



2022 TERMS WEDDING CERIMONIES

VILLA CARLOTTA



YEAR 2022

VILLA CARLOTTA, MUSEUM AND BOTANICAL GARDEN
VIA REGINA 2 22016 TREMEZZINA (CO) – C.F. 84001010135 P.IVA 03302190131

Private agreement for wedding ceremonies in Villa Carlotta

Intro



The charm of Lake Como, the nature and the art make unique the most important day of your life!

Say: «Yes, I do!» at Villa Carlotta, in front of Romeo and Juliet, Eros and Psyche... Symbols of the pure Love!

The wedding will be celebrated at the *Terrazza delle Camellie* with panoramic view and romantic atmosphere. The area is surrounded by an ancient camellias hedge and offers a huge view on Bellagio, on the lake and on the mountain picks.

Choosing Villa Carlotta you add value to the union ceremony because you are in one of the most amazing villa of the Como Lake, you are in a museum where many artists had left their mark, you are in a botanical garden with thousands of varieties coming from all parts of the world.

So, it will be a unique experience for you!

Kind of ceremony

CIVIL

The civil wedding is a public act, celebrated by a Municipal Civil Registrar, the Mayor or a person delegated. This ceremony has legal value.

For info and availability ask to:

- Villa Carlotta eventi@villacarlotta.it tel. +39 (0)344 40405
- Tremezzina town hall matrimoni@comune.tremezzina.co.it tel. +39 (0)344 5583600

BLESSING

The blessing ceremony has no legal value, it's a promise between two persons and it can be celebrated by a friend or relative or by a person identified by wedding planner.

For info and availability ask to:

- Villa Carlotta eventi@villacarlotta.it tel. +39 (0)344 40405

Timing

The celebration can take place in opening months of the Villa in the following suggested times (from March, to November 2022):

- In the morning at 11.00 o'clock (ceremony + aperitif)
- In the afternoon at 4.00 o'clock (ceremony + aperitif/reception)

The ceremony's area will be reserved for 1 hour and 30 minutes (the couple and the guests can stay in the property according to the opening time, and they have to respect them).

Different times and particular enquiries, that could involve extra costs, will be sent to Villa Carlotta and evaluated from management.

Reception

In case of afternoon ceremony at Villa Carlotta, on request of the bride and groom, it is possible to host the reception:

- dinner placé up to a maximum of 70 people
- light dinner buffet between 70 and 120 people (in this case there is no table service, but only points of support)

For the catering service you can choose from one of our partner suppliers

Steps

1. Sending the private agreement form enclosed by e-mail to the Villa Carlotta's mail address written above. It has to be duly filled, with date and time request of availability.
2. Confirmation by Villa Carlotta and by the Town Hall of Tremezzina (only for civil).
3. Deposit (not refundable) consisting in euro 500,00 for reservation of the day, it is due to wire in a week after Villa Carlotta's confirmation (step 2). If the payment won't be made by the deadline, the request of booking will be tacitly cancelled.
4. Compiling forms and documents and send them to the Town Hall and to Villa Carlotta.
5. Site inspection in accordance with Villa Carlotta staff.
6. Sending details of ceremony at least 2 weeks before wedding.
7. Balance to wire at least 60 days before the wedding date.
8. Ceremony

Fee

The total amount consists in two parts: BASE FEE and GUEST FEE.

In case of civil wedding, the BASE FEE is due to Tremezzina Town Hall while the GUEST FEE to Villa Carlotta.

In case of blessing ceremony BASE FEE and GUEST FEE are due both to Villa Carlotta.

BASE FEE FOR CIVIL WEDDING (due to Tremezzina Town Hall)

Visit Tremezzina Town Hall website:

<http://www.comune.tremezzina.co.it/c013252/images/Servizi%20Demografici/tariffe2019.pdf>

BASE FEE FOR BLESSING WEDDING (due to Villa Carlotta)*

From Monday to Friday: € 1.100,00 + IVA 22%

Saturday and Sunday: € 1.320,00 + IVA 22%

GUEST FEE (due to Villa Carlotta)

Up to 50 guests:

From Monday to Friday: € 880,00 + IVA 22%

Saturday and Sunday: € 1.100,00 + IVA 22%

Up to 100 guests:

From Monday to Friday: € 1.760,00 + IVA 22%

Saturday and Sunday: € 1.980,00 + IVA 22%

Up to 150 guests:

From Monday to Friday: € 2.640,00 + IVA 22%

Saturday and Sunday: € 2.860,00 + IVA 22%

- In case of blessing ceremony with bride and groom only, the couple should pay exclusively the BASE FEE

RECEPTION FEE due to Villa Carlotta)

€ 6.600 + VAT 22%

Extra costs: music, flowers, F&B costs, photographer, etc..

