



**COMUNE DI NAGO-TORBOLE**  
PROVINCIA DI TRENTO

**PROCEDURAL GUIDELINES  
FOR THE CELEBRATION OF  
CIVIL WEDDINGS AND CIVIL UNION CEREMONIES**

(UNOFFICIAL TRANSLATION )

TABLE OF CONTENTS

- 1 – Objective and purpose of the guidelines
- 2 – Roles
- 3 – Locations
- 4 – Applications
- 5 – Location fittings
- 6 – Conditions of use
- 7 – Timetable
- 8 – Service organization
- 9 - Rates
- 10 - Celebrations with interpreter's assistance
- 11 – Advertisement
- 12 – Anniversary celebrations
- 13 – Cases not considered in the guidelines
- 14 – Into effect date

Attachments:

- A – Application form
- B – Rate list
- C - Layouts

**Art. 1 – Objective and purpose of the guidelines**

1. The following organizational guidelines establish the procedures for civil wedding ceremonies, as provided by Italian Civil Code (artt. 106 to 116), and for civil union recognition ceremonies between same sex citizens, as provided by Italian Law 20.05.2016 n. 76.
2. Civil wedding ceremonies and civil union ceremonies are institutional operations that are guaranteed to citizens by the terms of Italian laws.

## **2 – Roles**

1. Civil wedding ceremonies and civil union ceremonies are celebrated by the Mayor, in his role of Official of Public Registrar, as provided by Italian Law 03.11.2000 n. 396.
2. The Mayor can delegate the role of Official of Public Registrar to Municipality employees, Town Councilors, Executive Council Members, or any Italian citizen qualified for Council elections.

## **3 – Locations**

1. The Town Hall, as considered in Italian Civil Code article n. 106, is intended composed of all the structures that are in legal possession of the municipality, within which the Municipality itself conducts its institutional activities.
2. The Town Hall Locations that are identified for the purpose of these guidelines are:
  - a) current Mayor's Office (via Giacomo Matteotti n. 33 – Building 420);
  - b) current Registrar's Office (via Giacomo Matteotti n. 33 – Building 420);
  - c) future Mayor's Office (Building 406);
  - d) future Council Hall (Building 406);
  - e) Forte Alto (Building 790/1) – 1st floor expo hall n° 1;
  - f) Penede Castle: Rondello Area # 1106.

## **4 – Applications**

1. Those who intend to celebrate a civil wedding ceremony or a civil union ceremony must forward to the Records Office of the Municipality of Nago-Torbole an application form at least 30 days before the required date, according to the Application Form – attachment “A” to the present guidelines.
2. The Mayor, or his institutional delegate, within 10 days from request, will authorize the use of the Town Hall Location for the ceremony, otherwise will notify the reasons of the rejection.
3. When two or more applications are forwarded to the Municipality for the same day, priority will be given to the first one presented to the Records Office.
4. The reservation will be effective only if the applicant(s) will present copy of the receipt of payment to the Registrar Office at least ten days before ceremony date.
5. Civil wedding ceremonies must be preceded by the civil banns, in compliance with Italian Law 396/2000 article 50. Civil Union ceremonies must be preceded by request of public declaration, in compliance with Italian Law 144/2016 article 1. In case of non conformity to the obligations of the law, the reservation will expire automatically.

## **5 – Location fittings**

1. The Town Hall Locations (article 3 from a to e) will be made available with adequate arrangements for the ceremonies (tables, chairs. Etc.). Locations will be occupied for a maximum of 135 minutes (45 minutes for ceremony, 60 minutes for the settings, 30 minutes for restoring the room).
2. For the ceremonies in Rondello Area of Penede's Castle, the applicant(s) must provide the settings for the location. In this case, the reservation will also include the Forte Alto Expo hall for the celebration, in the event of bad weather.
3. The applicant(s) is/are allowed to set up the location, assuming the relative costs, with ornaments and/or decorations that will need to be removed at the conclusion of the celebration.

These ornaments and/or decorations must respect the historical and the artistic features of the location.

4. The Municipality of Nago-Torbole is intended to be relieved from any responsibility due to the custody of applicant's ornaments and/or decorations.

