

COLIVINGLIGURIA

Professional Collaboration Contract for Event Organiser

THE PRINCIPAL

Testino Simone

(Nato a Genova il 01/07/2003)

Dati Fiscali:

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Tel: +39 339 637 9372

THE ORGANISER

(Nato/a: _____ in _____)

Dati Fiscali:

P.IVA: N/A

C.F.: _____

Contatti:

Email: _____

Tel: _____

Documento:

Luogo: **Cairo Montenotte, Località Chiappella**
Data di stipula: **29 dicembre 2025**

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Introductory Notes

Binding Language

This contract is drafted in the Italian language, which constitutes the sole official and legally binding version. Any translations into other languages are provided exclusively for informational purposes and have no legal value. In case of discrepancy between versions, the Italian text shall exclusively prevail.

Applicable Law and Competent Jurisdiction

This contract is governed by Italian law. For any dispute that may arise regarding the interpretation, execution, or termination of this contract, the **Court of Savona** shall have exclusive jurisdiction. The parties expressly waive any other jurisdiction.

Official Communications Between Parties

All official communications between the parties must occur via:

For the Principal:

- PEC Address (primary): simone.testino@legalmail.it
- Email (secondary): simone.testino@colivingliguria.it

For the Organiser:

- Email (primary): _____
- PEC Address (if available): N/A

Note: The Organiser, being a foreign citizen without yet having tax residence in Italy, does not currently possess a PEC address. Should the Organiser acquire a PEC in the future (e.g., following the opening of an Italian VAT number), they shall be required to promptly communicate it to the Principal, and the PEC will become the priority communication channel.

Communications via PEC are deemed received upon receipt of the delivery receipt. Communications via ordinary email are deemed received 48 hours after sending.

CONTRACTING PARTIES

This Contract is entered into between:

- The Sole Proprietorship **ColivingLiguria**, with official denomination **Testino Simone**, with operational headquarters at Via San Pio X, 12 A (Piano -1), 16131 Genova (GE), Tax Code TSTSMN03L01D969Y, VAT Number 03039920990, represented by the Owner MSc. Simone Testino, hereinafter referred to as the **“Principal”**.
- _____, of nationality _____, born on _____ in _____, currently resident at _____, identified by document: _____, hereinafter referred to as the **“Organiser”**.

PREAMBLE

0.1. Pre-Arrival Activities and Support

Before the start of on-site operations (by _____), a period of remote collaboration and preparation is planned:

1. Organiser's Tasks (to be performed remotely):

- **Logo Creation:** The Organiser commits to developing the official ColivingLiguria logo according to the following iterative process:
 1. **Initial Proposals:** Development and presentation of at least 3-5 initial graphic proposals for the logo.
 2. **Review Sessions:** 3 to 5 video call appointments with the Principal are planned to discuss design details, evaluate proposals, and define any changes or improvements.
 3. **Iteration until Approval:** The review process will continue until both parties are mutually satisfied with the final result. Only then will the logo be considered approved.

2. Support provided by the Principal:

- Introduction to the project and strategic objectives;
- **AI Ecosystem and GitHub:** All documentation is centralised on GitHub and managed via the “Antigravity” system. The Organiser will have full access to files and will use advanced LLMs (e.g., Gemini 3 Pro, Claude Opus) to contextualise, modify, and adapt documents to bureaucratic and operational needs;
- **Home Automation and Home Assistant:** Familiarisation with the Home Assistant system, which controls the infrastructure (lights, audio). Such competence is strategic for the technical management of events (atmospheres, scenarios).

These preliminary activities also serve to consolidate mutual knowledge and working methods before the physical transfer.

0.2. Hierarchy Between Contracts

This contract is strictly linked to a Type R Lease Agreement (code: _____, signed on _____), entered into or to be entered into between the same parties. The linked Lease Agreement must provide for the assignment of a **Private Room** for exclusive use, equipped with **independent access to the outside for the cat** (via cat flap or free access), at zero rent (loan for use or free lease).

In case of contradiction or incompatibility between the clauses of the two contracts, **this contract prevails** over the lease agreement. A similar prevalence clause is included in the lease agreement.

Art. 1 – Relationship Between Contracts and Start Date

1.1. Nature of the Contractual Relationship

This contract binds:

- On one side, the Principal as a Sole Proprietorship;
- On the other, the Organiser as a natural person.

Should the Organiser establish an individual VAT registration in Italy in the future, the company/firm thus established shall be required to sign a contract with the Principal having the same conditions and clauses as this deed. Failure to sign such a business contract shall constitute a breach of this contract.

1.2. Linked Residence Contract

The execution of this contract is subordinated to the signing and maintenance of a Type R Lease Agreement, identified with code _____, signed on _____ (or to be signed within the terms referred to in point 1.3).

The lease agreement must have:

- Minimum duration of 12 (twelve) months;
- Economic and regulatory conditions defined in the document itself;
- Hierarchical prevalence clause of this contract.

1.3. Operation Start Date

The Organiser commits to:

- Be physically present at the ColivingLiguria operational headquarters by _____;
- Have signed and activated the Lease Agreement referred to in point 1.2 by _____;
- Start working operations according to the duties defined in this contract.

Effective operation start date: _____

This date shall be agreed between the parties and communicated in writing.

Failure to meet any of these terms constitutes a serious breach with the consequences provided in Art. 6.

1.4. Security Deposit

To guarantee the fulfilment of contractual obligations derived from both this contract and the linked Lease Agreement, the Organiser shall pay a total security deposit according to what is governed in Art. 5.

Art. 2 – Services Offered by the Principal

Against the commitment made by the Organiser in the activities described in Art. 3, the Principal offers the following services, whose costs are specified in this contract.

2.1. Accommodation and Utilities (Attachment L)

The Principal makes available to the Organiser accommodation complete with all utilities included, as detailed in **Attachment L - Rental, Utilities and Room Furnishing**.

Monthly Cost for the Organiser: € 0,00 (free within the scope of this contract).

The accommodation is also regulated by a separate Lease Agreement (Type R), entered into between the same parties.

2.2. VAT Registration Assistance (Attachment I)

The Principal offers the Organiser complete assistance for starting the entrepreneurial activity in Italy, as detailed in **Attachment I - VAT Registration Assistance**.

The assistance includes: obtaining the Tax Code, support for the Residence Permit (where necessary), opening the VAT number with access to the Flat-rate Scheme.

Monthly Cost for the Organiser: € 0,00 (free within the scope of this contract).

2.3. Supplementary Activities (Attachment Z)

The Organiser has free access to the package of supplementary activities offered to residents, as detailed in **Attachment Z - Supplementary Activities**.

Activities may include: language courses, yoga sessions, sports activities, social events, and workshops.

Monthly Cost for the Organiser: € 0,00 (free within the scope of this contract).

2.4. Lucrative Activity: Paid Event Organisation (Attachment S)

The Principal grants the Organiser the possibility to carry out **own lucrative activity**, organising paid events at ColivingLiguria facilities.

Available spaces: The spaces usable for organising events are defined in **Attachment S - Event Spaces**.

