

Municipality of Piano di Sorrento
Regulation for the celebration of civil wedding ceremonies
(approved by municipal council resolution n. 13, on 15th 03 2007)

Article 1- Content and functions

1. These regulations establish the conditions for the celebration of civil wedding ceremonies within the Municipality of Piano di Sorrento, as regulated by the provisions of the Italian Civil Code between article 106 and article 116;
2. Civil wedding ceremonies are celebrated by the Mayor, who may delegate his/her functions either to the Civil Registrar or to one or more municipal aldermen or councillors or Italian citizens who qualify for election as a municipal alderman;

Article 2 – Locations and settings for the celebration

1. Within the Municipality of Piano di Sorrento, the venues chosen for the celebration of wedding ceremonies are the following:
 - A) The Council Room – situated in Piazza Cota, on the second floor.
 - B) The building complex of Villa Fondi situated in Via Ripa di Cassano and belonging to the Municipality of Piano di Sorrento – interior rooms and external garden - including the following places and settings:
 - 1) Outdoor celebration by the Roman nymphaeum or on the sea view terrace;
 - 2) Celebration in Demetra’s hall.
 - 3) Celebration in the sea view hall;
2. In case of technical impediment to the use of the premises already mentioned, the City Council will personally provide alternative facilities for the purposes specified in this regulation.

Article 3 – Celebration schedule

1. Within the Municipality of Piano di Sorrento wedding ceremonies are generally celebrated during the office days and hours, after agreement with the Civil Status Registry Office.
2. People who want to celebrate the civil wedding ceremony – both at the Town Hall and at Villa Fondi – outside the usual working hours of the Municipal Office, on Saturdays, on Sundays and on other public holidays, have to make a request to the Civil Status Registry Office and they are bound by the terms of this regulation;
3. It is possible to celebrate weddings at the Town Hall and at Villa Fondi on different days and at a different time from the usual working hours of the Civil Status Registry Office – including public holidays – depending on the availability of premises, office organization needs and staff availability.
4. The service on individual request is provided directly by the City Council through its own staff.

Article 4 – Tariffs

1. The tariffs for the use of the premises and for the celebration of weddings are the ones included in the table below:

Tariff for the use of the Council Room (Piazza Cota)	resident citizens	non-resident citizens
Within the usual working hours	€ 0	€ 150.00
Outside the usual working hours	€ 150.00	€ 250.00
On public holidays	€ 200.00	€ 300.00

Tariff for the use of Villa Fondi de Sangro	resident citizens	non-resident citizens
Within the usual working hours	€ 200.00	€ 500.00
Outside the usual working hours	€ 250.00	€ 600.00
On public holidays	€ 300.00	€ 700.00

2. For the purposes referred to in the foregoing paragraph 1, the term “resident” refers to the betrothed, only when at least one of them resides in the Municipality of Piano di Sorrento.

3. The City Council can personally modify the tariffs referred to in the foregoing paragraph 1.

Article 5 – Reservation and payment

4. The reservation requests must be made well in advance and, in any event, at least one month before the wedding ceremony and they will be satisfied in accordance with criteria of availability and compatibility.

5. The only person authorized to receive all the reservations is the head of the Civil Status Registry Office, who has to preliminarily verify both the regularity of the request together with the data concerning it and the availability of the premises through the competent officials. The head of the Civil Status Registry Office also has to draw up a timetable for the various wedding celebrations according to the availability of the dates. Furthermore, he/she has to authorise the people interested in the celebration. The municipal officials in charge of the running and maintenance of Villa Fondi and of the Council Room also have to be timely informed about these reservations.

6. In case of overlapping requests an attempt to reach an agreement between the requesting parties will be made. Should the parties fail to reach an agreement, the chronological order of the requests submitted to the municipal protocol will be taken into account.

7. Payment must be made out to the person who has made the reservation, and it has to be settled at least seven days before the ceremony; the description of payment must indicate the details of the reservation which has been made. The paying-in slips on the current account mentioned above are available at the Town Hall, already filled out.

Article 6 – Activities which are allowed

1. It is possible for the betrothed to provide, under their own responsibility and care, for the setting up of the room of the ceremony with any decorations or temporary furnishings. The Municipality of Piano di Sorrento is not responsible for the custody of the furnishings and decorations temporarily put into place by the requesting parties.
2. The betrothed themselves must provide for the removal of the decorations within two hours after the ceremony. The premises used for the celebration shall be returned in the same condition in which they have been taken. No permanent changes to the premises are allowed.
3. The married couples who want to stay in the Council Room after the ceremony for a well-wishing toast with the cutting of the wedding cake, for no longer than two hours, can make a request to the Civil Status Registry Office and shall be required for an additional payment of € 250.00.
4. After the civil wedding ceremony, and for no longer than two hours, it is possible to use also the rooms at Villa Fondi for any toasts with the cutting of the cake, or for cold buffets previously arranged even by catering. All these activities shall be organised and take place under the care of the interested parties and after agreement with the Civil Status Registry Office and the municipal office in charge of the running and maintenance of Villa Fondi. For this service the citizens are required for an extra payment of € 300.00, if residents, and of € 500.00 if non-residents.
5. The betrothed are allowed to visit in advance the venues chosen for the celebrations, if accompanied by the municipal staff.

Article 7 – Particular cases

1. In case the requested services are not provided, in whole or in part, for a reason attributable to the Municipality, a total or partial refund will be given according to the amount paid for the not provided services.
2. No refund will be made if the failure of the requested services is attributable to the requesting parties.
3. In case of damage to the rooms and their furnishings, the user shall be exclusively responsible for it towards the Administration.
4. For matters not covered in this regulation, references can be found in the current regulations about wedding celebrations.

Article 8 – Transitional and final rules

This regulation will go into effect 15 days after its publication on the municipal notice board. In any event, the previously existing tariffs shall be applied to any reservations made before the coming into effect of the regulation itself – even if they refer to wedding celebrations arranged for later dates.