## **6 – Conditions of use**

1. It is forbidden to throw rice grains, confetti or other similar material inside the Town Hall Locations. In case of non conformity to the obligations of the law, the applicant(s) will be ascribed a penalty of Euro 150,00 including the extra cleaning service.
2. It is not allowed to set banquets, food&drink refreshments or the like; little buffets are allowed exclusively in Rondello Area of Penede Castle, on Mayor's prior permission.
3. In case of damage to the structures of the Town Hall Locations reserved for the ceremonies, if there is no identified person responsible of the facts, the costs will be charged to the applicant(s).
4. To guarantee what is provided in the present article, the applicant(s) must declare within the application form a disclaimer in order to release the Municipality of Nago-Torbole from any responsibility against any damage to the structures and furnitures of the Town Hall Locations.

## **7 – Timetable**

1. Civil wedding ceremonies and civil union ceremonies are ordinarily celebrated in the times and dates shown below, in respect of the institutional tasks and according to the availability of Town Hall Locations. Ceremonies are officiated only once a day. The applicant(s) may choose the celebration time according to the timetable range.

LOCATION	PERIOD	DAYS	TIMES
Town Hall	January to December	Monday to Friday	10:00-12:00
		Saturday	10:00-12:00 15:00-17:00
Forte Alto expo hall	January to December	Wednesday	10:00-12:00
		Saturday	10:00-12:00 15:00-17:00
Rondello Area – Penede Castle	March 15th to September 30th	Wednesday	10:00-12:00
		Saturday	10:00-12:00 15:00-17:00

2. Civil wedding ceremonies and civil union ceremonies are not officiated in the following dates:
  - Sundays
  - January 1st and 6th
  - Easter (sunday) and the next Monday
  - April 25th
  - May 1st
  - June 2nd
  - August 15th
  - November 1st

- November 30th (Patron Saint)
  - December 8th
  - Christmas and Saint Stephen
  - Saturdays preceding every Election Day
3. The Municipality of Nago-Torbole holds the right to suspend the use of Town Hall Locations for institutional use, public events or any public exhibition.
  4. Any ceremony requested beyond the determinations of the present article are subject to the availability of the Mayor's Office, of his delegate and the Town Hall Locations. Any exception to the present rules must be authorised by the Mayor. In this case, the ceremony will not be attended by Municipality employees or workers.

## **8 – Service organization**

1. The Public Office with the jurisdiction on civil wedding ceremonies and civil union ceremonies is the Local Registrar Office.
2. Beyond the institutional services that are regulated by Italian laws, the Municipality of Nago-Torbole offers the following services:
3. Town Hall Locations availability for all the time needed for the celebration, for hosting the guests and for anyone in charge of services appointed by applicant(s) (musicians, photographers, florists, etc.)
4. License service for the regular access of the newlyweds, the applicant(s) and the guests to the Town Hall Locations for the celebration or ceremony.
5. The Official of Public Registrar Office is responsible for assistance during civil wedding ceremonies and civil union ceremonies, for providing the services that are described on previous point 2, and can avail itself of employees from other Municipal Services; on request of availability from the Official, the Supervisors of Municipal Services will immediately provide the appropriate number of employees from the staff.

## **9 - Rates**

1. Tariffs for the use of Town Hall Locations for civil wedding ceremonies and civil union ceremonies are indicated in table “B” attached to the present guidelines; the rates vary according to legal residence in the town of Nago-Torbole of at least one of the applicants, and diversified according to the days of the celebrations.
2. Tariffs include the refund of the following costs:
3. labour costs for services provision;
4. management costs for services provided in Town Hall Locations, such as: hall usage, management costs, heating and air conditioning costs, cleaning services, lighting, etc.
5. Tariffs indicated in table “B” attached to the present guidelines are approved by the Executive Council of the Municipality of Nago-Torbole; they may be revised every year.
6. The cancellation of the ceremony for reasons not ascribable to the will of applicant(s) implicates the return of the rate paid in advance. The tariff will also be returned to applicant(s) when the cancellation of the ceremony is caused by the Municipality of Nago-Torbole. In all other cases, no return will be paid to applicant(s).