Procedures: The methods, types of events, margin of autonomy, and approval procedures are governed in **Art. 4 - Event Types and Margin of Autonomy**.

Cost for the Organiser: The use of spaces for approved events is free. Any specific costs (e.g., extraordinary cleaning, additional equipment) shall be defined case by case in the Type EP or Type EM Contract.

2.5. Conditionality of Services

All services referred to in this article are conditional on the correct fulfilment of contractual obligations by the Organiser. In case of termination of the relationship for any cause, all services shall immediately lapse.

Art. 3 – Duties and Responsibilities of the Organiser

The Organiser commits to carrying out the following activities with diligence, professionalism, and in compliance with the Principal's instructions. The contract, unless otherwise specified, does not provide for a fixed number of hours but delegates to the Organiser the responsibility of determining their own working hours in relation to the duties assigned to them.

3.1. Event Organisation and Planning

The Organiser assumes responsibility for the planning and execution of all events hosted at ColivingLiguria facilities. Events are divided into two categories with distinct procedures.

A) Periodic Events. Periodic (recurring) events are planned **in dialogue with the Principal**; these are listed in their current organisation in **Attachment S**.

- Planning is **shared** between Organiser and Principal;
- **AI-assisted tools** will be presented in the first weeks to facilitate compilation;
- Even periodic events require a signed **Type EP Contract** (or **Type EM** for music events), with simplified procedure.

Event Details: The list, typology, and operational specifications of the Periodic Events currently scheduled are detailed in **Attachment S**. This list has formal reference value and is modifiable according to the procedures provided in Attachment P.

Minimum timelines for project submission:

- **Annual/Seasonal events:** at least **2 months** in advance;
- **Monthly events:** at least **2 weeks** in advance;
- **Weekly events:** at least **1 week** in advance.

B) Non-Periodic Events (Extraordinary). While periodic events are predetermined, extraordinary events may be requested by the Principal with due notice, leaving a minimum of **two weeks** for event preparation. This contract does not define a maximum number of extraordinary events that can be requested by the Principal but determines that each major event requires two weeks for its

preparation and recognises that the Organiser can only handle one event at a time. This limit does not affect other parallel activities listed below.

Non-periodic events require **mandatory formal approval**:

- The Organiser fills out the **Contract for Event Proposals (Type EP Contract)** or the **Contract for Music Event Proposals (Type EM Contract)** for music events;
- The document is sent via PEC to the Principal;
- The Principal provides written approval within 5 working days;
- **Only after written approval** can the event proceed.

The advance notice required for project submission for non-periodic events depends on the size of the event and other complexity factors; these are not defined a priori but the approval of the proposed project depends on them.

C) Legal Verification and Compliance. Before submission of any Type EP or Type EM Contract (both for periodic and non-periodic events), the Organiser is required to verify the compliance of the event with current regulations at **four levels**:

1. **Municipal:** Regulations of the Municipality of Cairo Montenotte and local ordinances;
2. **Regional:** Applicable regulations of the Liguria Region;
3. **National:** Italian laws regarding events, SCIA, safety, etc.;
4. **European:** Binding EU regulations (e.g., GDPR for participant data management).

AI Tools: The Principal will provide AI tools to facilitate this verification, allowing the Organiser to perform checks even without knowledge of the Italian language.

Liability: The Type EP/EM Contract (Event Proposals) contains an explicit clause attesting to the event's compliance with all four regulatory levels. Signing the Type EP/EM Contract implies that such verification has been carried out. The legal responsibilities that follow are also reiterated in the Type EP/EM contracts.

D) Participant Contract (Type EV). The Organiser is required to draft, for each event, a **Contract for Events (Type EV)**, the contract that event participants must sign. This contract must include:

- **Risk factor:** Classification of the event's risk level for ColivingLiguria;
- **Deposit:** Amount of deposit required from participants (if applicable);
- **Assumed liabilities:** Obligations and guarantees offered by ColivingLiguria;
- **Excluded liabilities:** Indemnities and limitations of liability;
- **Participation rules:** Behavioural rules for participants and related sanctions in case of violation thereof.

AI Tools: The Principal will provide AI tools to assist the Organiser in drafting the Type E Contract, even without knowledge of the Italian language.

Prerequisite for Type EP/EM Contract: The Type E Contract must be attached to the Type EP or Type EM Contract (Event Proposals). The Principal approves the Type EP/EM Contract **only after** verifying and approving the related Type E Contract.

E) Execution. For both categories, the Organiser coordinates all operational phases: preparation, execution, closing, and post-event documentation.

3.2. Availability Hours

The Organiser guarantees a **minimum availability of 1 (one) hour per day**, from Monday to Saturday (6 days a week), for managing the following activities:

- Responding to calls, messages, and emails related to events;
- Providing information on scheduled events;
- Collecting proposals for new events from third parties;
- Discussing organisational matters with the Principal.

Permitted Time Slot. The Availability Hours must be placed between **10:00** and **21:00**.

Agreed Schedule for this contract. For this contract, the Availability Hours are set from _____ to _____.

Schedule Modification Procedure. The Organiser may request modification of the Availability Hours under the following conditions:

- **Maximum frequency:** 2 (two) modifications every 2 (two) months;
- **Request method:** Written communication via PEC to the Principal;
- **Approval:** Modification requires written approval from the Principal;
- **Notice:** The previous schedule remains in force for **7 (seven) days** from the approval date;
- **Limits:** The modified schedule must still remain within the 10:00-21:00 slot.

3.3. Visual Communication Support (Not SMM)

The Organiser provides support for the creation of graphic and visual material.

1. **Nature of Activity:** The graphic activity is to be divided into two distinct sections.
 - (a) **Event-Related Content:** This concerns the production of graphic but also visual material aimed exclusively at advertising scheduled events; this activity must be done with due notice and with periodic publication until the actual event date. This must be presented together with the Type EP/EM contract and may delegate social media duties to the responsible team, when present.
 - (b) **Logo and Commercial Graphics Creation:** This concerns the production of logos, graphics to post on social media, or that are part of our catalogue. The request for a logo or graphic can be made by communicating the desired specifications to the Organiser, who is required to produce such graphic for a maximum of **15 hours per week**. These graphics may also be requested for activities not part of ColivingLiguria, such as other activities of the Principal or persons associated with them.
2. **Exclusions:** The assignment **DOES NOT include** Social Media Management, publication, replying to comments, or defining editorial strategies, which remain the responsibility of the Principal or dedicated figures.

3.4. Customer Care and Communication Management

The Organiser, **during the Availability Hours** defined in Art. 3.2, manages the following activities:

- Responding to requests for information on events via:
 - Email (_____);
 - Personal WhatsApp (_____);

- Personal Instagram (_____) and ColivingLiguria Instagram (@colivingliguria);
 - Phone (_____).
- Managing registrations for scheduled events (intensification in days immediately preceding the event);
 - Collecting and qualifying proposals for organising new events from third parties.

