



Ambasciata d'Italia
Londra

Decree no. 29/2026

THE AMBASSADOR

HAVING REGARD TO Presidential Decree No. 18 of 5 January 1967, *Regulations Governing the Administration of Foreign Affairs*, as amended;

HAVING REGARD TO Law No. 241 of 7 August 1990, *New Provisions on Administrative Procedure and the Right of Access to Administrative Documents*, as amended;

HAVING REGARD TO the Directive of the President of the Council of Ministers of 20 December 1999, *General Criteria for the Adoption of Regulations Identifying Services, Other than Essential Public Services, Subject to the Payment of a Fee*;

HAVING REGARD TO Presidential Decree No. 54 of 1 February 2010, *Regulations Governing the Administrative and Financial Autonomy of Diplomatic Missions and Category I Consular Offices of the Ministry of Foreign Affairs*;

HAVING REGARD TO Message No. 0254939 of 15 October 2012 issued by the Ministry of Foreign Affairs and International Cooperation;

HAVING REGARD TO Decree No. 551/690 of 19 May 2015 issued by the Director General for Administration, Information Technology and Communications;

HAVING REGARD TO Message No. 0106273 of 19 May 2015 issued by the Ministry of Foreign Affairs and International Cooperation;

WHEREAS it is necessary to identify those services which do not fall within the scope of essential public services and are not provided to safeguard fundamental rights, in respect of which a fee may be charged to users;

WHEREAS it is necessary to regulate the use, subject to payment, by third parties of the representative premises of the Residence of the Ambassador of Italy in London, located at 4 Grosvenor Square, London W1K 4EH;

WHEREAS the above-mentioned premises are primarily intended for the institutional, cultural, promotional and public diplomacy activities of the Embassy;

WHEREAS, in response to requests from third parties, it is appropriate to permit the temporary use of such premises for conferences and cultural, social, promotional or

commercial events, provided that such use is compatible with the institutional requirements and dignity of the Mission, in return for the payment of a fee;

WHEREAS it is necessary to determine in advance the amount of the fee payable by users and to update it periodically in accordance with the local cost of living and prevailing market practice;

HAVING REGARD TO the results of the market survey concerning the fees charged by public institutions, conference venues, hotels, event venues and representative premises in central London, with particular reference to the Mayfair and Grosvenor Square area;

HEREBY DECREES:

Art. 1

The use by third parties of the premises of the Residence of the Ambassador of Italy in London, located at 4 Grosvenor Square, London W1K 4EH, for the organisation of events in accordance with the purposes set out in the recitals to this Decree, shall be subject to the payment of a flat-rate fee intended to cover the costs associated with the maintenance of the property and normal wear and tear.

The fee shall be payable in consideration of the exclusive use of the premises on the date of the event and shall be charged in accordance with the following fee schedule:

Options	Description	Fee
1	Use of the spaces on the ground floor	7,000 GBP
2	Use of the spaces on the first floor	10,000 GBP
3	Use of the spaces on the ground and first floor – exclusive event	16,000 GBP

Use of the Residence's kitchen shall be permitted only where a professional catering service is engaged, under the supervision of Embassy staff, and shall be subject to the payment of an additional charge of **2,500 GBP**.

The applicable fee shall be determined on a per-event basis and shall include the time required for the set-up, conduct and dismantling of the event, provided that all such activities are completed within the same calendar day as the event.

Where, at the request of the organiser, the occupation of the premises renders them unavailable beyond the day of the event, an additional charge equal to **10% of the applicable base fee** shall be payable for each additional day, or part thereof.

Art. 2

The fees set out in the table under the preceding Article may be increased where justified by specific and objective circumstances. By way of example, the applicable fee may be increased having regard to the organisational complexity of the event, its duration, the number of participants, the need for special installations or arrangements, the presence of sponsors or promotional activities, the production of audiovisual recordings, or any particularly intensive use of the premises.

The fees may also be reviewed periodically on the basis of the official local cost-of-living indices and the findings of subsequent market surveys.

At the discretion of the Head of Mission, the Embassy may make the above-mentioned premises available free of charge or at a reduced fee, with a discount of up to ninety per cent of the amounts specified in Article 1, exclusively in favour of non-profit entities, associations, committees or organisations. Such arrangements shall be subject to the condition that the proposed activity is not prohibited by law, does not adversely affect the functioning of the Mission, and primarily serves a public interest or an institutional purpose.

The applicant shall bear all costs associated with the preparation, organisation and management of the event to be held on the premises. The grant of use of the premises shall be conditional upon the licensee taking out public liability and property damage insurance with a minimum cover of 10,000,000 GBP, and upon the provision, for the entire duration of the event, of a security or stewarding service responsible for monitoring access to and use of the premises.

Upon completion of each event, the premises shall be left in a clean and orderly condition and restored to their original state. To this end, the applicant shall bear all related costs and assume full responsibility for the proper dismantling of the event, any extraordinary cleaning that may be required, and the reinstatement of the premises.

Art. 3

The use of the premises referred to in Article 1 shall be subject to the submission of a formal application to the Administrative Office of the Embassy, to be made in accordance with the procedures and application forms prescribed by the Embassy.

Approval of event proposals shall fall within the exclusive competence of the Head of Mission, who shall decide on the basis of the following criteria:

- availability of the premises on the requested date;
- the reputation and reliability of the organising party;

- the consistency of the proposed event with the dignity of the Residence and the image of Italy in the United Kingdom;
- where applicable, the event's potential to promote the development of relations between Italy and the United Kingdom;
- the absence of any conflict between the proposed initiative and the public interest, the conduct of bilateral relations between Italy and the United Kingdom, or the activities of the Embassy;
- the compatibility of the event with the technical, logistical, security and property protection requirements of the premises.

Following its assessment, the Embassy shall notify the applicant of the outcome of the application, indicating any conditions, requirements or amendments to be made to the proposed event.

The Embassy reserves the right, for reasons of foreign policy, unforeseen institutional requirements, force majeure or any other circumstances beyond its control, to withdraw from any agreement for the use of the premises. In such cases, the third party shall be entitled solely to the reimbursement of any sums already paid.

Art. 4

This Decree shall enter into force on the date hereof and shall repeal and replace Decree No. 28/2023, together with any other prior provisions that are inconsistent with this Decree.

Notwithstanding the foregoing, requests for the use of the premises that were formally submitted to the Embassy before the date of entry into force of this Decree shall continue to be governed by Decree No. 28/2023, even where the corresponding administrative assessment procedure or the execution of the licence agreement has not yet been completed.

London, 06/08/2026

The Ambassador

Fabio Cassese