



Ambasciata d'Italia  
Londra

Decree n. 39 /2025

## **PREAMBLE**

Having seen the Decree of the President of the Republic no. 18 of 5 January 1967, "Regulations of the Administration of Foreign Affairs", and any following amends and supplements;

Having seen Law no. 241 of 7 August 1990, "New rules on administrative procedure and the right of access to administrative documents", and any following amends and supplements;

Having seen the Prime Minister's Directive of 20 December 1999, "General criteria for the adoption of regulations for identifying services that are not considered essential public services and that are subject to fees";

Having seen the President of the Republic's Decree no. 54 of 1 February 2010, "Regulations on the operational and financial autonomy of diplomatic representations and category I consular offices of the Ministry of Foreign Affairs";

Having seen the Ministry of Foreign Affairs and International Cooperation's Message no. 0254939 of 15 October 2012;

Having seen the Director General for Administration, IT and Communication's Decree no. 551/690 of 19 May 2015;

Having seen the Ministry of Foreign Affairs and International Cooperation's Message no. 0106273 of 19 May 2015;

In view of the need to identify services that do not fall under the category of essential public services and are not aimed at guaranteeing fundamental rights, and for which fees are to be charged; in particular Art. 3 of the abovementioned Directive, which allows to identify services in addition to those identified in Art. 2, which do not fall under the category of essential public services and are not aimed at guaranteeing fundamental rights, and for which fees are to be charged;

In view of the need to regulate the paid use of the event spaces of the Embassy of Italy in London, situated within the "Casa Italia" building, located at 4 Buckingham Gate, SW1E 6JP;

Considering that the aforementioned spaces are primarily intended for institutional, cultural, promotional, and public diplomacy activities of the Embassy, the Italian Cultural Institute, and

ICE – Italian Trade Agency, as well as, subject to approval, for activities carried out by other entities of the Sistema Italia;

Considering, however, that in light of requests from third parties, it appears appropriate to allow the temporary use of these premises for private activities of a cultural, social, promotional, or commercial nature, provided that this is compatible with institutional needs and the decorum of the premises, and subject to the payment of a fee;

In view of the need to determine in advance the amount of the fee required from users and to update it periodically in relation to the cost of living and local market practices;

In view of the results of a market survey concerning the prices charged by public institutions, conference venues, and event halls in central London and the Westminster area;

## **THE AMBASSADOR DECREES AS FOLLOWS**

### **Art. 1**

Use by third parties of the event spaces of the Embassy of Italy in London, situated within the “Casa Italia” building – 4 Buckingham Gate, for the organisation of events, in line with the preamble above, is subject to a flat fee to cover the cost of building maintenance and wear and tear.

The fee is charged for the exclusive use of the spaces on the date of the event, and the amount is determined as follows:

	OPTIONS	FEE
1	Use of the Main Hall and Small Hall	7.000 GBP
2	Use of the Library + Waiting Area	5.000 GBP
3	Use of the entire Ground Floor – exclusive event	11.000 GBP

Use of the kitchen located on the LG floor is conditional upon the use of a professional catering service, under the supervision of Embassy staff, and is subject to an additional fee of 1,000 GBP.

The fee is determined per event and includes setup, execution, and takedown activities, provided they are completed within the day of the event.

If, due to the organiser’s needs, the use of the spaces makes the premises unavailable beyond the day of the event (including, where necessary, the day immediately before and/or after), a surcharge equal to 10% of the base fee will be applied for each additional day or fraction thereof.

## Art. 2

The fees indicated in the above table may be subject to upward adjustment for specific, objective reasons. By way of example, the required fees may increase depending on the organisational complexity of the event, its duration or the number of participants. The fees indicated in the abovementioned table may also be updated on the basis of the official indices related to the local cost of living.

At the discretion of the Head of Mission, the Embassy may also make the aforementioned premises available free of charge or with a reduced fee equal to 10% of the amounts indicated in Art. 1 above, exclusively in favour of entities, associations, committees, and organisations that are non-profit. In such cases, it remains necessary to assess that the activity for which the service is requested, in addition to not being prohibited by law or impairing the functioning of the Embassy, primarily serves the pursuit of a public interest or an institutional objective.

All setup and management costs for the event to be held in the premises are the responsibility of the user. The granting of the premises is conditional upon the user taking out an insurance policy against damages with a minimum coverage of 10,000,000 GBP, and upon the presence, for the entire duration of the event, of a private security service to monitor entries and the areas in use. At the end of each event, the premises must be left tidy and in their original condition. To this end, the requesting party assumes all financial obligations and responsibility arising from the proper dismantling of the setup.

## Art. 3

The provision of the premises identified in Art. 1 is subject to the submission of a formal request to the Embassy's Administrative Office of the Embassy ([amm.amblondra@esteri.it](mailto:amm.amblondra@esteri.it)), to be made using the forms attached to this notice.

Approval of event proposals is the sole responsibility of the Head of Mission, who decides on the basis of the following criteria:

- availability of the spaces on the indicated date;
- reputation and reliability of the organising party;
- suitability of the proposed event to effectively promote Italy's image in the United Kingdom and to foster the development of relations between Italy and the United Kingdom;
- absence of any conflict between the proposed initiative and public-interest objectives, the state of bilateral relations between Italy and the United Kingdom, or the activities of the Embassy.

Following the evaluation, the Embassy informs the requesting party of the outcome of the request, indicating any conditions or modifications to be made to the submitted proposal.

The Embassy reserves the right, for reasons of foreign policy or due to force majeure or other causes beyond its control, to withdraw from agreements concerning the provision of the premises, without prejudice to the third party's right to reimbursement of any amounts already paid.

Art. 4

This Decree comes into force with immediate effect.

London, 27 November 2025

L'Ambasciatore  
Inigo Lambertini