3.5. Digital Platform and Calendar Management

The Organiser is responsible for constantly updating:

- **Event calendar** on the ColivingLiguria digital platform;
- **Events section** of the website (colivingliguria.pages.dev);
- **Management software** for events (tool to be agreed and trained).

3.6. Legal and Administrative Documentation

The Organiser is required to:

- **Regulatory research:** Verify legal and administrative requirements for holding each event, consulting:
 - Municipal documentation already uploaded to the ColivingLiguria website;
 - Local and regional regulations (with support from AI tools for analysis);
 - Any internal facility regulations.
- **Production of administrative documents:** Drafting authorisation requests, communications to the Municipality, SCIA (Certified Notice of Commencement of Activity), and other necessary official documentation, following this process:
 1. Draft in English, with AI tool support;
 2. Translation into Italian, also with AI support;
 3. Linguistic and content review with Italian native speakers (provided by ColivingLiguria);
 4. **Final approval by the Principal** before official submission to competent authorities.

3.7. GitHub Access and Use

The Organiser will receive training on using the GitHub platform, which constitutes the main document organisation system of ColivingLiguria.

Reference to Attachment G: Access to the platform, content management, confidentiality obligations (NDA), and intellectual property are fully governed in **Attachment G - GitHub Platform Access**, which the Organiser declares to know and accept.

Through GitHub, the Organiser will:

- Access technical, legal, and administrative documentation;
- Upload detailed event plans;
- Collaborate with the Principal and other team members.

Art. 4 – Event Types and Margin of Autonomy

4.1. Mandatory Approval and Right of Refusal

The Principal grants the Organiser the possibility to organise events at ColivingLiguria facilities, with the following conditions:

- **Every event** requires prior approval from the Principal via Type EP or Type EM Contract;
- The Principal **reserves the right to deny** any event, for any reason deemed appropriate, if they believe the event does not respect ColivingLiguria's interests;
- The Organiser's decision-making autonomy is **limited** in this first contract, in order to build a relationship of mutual trust.
- The ColivingLiguria spaces made available for such activities are defined in **Attachment S** and may be subject to changes as defined by **Attachment P**.

4.2. Conditions for Attachment Z Holders

All events organised at ColivingLiguria must guarantee preferential conditions for holders of **Attachment Z - Supplementary Activities** (e.g., Residents).

A) Free Participation. Attachment Z holders cannot be subject to entry tickets or participation fees.

B) Margin on Consumable Goods (Max 50%). Exclusively for the sale of consumable goods (food, drinks) to **Attachment Z holders only**:

- The sales price **cannot exceed 150% of the purchase cost** of the raw material (maximum margin 50%);
- The Organiser must be able to document costs upon request.

For all other participants (external), the Organiser has full autonomy in defining prices.

4.3. No Commission from ColivingLiguria

ColivingLiguria **does not impose commissions** on events organised by the Organiser in the spaces defined in **Attachment S**.

The Type EP/EM Contract:

- **Cannot provide** commissions of any kind in favour of ColivingLiguria;
- **May provide** deposits to guarantee compliance with contract terms and risk reduction;
- **May provide** liability for damages and indemnities, as defined in the attached Type E Contract.

Deposits have exclusively the purpose of protection and risk management, **not** profit purposes for ColivingLiguria.

4.4. Expense Coverage and Financing

This contract does not obligate the parties to cover financial expenses for events, which shall be defined case by case in the Type EP/EM Contract. However, the following general principle is established:

- **Institutional Events:** For events directly requested by ColivingLiguria (e.g., periodic events), the ownership fully assumes the necessary and approved out-of-pocket expenses.
- **Organiser's Events:** For events proposed by the Organiser (lucrative or personal), ColivingLiguria has **no obligation** to cover expenses. However, the ownership may discretionally evaluate financing the purchase of equipment or materials that shall remain the property of the Coliving, without this constituting a contractual obligation.

4.5. Future Perspectives

At the end of this contract, the parties may evaluate signing a new contract with a greater degree of autonomy for the Organiser, based on results achieved and quality of the established professional relationship.

Art. 5 – Security Deposit

5.1. Required Deposits

To guarantee obligations derived from contracts between the parties, the following deposits are provided:

1. **Lease Agreement Deposit:** € 200,00

This amount is defined and paid pursuant to the linked Lease Agreement (code: _____, signed on _____).

2. **Event Organiser Contract Deposit:** € 300,00

This amount is paid to guarantee the obligations of this contract.

Total deposits paid: € 500,00

5.2. Reference to Attachment F

The two deposits, although paid by virtue of separate contracts, operate as a **single Credit Line** pursuant to **Attachment F - Financial Management**.

Attachment F, an integral and non-modifiable part of this contract, fully governs:

- The functioning of the Credit Line and Debit Line;
- Multi-contract management (unified line);
- Penalties, termination clauses, and restitution.

Art. 6 – Contract Termination

The termination of this contract is governed by:

1. This article (for specific conditions and notice periods);
2. **Attachment T - Contract Termination Conditions** (for general principles and effects of termination), which constitutes an integral part hereof.

6.1. Contract Duration

This contract has a duration of **12 (twelve) months** starting from the operation start date indicated in Art. 1, point 1.3.

6.2. Termination for Organiser's Default (Deposit Retention)

The contract terminates by right, with **full retention of the security deposit**, in the following cases:

1. **False personal data:** The Organiser declared false or misleading information regarding their identity, educational qualifications, professional experiences, or other relevant data;
2. **Failure to sign Lease Agreement:** The Type R Lease Agreement was not signed within _____ days of signing this contract;

3. **Termination of Lease Agreement:** If the lease agreement is terminated for a cause that does not provide for deposit refund.
4. **Deposit below limit:** The Credit Line remains below the minimum threshold provided by Art. 5 for the timelines defined in **Attachment F - Financial Management**;
5. **Serious breach of duties:** Serious, repeated, or wilful violation of obligations under Art. 3.

6.3. Termination for Principal's Default (Deposit Return)

The Organiser has the right to terminate the contract with **full return of the security deposit** should the Principal significantly fail to fulfil their contractual obligations.

6.4. Ordinary Withdrawal with Notice

Either party may withdraw from the contract with a notice period of **3 (three) full months**, to be communicated **exclusively via PEC** to the other party's address.

Trial Period: A trial period of **14 (fourteen) consecutive calendar days** is established, starting from the Start Date of Operativity (or date of arrival at the facility). If the Organiser notifies withdrawal within this period, the contract shall terminate with immediate effect and the € 250,00 penalty for early withdrawal shall **NOT** apply. Any other amounts due for damages or specific penalties incurred (Debit Line) shall remain withheld. The same right of contract withdrawal in those first 14 days is reserved to the Principal, who may therefore terminate it without further consequences.

Retention for early withdrawal: If the Organiser exercises withdrawal **after the trial period** and within the **first 6 (six) months** from the operation start date, the Principal retains € 250,00 from the security deposit as reimbursement for VAT opening assistance services referred to in Art. 2.2 and **Attachment I**, whose benefits were not fully enjoyed.