SPECIAL PROMOTION

By choosing to celebrate the ceremony and hold the reception at Villa Carlotta, you will receive a discount equal to the guest rate.

It will be necessary to pay only the basic rate + the reception fee.

How to pay

The deposit and the balance (consisting in BASE FEE and GUEST FEE) are due to Villa Carlotta by a wire transfer to (specifying the wedding day and names):

Intesa Sanpaolo Spa

IBAN: IT 53 10306909606100000009760

BIC: BCITITMM

Intestato:

ENTE VILLA CARLOTTA

Via Regina 22016 TREMEZZINA (CO)

C.F. 84001010135 P.IVA 03302190131

Setting up

The fee includes a setting up as follows:

- *chairs for guests and witnesses*
- *ancient chairs for the couple*
- *white carpet (also blue, if it is available)*
- *arch structure in aluminium to decorate with fresh flowers – extra price*
- *ceremony table with white tablecloth*
- *pillows for chairs*
- *two plants close to the table*

Services

- Administrative office
- Event planning
- Site inspection
- Service of Registrar for celebration
- Setting up as described above
- Wedding area setting up
- Staff: 1 coordinator e 1 assistant
- Possibility of aperitif in accordance with La Caffetteria di Villa Carlotta (extra cost)
f.mandressi@meetmuseum.com
- Photo shooting in the garden and in the museum during the opening times, into the areas decided by Villa Carlotta.

Cancellation and penalty

- 1) The private agreement will be considered as having expired if the payment won't be made within 60 days before the ceremony, and Villa Carlotta will keep the deposit as penalty.
- 2) In case of event cancellation by the client, after having been paid the total amount, Villa Carlotta will withhold as penalty the 80% of the sum wired.

Competent court

The Court of Como will have jurisdiction over any controversies regarding this private agreement.

Personal data processing

Look at our website: <https://www.villacarlotta.it/en/privacy/>

Faq

Yes

Is it necessary pay SIAE for music and send the documents to Villa Carlotta?

Is it necessary to communicate the name of providers (musicians, floral designer...)?

Do you need something to identify your guests (bracelet, cockade, ...)?

Can we throw fresh petals?

No

Can we throw rice?

Private agreement form

Details

Bride Name _____ Date of Birth _____

Bride Surname _____ Passport n° _____

Groom Name _____ Date of Birth _____

Groom Surname _____ Passport n° _____

Address _____

VAT _____ Tel _____

(DETAILS FOR INVOICE)

Company name _____

address _____

VAT _____ Tel _____

(DETAILS FOR INVOICE)

WEDDING day _____ **time** _____

civil blessing

Setting up

yes no

Reception

yes no

guests number _____

Base Fee (only for blessing ceremonies) _____ + **Guest Fee** = _____ + IVA 22%
= _____

Date _____ Place _____

Client _____ for Villa Carlotta _____

To confirm "Cancellation and Penalty" clause and "Competent Court" clause according to the ex. Italian art. 1341 second subsection of civil code.

Client _____

Detail form

(to send within 3 weeks before the event)

- Guest number _____
- Guest arrival time _____
- Witnesses number _____
- Interpreter contact (just for blessing ceremonies):
Name _____
Mobile _____
- Potential florist contact:
Name _____
Mobile _____
Time arrival _____
- Potential musician contact
Name _____
Mobile _____
Time arrival _____
- Potential photographer/videographer contact
Name _____
Mobile _____
Time arrival _____
- iron arch structure: yes no
- 3 parking places available:
1. Car plate, model, who will use it _____
2. Car plate, model, who will use it _____
3. Car plate, model, who will use it _____

- Aperitif with "Caffetteria di Villa Carlotta" yes no
- Reception yes no

Client