## **10- Celebrations with interpreter's assistance**

1. Whenever one of the applicants or one of the attendants/witnesses are foreign citizens, they

must demonstrate to the Public Registrar Official to understand italian language before the ceremony. In the opposite case, the foreign citizen must make use of an interpreter's assistance, in compliance with italian law 396/2000 articles 13 and 66; the interpreter must be supplied by the applicant(s) at their own expense.

2. The chosen interpreter must present itself to the Public Registrar Official at least seven days before the ceremony date, providing a valid Identification Document (I.D.) and to subscribe an acceptance and oath record.

### **11 – Advertisement**

1. Advertisement for promotional purposes of ceremony services may be launched by the Municipality of Nago-Torbole, by means of regulations or agreements with local, national or international Tourist Boards.

### **12 – Anniversary celebrations**

1. Applicant(s) may request all the services described in the present guidelines for the celebration of anniversaries, symbolical civil wedding ceremonies or civil union ceremonies: these celebrations do not have civil or legal effects.

### **13 – Cases not considered in the guidelines**

1. Any other case that is not provided for by the present guidelines must be previously verified and arranged with the Local Public Registrar staff.
2. For whatever is not contemplated in the presente guidelines, refer to the italian current rules and regulations.

### **14 – Into effect date**

1. The present guidelines will come into force by the executive date (June 23rd 2017) of the deliberation of its approval (n. 55 dd. June 7th 2017). From this date any conflicting regulations are intended to be automatically abolished.

Note: The presente document is an unofficial translation of its original italian version, and is not to be considered of any legal value except for its comprehensive purpose. And thus the only valid application form is to be intended the italian version.

**ATTACHMENT “A” (UNOFFICIAL)**

**TO MAYOR'S OFFICE  
TOWN HALL OF NAGO-TORBOLE**

**APPLICATION FORM FOR THE RESERVATION OF TOWN HALL LOCATIONS  
FOR CELEBRATION OF CIVIL WEDDING/CIVIL UNION CEREMONIES**

We the subscribed applicants

*Personal data of first applicant*

Name		Family Name	
Address		City	
Tax code		Phone n.	
Fax		Email	

*Personal data of second applicant*

Name		Family name	
Address		City	
Tax code		Phone n.	
Fax		Email	

**REQUEST**

the celebration of civil wedding/civil union/anniversary ceremony and the reservation of the Town Hall Location in the following date:

day/month/year \_\_\_\_\_ time \_\_\_\_\_

Location: \_\_\_\_\_

We declare that the undersigned have read and understood th Guidelines for the celebration of civil wedding/civil union ceremonies, approved by Executive Council deliberation n. 55 date June 7th, 2017, and accept all its content respectfully signing the application form.

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*signature*

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**MUNICIPALITY OF NAGO-TORBOLE**

Authorization for the reservation and the celebration of the civil wedding/civil union/anniversary ceremony:

☐ **YES**

☐ **NO** \_\_\_\_\_

Nago-Torbole, \_\_\_\_\_

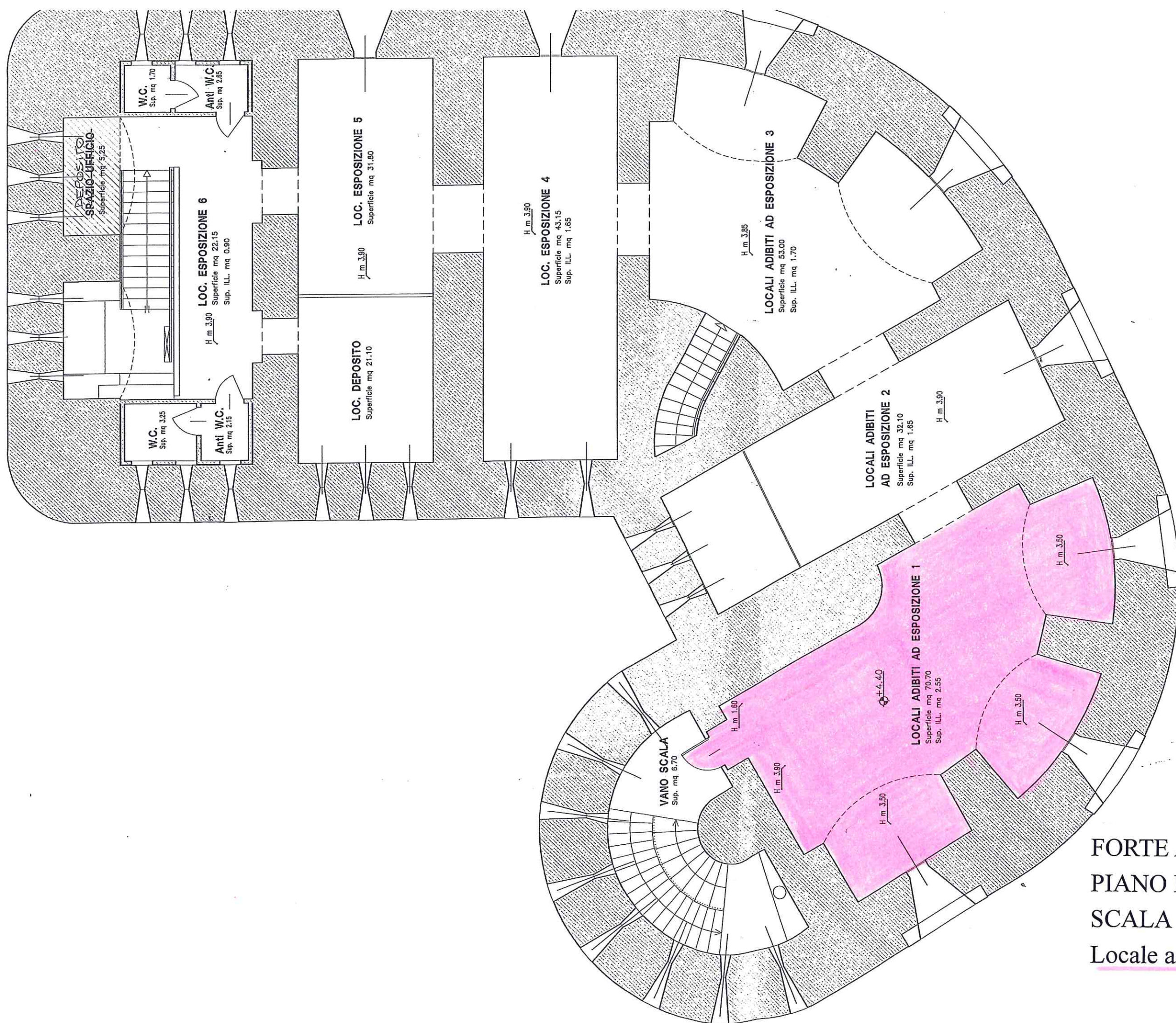
THE MAYOR

**ATTACHMENT “B” (UNOFFICIAL)**

**RATES**

LOCATIONS	APPLICANTS			
	RESIDENT in the Municipality of Nago-Torbole (at least one of the applicants)		NON RESIDENT in the Municipality of Nago-Torbole or FOREIGN CITIZENS	
	mondays to fridays (10.00-12.00)	saturdays (10.00-12.00 15.00-17.00)	mondays to fridays (10.00-12.00)	saturdays (10.00-12.00 15.00-17.00)
Town Hall (buildings 406 - 420)	free	free	€ 200,00	€ 300,00
	wednesdays (10.00-12.00)	saturdays (10.00-12.00 15.00-17.00)	wednesdays (10.00-12.00)	saturdays (10.00-12.00 15.00-17.00)
Forte Alto Expo Hall	€ 300,00	€ 400,00	€ 500,00	€ 700,00
Rondello Area – Penede Castle	€ 400,00	€ 600,00	€ 700,00	€ 900,00