In case of ordinary withdrawal after the first 6 months:

- The security deposit is returned in full within 30 days of actual termination of the relationship;
- The rental fee reduction lapses at the end of the notice period.

6.5. Effects of Termination

The general effects of termination (including the return of materials, cessation of rights and access) are fully governed by **Attachment T - Contract Termination Conditions**.

It is specified, however, that the termination of this contract **does not imply** the automatic termination of the linked Lease Agreement, which remains in force according to its own clauses, unless otherwise agreed in writing.

Contract Signature Procedure

6.6. Organiser's Signature

The Organiser signs this contract in **handwritten** mode (handwritten signature on printed document).

Procedure:

1. Print the contract in paper format;
2. Affix handwritten signature in the indicated sections;
3. Scan the signed document;
4. Send the scan via **PEC** to the address: **simone.testino@legalmail.it**;
5. Keep the signed paper original;
6. Deliver the paper original to the Principal on the occasion of the first visit to the facility.

6.7. Principal's Signature

The Principal signs this contract in **digital** mode with qualified electronic signature in **p7m** format (CAdES), compliant with the European eIDAS Regulation (EU Reg. 910/2014).

Firma Autografa di:

The Organiser

Luogo e Data: _____

(Firmare in modo leggibile)

Il Legale Rappresentante

(Doc. firmato digitalmente)

La data e il luogo di firma sono riportati sul certificato digitale.

MSc. Simone Testino

Ditta Ind. **Testino Simone**

C.F.: TSTSMN03L01D969Y

P. IVA: 03039920990

PEC: simone.testino@legalmail.it

Tel: +39 339 637 9372

Vexatious Clauses

Pursuant to and for the purposes of articles 1341 and 1342 of the Italian Civil Code, the Organiser declares to have read, understood, and specifically approve the following clauses of this contract:

- **Art. 4.1** - Mandatory approval and right of refusal of events by the Principal;
- **Art. 4.2** - 50% margin limit on consumable goods (for Attachment Z holders);
- **Art. 5.1** - Security deposits and their unification;
- **Art. 6.2** - Termination for breach with deposit retention;
- **Art. 6.4** - Ordinary withdrawal with 3 months notice and € 250,00 retention in the first 6 months;
- **Attachment F** - Financial management, penalties, and Credit/Debit Line;
- **Attachment T** - Contract termination conditions, immediate cessation of rights, abandoned goods.

This specific approval must be given with **double handwritten signature** by the Organiser.

Specific approval of vexatious clauses:

Handwritten signature of the Organiser for approval of vexatious clauses

Attachments Index

The following attachments constitute an integral and substantial part of this contract:

Code	Attachment Title	Version
D	Data Processing and Intellectual Property	D1.01
F	Financial Management	F1.01
G	GitHub Platform Access	G1.01
I	VAT Registration Assistance	I1.01
L	Rental, Utilities and Room Furnishing	L1.01
P	Attachment Modification Procedure	P1.01
S	Event Spaces	S1.01
T	Contract Termination Conditions	T1.01
Z	Supplementary Activities	Z1.01

6.8. Linked Lease Agreement (Type R)

This contract refers to a **Type R Lease Agreement** (Contract for Residents), entered into or to be entered into separately between the same parties.

Contract Code: _____

Version: R1.01

Such contract is contained in a **separate file**.

Attachment D - Personal Data Processing

*Modifiable Attachment – The Owner may update this attachment according to the procedure in **Attachment P**.*

D.1 – Signatory Data Processing

D.1.1 – Privacy Policy (GDPR)

The Owner (Testino Simone) processes the personal data of the Signatory (personal, fiscal, banking, contact data) exclusively for the following purposes:

- Execution of this contract;
- Mandatory fiscal, accounting, and legal obligations;
- Management of the professional collaboration.

D.1.2 – Legal Basis and Controller

Legal Basis: Execution of the contract (Art. 6, par. 1, lett. b) GDPR) and legal obligations (Art. 6, par. 1, lett. c) GDPR).

Data Controller: Testino Simone, with headquarters at Via San Pio X, 12 A (Piano -1), 16131 Genova (GE), PEC: simone.testino@legalmail.it.

D.1.3 – Data Retention

Data will be retained for the duration of the contract and for the subsequent **10 (ten) years**, as required by Italian fiscal and civil laws (Art. 2220 Civil Code, D.P.R. 600/1973).

D.1.4 – Rights of the Data Subject

The Signatory has the right to:

1. Access their personal data;
2. Rectify inaccurate or incomplete data;
3. Delete data (“right to be forgotten”), where applicable;
4. Restrict processing;
5. Object to processing;
6. Receive data in a structured format (portability);
7. Lodge a complaint with the Data Protection Authority (Autorità Garante per la Protezione dei Dati Personalisi).

To exercise these rights, contact the Owner at the PEC address: simone.testino@legalmail.it.

D.2 – Consent to Processing

D.2.1 – Declaration of Consent

The Signatory, by signing the main contract, declares to:

-
1. Have read and understood this information regarding the processing of their personal data;
 2. Consent to the processing of their data by the Owner for the indicated purposes;
 3. Be aware of their rights under the GDPR.
-

End of Attachment D - Personal Data Processing

Attachment F - Financial Management

Protected Attachment – This attachment cannot be unilaterally modified.

This attachment defines the financial management of the relationship between **Owner** (the one offering the space/service) and **Signatory** (the contractual counterpart), establishing a formal "double-entry" system for guarantee management.

F.1 – Definition of Financial Lines

For the purposes of this contract, two formally distinct and parallel financial lines are established:

F.1.1 – Credit Line (Signatory Credit):

This line is constituted exclusively by the **Security Deposit** defined in the reference Contract and any subsequent "Deposit Increases". It represents the value that the Signatory entrusts to the Owner as a guarantee of obligations.

F.1.2 – Debit Line (Signatory Debt):

This line is a formal account of all debts that the Signatory accrues towards the Owner. It includes, by way of example:

- Unpaid fees;
- Late payment penalties (Art. F.2);
- Costs for sanctions or damages;
- Any other sum owed to the Owner.

F.2 – Late Payment Penalties

In case of non-payment of any sum due by the agreed deadline, the outstanding amount will be immediately recorded in the Debit Line.

A **late payment penalty** structured as follows will be applied to such amount:

- **Immediate Penalty (Minimum):** At the first second of delay (even for negligible amounts, e.g., € 1.00), an automatic fixed penalty of **€ 50.00** is triggered.
- **Weekly Surcharge (50%):** For each subsequent week of persistent non-payment, the total amount due (principal + accumulated penalties) will be increased by **50%**.
- **Duration:** This increase mechanism continues until the complete payment of the debt or the termination of the contract for breach (with consequent application of further penalties provided).

Accrued penalties will also be progressively recorded in the Debit Line.

F.3 – Termination Clauses for Financial Breach

Each reference Contract defines two key values:

1. **Security Deposit (Initial Value):** The amount paid that constitutes the Credit Line.
2. **Minimum Value (Safety Threshold):** The threshold below which the net balance (Credit - Debit) must not fall.

