is necessary throughout the entire duration of the building's availability to third parties, including the setting up, dismantling, cleaning and inspections prior to the event.

In exceptional cases, the caretaker can be replaced by a private security guard trained to activate and deactivate the Villa Heleneum alarms.

Access times must be agreed in detail between the Concessionaire and the Grantor at least one month prior to the event.

### 4. Surveillance

In addition to the caretaker mentioned in point 3., in the case of events in which users can freely circulate in the Villa Heleneum spaces, the presence of one or more additional caretakers must be provided. The presence of surveillance personnel is invoiced to the Concessionaire.

### 5. Security

Villa Heleneum must be able to be completely closed and alarmed (peripheral and volumetric) at times when there is no attendance. If, for reasons not attributable to the Grantor, it is not possible to activate an alarm, e.g. in the case of special equipment and fittings, the presence of a private security guard is required inside the building even during periods of closure. The responsibility of the exhibits and the fittings inside the building is not the responsibility of the security staff.

### 6. Fittings and decorations

All fittings and decorations must be submitted to the Lessor for approval. It is absolutely prohibited to touch and/or alter the frescoes, antennas and escape route signs. Candles must not be lit within the premises. The use of confetti, petals and/or rice is not permitted in the case of weddings or similar events. In case of any changes to the structure, accidental damage and/or improper use, the restoration will be carried out by the Grantor (through specialized companies) and fully invoiced to the Concessionaire.

### 7. Responsibility

As per Article 14 of the Municipal Regulations on Administrative Assets, the organizer is required to take out an RC insurance policy of CHF 5,000,000 (five million). A copy of the same must be sent to the Grantor. In case of failure to send the RC policy, the Grantor is authorized to deny the event.

The Concessionaire is responsible for damage caused to public and private property. It will be held responsible for damage or theft of material borrowed from the City.

### 8. Catering and catering service

It is absolutely forbidden to cook inside the Villa Heleneum building. An eventual support kitchen can be set up on the gravel area outside the building. Any electrical and/or water connections must be requested at least two months before the event and the related costs are borne by the event organizer. At the end of the event, the organizer must return the public area used (by the catering) clean and tidy, any additional costs for cleaning and waste disposal will be invoiced. The clearing out of the used area must take place in a short time immediately after the end of the event.

### 9. Loading/unloading/parking spaces

Villa Heleneum can be reached from Via Cortivo through the access (gate) of the Park. Vehicles are allowed to park on the gravel area only for the time strictly necessary for loading and unloading operations.

After these operations, the vehicles will have to be moved. For the parking of vehicles it is advisable to reserve parking spaces along Via Cortivo by requesting a specific permit from the Municipal Police.

Lugano, 23.3.2017