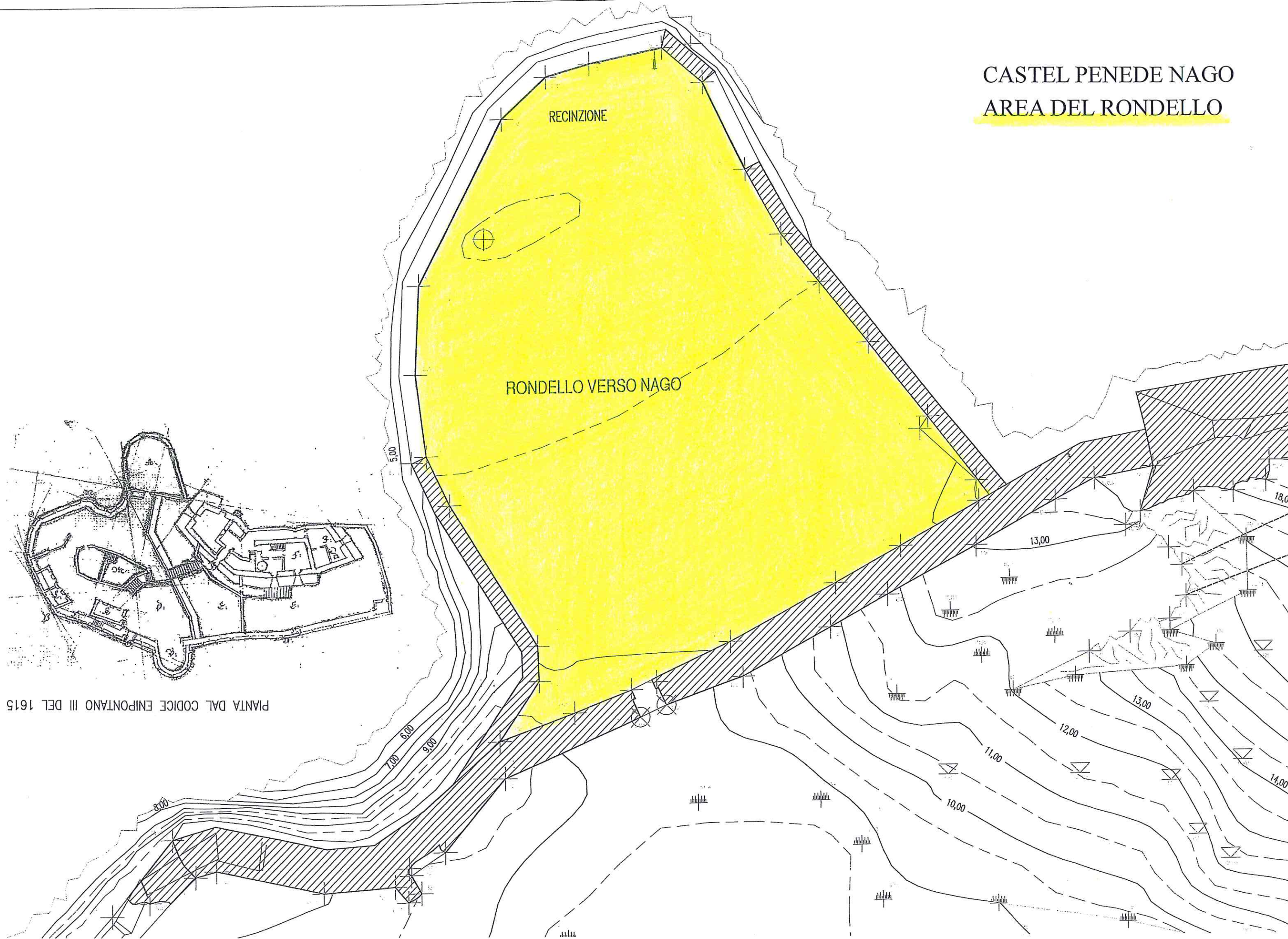


FORTE ALTO NAGO  
PIANO PRIMO  
SCALA 1:100

Locale adibito ad esposizione 1



# CASTEL PENEDE NAGO AREA DEL RONDELLO



PIANTA DAL CODICE ENIPONTANO III DEL 1615





# Provincia Autonoma di Trento

## Servizio Catasto

Stampa effettuata per motivi d'ufficio, non sono consentiti altri usi

Data:  
06/06/2017  
Ora: 12:19