The Signatory is required to maintain their net position above the Minimum Value.

F.3.1 – Termination for Guarantee Reduction:

The Owner has the right to terminate the contract for breach if the Credit Line remains below the **Minimum Value** for a period exceeding **7 (seven) days**.

If the deposit falls below this threshold (due to deductions or otherwise), the Signatory has the strict obligation to replenish the deposit within **7 days** from notification. If this term expires without action, the contract is considered **terminated by operation of law** due to lack of sufficient guarantees, with application of the procedures set forth in **Attachment T - Contract Termination Conditions**.

F.3.2 – Express Termination (Art. 1456 Italian Civil Code):

The Owner has the right to terminate the contract **instantly** if the Debit Line **exceeds** the Credit Line (negative net balance). For the consequences of termination, see **Attachment T**.

F.4 – Voluntary Deposit Increase (Credit)

The Signatory has the right to voluntarily increase their Credit Line at any time by making a bank transfer with the reference **"Deposit Increase"** and the contract code.

F.5 – Liability Limits

It is strongly reiterated that the Credit Line **does not constitute a limit to the liability** of the Signatory.

The Signatory remains fully responsible for all obligations and compensation. If, at the end of the relationship, the Debit Line exceeds the Credit Line, the Signatory is required to settle the entire difference.

F.5.1 – Liability Waiver for Property and Animals.

By signing this contract, the Signatory **expressly indemnifies the Owner** and their business from any liability for theft, loss, or damage to said pets and valuable property, **except in cases of willful misconduct or gross negligence by the Owner** expressly provided for by the Italian Civil Code or binding European regulations.

It is further specified that any claims for damages to such property or animals, caused by other signatories, residents or housemates, must be handled privately between the parties involved. The Owner is to be considered a third party and is exempt from any liability in this regard.

F.6 – Multi-Contract Management (Single Line)

F.6.1 – Single Line Principle

Where multiple simultaneous contracts exist between the same parties (**Owner** and **Signatory**) (e.g., Lease and Collaboration), the Financial Lines operate as **unified lines**.

F.6.2 – Value Unification

- Deposits:** The amounts paid for each contract are summed into a single Credit Line.

- **Minimum Value:** The minimum values defined in individual contracts are summed to form the overall safety threshold.
- **Debts:** All debts (regardless of the originating contract) flow into a single Debit Line.

F.6.3 – Independence from Cause

For the purposes of financial management:

- Deductions and credits occur on the overall balance;
- Termination clauses apply by evaluating the global balance against the global minimum threshold.

F.6.4 – Final Restitution

Upon termination of **all** contractual relationships, the net residual Credit Line will be returned to the Signatory according to the procedures provided in **Attachment T - Contract Termination Conditions**. Restitution occurs only when **all** contracts have terminated and all outstanding matters have been settled.

Attachment G - GitHub Platform Access

*Modifiable Attachment – The Owner may update this attachment according to the procedure in **Attachment P**.*

G.1 – Purpose and Scope

This attachment governs the conditions of access to the ColivingLiguria GitHub platform (private repository and related files, documents, source code, and materials).

Access is granted exclusively to active collaborators, with personal and revocable credentials, solely for purposes related to the execution of the main contract.

G.2 – Intellectual Property

G.2.1 – Classification of Materials

For the purposes of intellectual property, produced materials are distinguished into three categories:

1. **Physical Material:** Tangible objects produced during the activity (e.g., setups, manual works).
2. **Creative/Intangible Material:** Intellectual works of artistic, graphic, musical nature, or social media content.
3. **Technical Material:** Software, source code, websites, or technical architectures.

G.2.2 – Rights and Ownership

1. Physical Material. Material ownership of any physical object created using resources, spaces, or funds of ColivingLiguria belongs **exclusively to ColivingLiguria**, unless otherwise agreed in a priority written agreement.

2. Creative/Intangible Material. Ownership of economic exploitation rights belongs to ColivingLiguria. **However**, the Author (the Collaborator) is granted a perpetual, irrevocable, free, and unlimited license to:

- Use the materials in their professional portfolio;
- Diffuse, reproduce, and reuse the works on other platforms or contexts, even if not related to ColivingLiguria;
- Exploit the works for their own commercial purposes or those of third parties, without limitations.

Mandatory Limit - Brand Image Protection: The use of materials produced for ColivingLiguria (both during the validity of the contract and after its termination) is subject to compliance with the aesthetic and ethical image that ColivingLiguria intends to project of its brand.

It is **strictly prohibited** to use such materials in a way that:

- Damages, denigrates, or diminishes the image of ColivingLiguria;
- Associates ColivingLiguria with messages, values, or contexts contrary to its identity;
- Causes a distancing of the public from the aesthetic and ethical perception of the brand.

Consequences of Violation:

- **During the validity of the contract:** The amount of damages will be estimated in proportion to the harm suffered and recorded in the Debit Line according to **Attachment F - Financial Management**.
- **After termination of the contract:** Damages will be claimed pursuant to Articles 2043 and following of the Italian Civil Code (compensation for damages).

3. Technical Material (Software/Code). The ownership and usage rights of software, programming code, or web infrastructure (e.g., ColivingLiguria website) **are not regulated by this attachment**. Such rights must be determined separately through a **specific contract** signed by both parties, which will establish ownership, licenses, and usage terms. In the absence of such a specific contract, code developed on ColivingLiguria repositories is presumed to be the exclusive property of ColivingLiguria.

G.2.3 – Synchronization

Except as specified above for technical material, contents synchronized with the ColivingLiguria GitHub repository are considered acquired according to the rules of this article.

G.2.4 – Portfolio Use

The Collaborator may use the produced content in their professional portfolio, with:

- Clear attribution to ColivingLiguria;
- Prohibition of use for competing clients in the hospitality/coliving sector;
- Prohibition of use for personal commercial purposes.

G.2.5 – Third-Party Content

The Collaborator undertakes to verify licenses for third-party content (music, images, fonts) and to indemnify the Owner from compensation claims for copyright infringement.

G.2.6 – Brand and Visual Identity

The brand “ColivingLiguria”, logo, and visual identity are the exclusive property of the Owner. The Collaborator immediately ceases use upon contract termination.

G.3 – Confidentiality and Non-Disclosure

G.3.1 – Confidential Information

All information accessible through the GitHub platform constitutes **Confidential Information**, including:

- Commercial strategies and development plans;
- Economic, financial, and contractual data;
- Personal data of residents, collaborators, guests, and partners;
- Technical documentation and operational procedures;
- Organizational know-how and internal processes.

G.3.2 – Confidentiality Obligations

The Collaborator undertakes to:

1. **Not disclose** Confidential Information to third parties without written authorization;
2. **Use** the information exclusively for contractual purposes;
3. **Not copy** or transfer content to unauthorized personal devices;
4. **Not retain** local copies after contract termination;
5. **Return or destroy** all copies upon termination of the relationship.

G.3.3 – Duration of Obligation

The confidentiality obligation remains in effect for **5 (five) years** after termination of the main contract.

G.4 – Personal Data Processing

G.4.1 – Data Access

Through the GitHub platform, the Collaborator will have access to personal data of third parties (residents, guests, candidates, partners).

As an **Authorized Processor** pursuant to Article 29 of the GDPR, the Collaborator:

1. Processes data exclusively on instruction from the Owner;
2. Does not communicate data to third parties without authorization;
3. Adopts adequate technical and organizational measures for security;
4. Does not use data for personal purposes;
5. Immediately reports any violations (data breach).

G.4.2 – Authorized Tools

The Collaborator accesses data exclusively through:

- GitHub platform with personal authentication;
- Devices authorized by the Owner;
- Secure connections (HTTPS, VPN if required).

G.4.3 – Prohibition of Access from Public Networks and Devices

It is **strictly prohibited** to access ColivingLiguria data and services through:

- Public computers (internet cafes, libraries, hotels, etc.);
- Public or unprotected WiFi networks (bars, airports, stations, etc.).

Any loss of information or security breach occurring during the use of public devices or networks will be **entirely attributable to the Collaborator**, who will be liable for all consequent damages.

Penalty: If such a violation is detected during the validity of the contract, a penalty of **€ 50.00** will be applied, recorded in the Debit Line according to **Attachment F - Financial Management**, in addition to compensation for any damages.

G.5 – Specific Obligations of the Collaborator

The Collaborator undertakes to:

1. **Protect access credentials** (do not share, do not store in insecure locations);
2. **Immediately report** any unauthorized or suspicious access;
3. **Log out** at the end of each work session;
4. **Use secure devices** with updated passwords and antivirus;
5. **Not install unauthorized software** on devices used for access;
6. **Follow security procedures** indicated by the Owner.

G.6 – Access Termination

G.6.1 – Automatic Revocation

Access to the GitHub platform is **automatically revoked** upon termination of the main contract, regardless of the cause of termination, according to the procedures set forth in **Attachment T - Contract Termination Conditions**.

G.6.2 – Post-Termination Obligations

Within 24 hours of contract termination, the Collaborator must:

1. Log out from all devices;
2. Delete any local copies of data or documents;
3. Return any physical material containing Confidential Information;
4. Confirm in writing the completed deletion.

G.6.3 – Consequences of Violation

Violation of the obligations in this attachment entails:

- Full retention of the security deposit;
- Immediate contract termination for serious breach;
- Civil liability for direct and indirect damages;
- Possible criminal liability (Art. 615-ter Italian Criminal Code - unauthorized access; Art. 621 Italian Criminal Code - violation of secrets).

G.7 – Modifications and Updates

This attachment is not classified as "Protected" and may be modified or updated during the contractual relationship, in compliance with the procedures established in **Attachment P - Attachment Modification Procedure**.

End of Attachment G - GitHub Platform Access

Attachment I - VAT Registration Assistance

*Modifiable Attachment – The Owner may update this attachment according to the procedure in **Attachment P**.*

This attachment defines the conditions and details of the assistance service offered by the Principal/Owner for the opening of a VAT number in Italy.

I.1 – Nature of the Service

I.1.1 – Service Description

The Principal offers the Signatory assistance for starting the entrepreneurial activity in Italy as a **natural person** with a VAT number.

I.1.2 – Costs and Access Conditions

The costs for access to supplementary activities are defined **exclusively in the reference contract** that refers to this attachment.

This attachment **does not define** any autonomous cost. The price for access to such activities:

- Is established in the contract signed by the Signatory;
- May be zero or a positive amount, depending on the agreements made.

To know the applicable cost, refer to the specific article of the main contract that calls this attachment.

I.2 – Included Procedures

I.2.1 – Tax Code (Codice Fiscale)

Assistance for obtaining the **Italian Tax Code**, including:

- Completion of form AA4/8 (for non-resident natural persons);
- Accompaniment to the Revenue Agency (if necessary);
- Support for the online request via the Revenue Agency portal.

I.2.2 – Residence Permit

Support in procedures for the **Residence Permit** (where necessary for non-EU citizens), including:

- Guidance in compiling the required documentation;
- Information on permit types (self-employment, subordinate employment, study, etc.);
- Support for booking appointments at the Police Headquarters (Questura).

Note: The Principal does not replace legal consultants or immigration agencies. The assistance is informational and orientational in nature.

I.2.3 – VAT Number Opening

Assistance for opening the **VAT number as a natural person** at the Revenue Agency, including:

- Completion of form AA9/12;
- Identification of the appropriate **ATECO code** for the activity;
- Electronic submission of the file (if the Principal has authorization);
- Accompaniment to the Revenue Agency (if necessary).

I.3 – The Flat-Rate Scheme (Regime Forfettario)

I.3.1 – Access to the Flat-Rate Scheme

The assistance is oriented towards opening the VAT number with access to the **Flat-Rate Scheme** (Law 190/2014 and subsequent amendments).

I.3.2 – Advantages of the Flat-Rate Scheme

The Italian Flat-Rate Scheme represents one of the most advantageous tax options for self-employed workers in Europe:

- **Preferential taxation:** Substitute tax rate of **15%** on taxable income, reduced to **5%** for the first 5 years of new activity (start-up);
- **No VAT:** Invoices are exempt from VAT pursuant to art. 1, paragraph 58, Law 190/2014, greatly simplifying accounting management;
- **Simplified accounting:** No obligation to keep VAT registers, no balance sheet, no VAT declaration;
- **Zero opening costs:** Opening the VAT number is **completely free** at the Revenue Agency;
- **Reduced social security contributions:** Possibility to request a 35% reduction on INPS contributions for artisans and merchants;
- **No withholding tax:** Issued invoices are not subject to withholding tax;
- **Exemption from sector studies:** No obligation to complete ISAs (Synthetic Reliability Indices).

I.3.3 – Access Requirements (2024)

To access the Flat-Rate Scheme, the taxpayer must meet the following requirements:

- Annual revenues/compensation up to **€ 85.000,00**;
- Expenses for employees not exceeding € 20.000,00 per year;
- Not having perceived, in the previous year, employment income exceeding € 30.000,00;
- Not participating in partnerships, professional associations, or transparent SRLs;
- Not having controlling interests in SRLs carrying out activities traceable to one's own.

I.4 – Limits of Assistance

I.4.1 – Exclusions

The assistance provided **DOES NOT include**:

- Professional tax, fiscal, or legal consulting;
- Assistance for opening partnerships or corporations;
- Assistance for tax schemes other than the flat-rate one;
- Bookkeeping or tax returns;
- In-depth social security consulting.

For such aspects, the Signatory must turn to qualified professionals (accountants, labor consultants, lawyers).

I.4.2 – Liability

The Signatory remains the **sole person responsible** for their entrepreneurial and fiscal choices.

The support provided by the Principal is exclusively **informational and orientational** in nature, and does not constitute a guarantee of correctness or completeness of transmitted information.

The Principal is exonerated from any liability for errors, omissions, or consequences deriving from fiscal choices made by the Signatory.