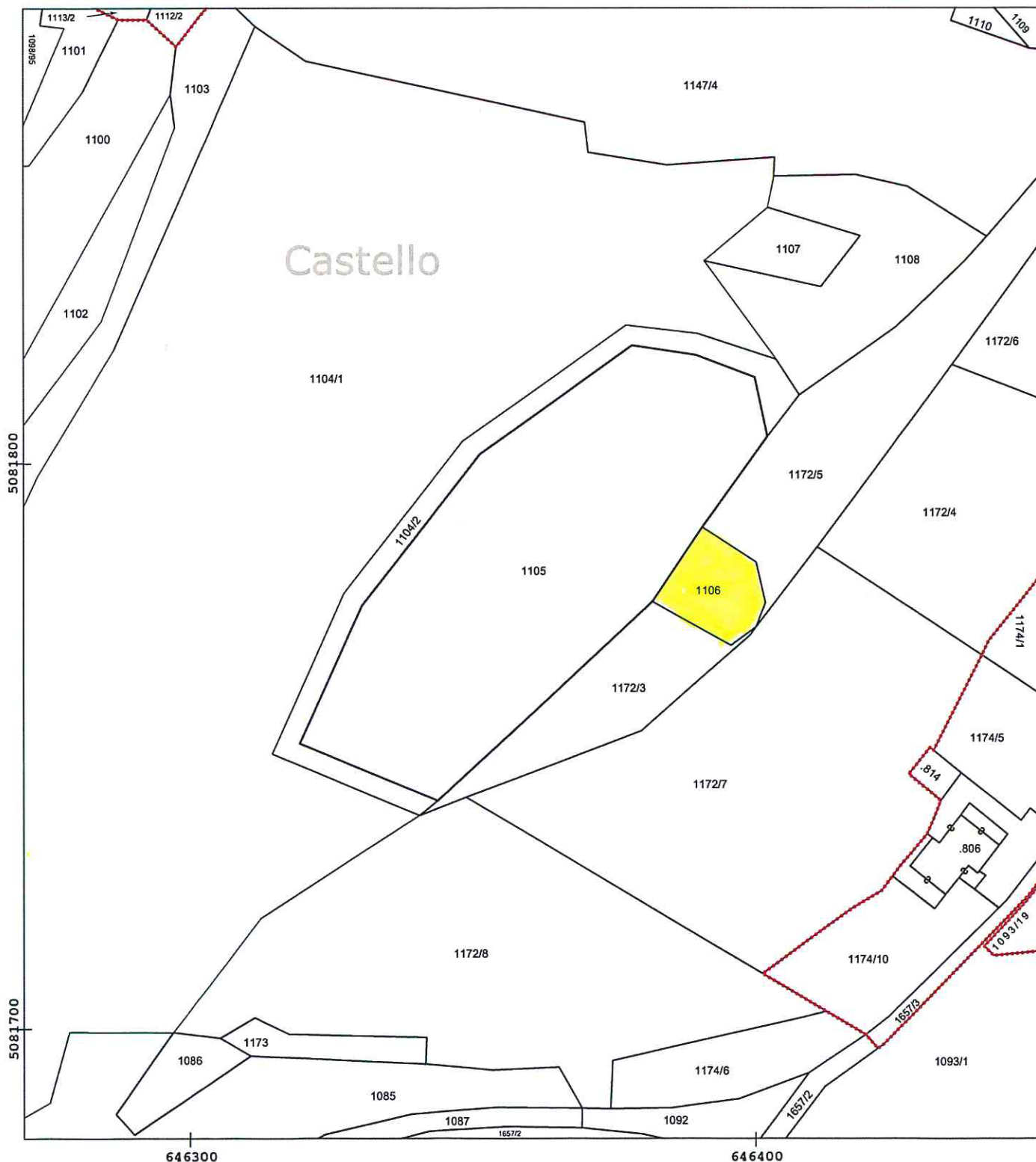
### Visura Particelle Validate

Situazione degli atti informatizzati al 06/06/2017

#### Dati della richiesta

Comune amministrativo: NAGO-TORBOLE (Cod. F835)  
Comune catastale: NAGO TORBOLE (cod. 248)  
Particella Fondiaria 1105

Ufficio Catasto competente  
RIVA DEL GARDA



Scala originale 1 : 2880  
Scala disegno 1 : 1000