I.5 – Residency (Anagrafe)

The possibility of establishing **official residency** at ColivingLiguria properties exists and is defined by applicable legal limits.

This attachment does not define any limitation or guarantee regarding the possibility of taking residency. This aspect may be agreed upon:

- As part of the main contract (in the designated article);
- In a separate agreement between the parties.

I.6 – Attachment Nature

This attachment is **modifiable** in nature. The Owner may update the assistance procedures following the procedure described in **Attachment P - Attachment Modification Procedure**.

End of Attachment I - VAT Registration Assistance

Attachment L - Rental, Utilities and Room Furnishing

Modifiable Attachment – The Owner may update this attachment according to the procedure in Attachment P.

This attachment governs the details regarding the accommodation offered to the Signatory, included utilities, and room furnishing procedures.

L.1 – Linked Lease Agreement

L.1.1 – Reference to Lease Agreement

The accommodation is governed by a **separate Lease Agreement** (type R), stipulated between the same parties.

This attachment **does not define** any rental fee. The amount can be null or positive as established in the main contract.

L.2 – Assigned Room

L.2.1 – Room Identification

The room assigned to the Signatory, as well as its nature (**private or shared**), will be agreed upon between the parties and specified in the main contract. For details, refer to the designated article of the reference contract.

L.2.2 – Room Condition at Delivery

The room will be delivered in compliance with **ASL regulations** for residential habitability.

Simone Testino - Sole Proprietorship has requested or will request all necessary permits to start the hospitality activity through **SCIA** (Certified Notice of Commencement of Activity). This procedure must be completed **before the arrival date** of the Signatory at the premises, but not necessarily before the signing of this contract.

Guaranteed characteristics:

- **Electrical system:** Built to code, compliant with European (CPR) and Italian (CEI) regulations;
- **Plastering:** Plastered walls ready for finishing;
- **Floor and ceiling:** In regular and functional condition;
- **Internet connection:** Provision for connection to the facility's WiFi network.

L.2.3 – Absence of Furniture

IMPORTANT NOTE: The room will **NOT be furnished** at the time of delivery.

At the beginning of the stay, the only element present will be:

- A **high-quality air mattress** (approximately 70 cm height), comfortable and suitable for daily use.

No bed, wardrobe, desk, chairs, or other furniture will be present. Room furnishing will follow the procedure described in Section 4 of this attachment.

L.3 – Utilities Included in Accommodation

L.3.1 – Currently Guaranteed Utilities

At the time of signing this contract, the following utilities are **included** in the accommodation offer:

Base Utilities:

- **Electricity:** Light and electrical power for all environments;
- **Water:** Hot and cold water for domestic use;
- **Heating:** Heating of common areas and the private room;
- **Kitchen Use:** Access to the shared kitchen with all equipment functioning;
- **Bathroom Use:** Access to the shared bathroom in regular condition.

Digital Services:

- **WiFi Connection:** High-speed Internet (estimated > 100 Mbps, to be verified - effective speed will be communicated in an updated version of this attachment);
- **Amazon Prime:** Access to the facility's Amazon Prime account for video streaming and fast shipping.

L.3.2 – Planned Additional Services

The Owner plans to add further services during 2026, potentially including:

- Netflix or other streaming services;
- Additional digital platforms.

An **updated version of this attachment** will be sent in early 2026 following the modification procedure described in Section 5.

L.3.3 – Exclusions

Not included in utilities:

- Food and beverage expenses;
- Personal transportation expenses;
- Any other expense not expressly mentioned in this attachment.

L.4 – Room Furnishing Procedure

L.4.1 – Premise

The room is **NOT furnished** at delivery. At the beginning of the stay, only a **high-quality air mattress** (approximately 70 cm height) will be present.

Furnishing will be defined through dialogue between the Signatory and the Owner, choosing from the following options.

L.4.2 – OPTION 1 - Signatory's Personal Furniture

- **Description:** The Signatory brings furniture of their own property.
- **Transport and Assembly:** At the Signatory's expense.
- **Cost to ColivingLiguria:** None.
- **Ownership:** Furniture remains **exclusive property of the Signatory**.
- **End of Contract:**
 - The Signatory may take the furniture away at their own expense, or
 - Propose donating them to ColivingLiguria (communicating in writing **within 2 months** of contract end). The Owner will evaluate whether to accept.

L.4.3 – OPTION 2 - Agreed New Furniture (50/50)

- **Description:** The parties agree on purchasing **new** furniture.
- **Transport and Assembly:** To be agreed between parties.
- **Costs:** Split **50%** between Signatory and Owner.
- **Funding:** The Owner's share may be covered by **FESR 1.3.3 Grant** (new furniture only).
- **Ownership:** Furniture becomes **exclusive property of ColivingLiguria**.
- **End of Contract:** Furniture **stays in the room**. The Signatory has no right to remove or to refunds.

L.4.4 – OPTION 3 - Non-Agreed Furniture

- **Description:** The Signatory purchases furniture (new or used) **without prior agreement**.
- **Transport and Assembly:** At the Signatory's expense.
- **Cost to ColivingLiguria:** None (no reimbursement or assistance).
- **Ownership:** Furniture remains **exclusive property of the Signatory**.
- **End of Contract:**
 - The Signatory may take the furniture away at their own expense, or
 - Propose donating them to ColivingLiguria (communicating in writing **within 2 months** of contract end). The Owner will evaluate whether to accept.

L.4.5 – OPTION 4 - Used/Free Furniture with Assisted Transport

- **Description:** The parties agree on recovering **used or free** furniture (e.g., Facebook Marketplace, Subito.it).
- **Transport and Assembly:**
 - ColivingLiguria provides: transport vehicle, driver, assistance;
 - The Signatory **actively participates**: searching, disassembly, loading/unloading, reassembly.
- **Cost to ColivingLiguria:** Transport only. The FESR 1.3.3 Grant **does not cover** used furniture.

- **Ownership:** Furniture becomes **exclusive property of ColivingLiguria**.
- **End of Contract:** Furniture **stays in the room**. The Signatory has no right to remove.

L.4.6 – Mixed Options

It is possible to combine the different options described above, applying a different choice for each individual piece of furniture (e.g., Option 1 for the desk, Option 2 for the bed), provided this is done within reasonable limits to avoid excessive management complexity.

L.4.7 – Note on Transport

ColivingLiguria **is not obligated** to provide transport services. Assisted transport is offered **only in Option 4** and at the Owner's discretion. In any case, if ColivingLiguria's transport or logistical support is required, it is mandatory to provide **advance notice** to allow for resource organization.

L.4.8 – Structural Modifications

Any modification to walls, systems, ceiling, or floor of the room or common areas is strictly regulated by **Attachment M - Maintenance Conditions**.

In Attachment M are specified:

- Permitted and prohibited works;
- Procedures for requesting authorization;
- Penalties in case of violation.

In general, modifications are **permitted and welcome** subject to written authorization from the Owner and project approval.

End of Attachment L - Rental, Utilities and Room Furnishing

Attachment P - Attachment Modification Procedure

Protected Attachment – This attachment cannot be unilaterally modified.

This attachment defines the official procedure for modifying the contractual attachments between the parties.

P.1 – Protected Attachments

The following attachments **CANNOT** be modified unilaterally by the Owner. Any modification to these attachments requires the written agreement of both parties:

- **Attachment F** - Financial Management (economic and penalty clauses)
- **Attachment M** - Maintenance Conditions (penalty clauses)
- **Attachment P** - Attachment Modification Procedure (this attachment)
- **Attachment T** - Contract Termination Conditions

All other attachments not listed above are considered **modifiable** and can be unilaterally updated by the Owner according to the procedure described in this document.

P.2 – Operational Modification Procedure

The modification procedure consists of the following mandatory phases:

P.2.1 – Notification of Proposal

The Owner notifies the update proposal by sending the new attachment (or the text of the changes) in digitally signed .pdf format.

- **Channel:** PEC (or ordinary email if the Signatory is a natural person without PEC or if agreed otherwise).
- **Notice Period:** At least **21 (twenty-one) days** before the entry into force.

P.2.2 – Response Deadline

The Signatory has **7 (seven) days** from receipt to evaluate the changes.

P.2.3 – Signatory Options

Within this period, the Signatory may:

- **Accept:** Explicitly or via **tacit consent** (failure to communicate within 7 days);
- **Withdraw (Contest):** Exercise the right of withdrawal **ONLY IF** the modification falls under “**Substantial Modifications**” (defined in Section 3).

P.2.4 – Contest and Withdrawal Procedure

To exercise the right of withdrawal **without penalty**:

1. The Signatory must deem the modification to be **Substantial** (see Sec. 3);
2. Must send a formal communication (PEC or Email) to the Owner **within the 7 days**;

3. Must specify which point constitutes the modification as substantial.

In case of valid contestation, the contract terminates on the agreed date without penalties and with the return of the deposit. Otherwise (silence or unfounded contestation), the modification is deemed approved.

P.3 – Classification Criteria and Right of Withdrawal

The right of withdrawal depends exclusively on the type of modification.

P.3.1 – Substantial Modifications (Right of Withdrawal)

Confer the right to withdraw without penalty. Are strictly:

- **New Recurring Costs** (rents, fixed expenses not originally foreseen);
- **High Penalties** (exceeding **100.00 Euro**);
- **Removal of Essential Services** (Internet, kitchen, washing machine, utilities);
- **Limitations on Personal Freedom** (curfews, unreasonable guest bans);
- **Work Impact:** Modifications with significant economic impact on concurrent work/collaboration contracts;
- **Negative Structural Changes:** Significant reduction of accessible common spaces or the size of assigned private spaces (Note: modification of private spaces is generally prohibited, see Sec. 4).

P.3.2 – Minor or Administrative Modifications (NO Withdrawal)

DO NOT confer immediate right of withdrawal (mandatory acceptance unless ordinary withdrawal with standard notice is exercised). Include:

- Correction of errors/typos and personal data updates;
- Mandatory legal adjustments;
- Penalties equal to or below 100.00 Euro;
- Minor organisational variations (cleaning shifts, co-living rules) that do not disturb the peaceful living;
- Modifications that DO NOT limit essential services.

P.3.3 – Positive Modifications (NO Withdrawal)

Improvements or additions of services in favour of the Signatory. Never grant the right of withdrawal.

P.4 – Non-Modifiable Essential Elements

Pursuant to Arts. 1571-1606 of the Italian Civil Code regarding leases, the Owner **CANNOT unilaterally modify in any way** the following essential elements of the contract, even through the attachment modification procedure:

- **The Assigned Real Estate Unit (Private Space):** The room or portion of the property for private use subject to the Contract cannot be modified, reduced, or moved without the explicit written consent of the other party;

- **The Rent:** The agreed amount cannot be unilaterally increased during the contract term;
- **Contract Duration:** The validity period and expiration date cannot be unilaterally modified.

Any attempt to modify these essential elements via the attachment modification procedure is to be considered **null and void**.

P.5 – Scope of Admitted Modifications

Modifications admitted via the procedure in this attachment exclusively concern:

- Rules of coexistence and management of common spaces;
- List of utilities and accessory services included;
- Supplementary activities offered;
- Spaces available for events (for contracts providing them);
- Other organisational and non-essential provisions.

P.6 – Traceability and Attachment History

This attachment serves as the **single central register** for tracking all versions of contractual attachments.

P.6.1 – Version Coding (Format X.YY)

Each attachment is identified by a unique code consisting of:

- **Letter:** The attachment code (e.g., P, A, C);
- **Universal Version (X):** The number before the dot. Changes when a “Major Release” or update applicable universally to all contracts (retroactive/universal) is released.
- **Revision (YY):** The numbers after the dot. Indicate minor updates or ordinary revisions applying to new contracts without necessarily impacting old ones substantially.

Example: P1.01 indicates Attachment P, Universal Version 1, Revision 01.

P.6.2 – Validity of Versions

- **Start Date New Contracts:** The version applies to all contracts stipulated from this date.
- **Universal Entry into Force:** If specified, indicates the date the new version replaces the previous one also for existing contracts.

Att.	Attachment Name	Version	New Start	Univ. Force
ATT. A	Pet Keeping	A1.00	2026-01-01	2026-01-01
ATT. C	House Rules	C1.00	2026-01-01	2026-01-01
ATT. D	Data Processing	D1.00	2026-01-01	2026-01-01
ATT. F	Financial Management	F1.00	2026-01-01	2026-01-01
ATT. G	GitHub Access	G1.00	2026-01-01	2026-01-01
ATT. I	VAT Assistance	I1.00	2026-01-01	2026-01-01
ATT. L	Rental and Furnishing	L1.00	2026-01-01	2026-01-01
ATT. M	Maintenance Conditions	M1.00	2026-01-01	2026-01-01
ATT. P	Modification Procedure	P1.00	2026-01-01	2026-01-01
ATT. R	Conservation Manual	R1.00	2026-01-01	2026-01-01
ATT. S	Event Spaces	S1.00	2026-01-01	2026-01-01
ATT. Z	Supplementary Activities	Z1.00	2026-01-01	2026-01-01

End of Attachment P - Attachment Modification Procedure

Attachment S - Event Spaces

*Modifiable Attachment – The Owner may update this attachment according to the procedure in **Attachment P**.*

Premise

This clause is **unilaterally modifiable** by the Owner.

The Owner reserves the right to update, expand, or reduce the spaces available for events with **30 (thirty) days** notice via PEC communication.

Definitions

1. **Major Event:** An event is considered major when at least one of the following conditions is met:
 - (a) At least 20 people are expected
 - (b) The duration is expected to be at least 24 hoursAnnual events and seasonal periodic events are major events.
2. **Minor Event:** All events that are not major are considered minor.

S.1 – Events Currently Programmed

This section defines the periodic events that the Organiser is required to manage. The Organiser is invited to view the webpage: <https://colivingliguria.pages.dev/Financials/Business-Segments/Events/Periodic-Events/Periodic-Events> for informal visual and descriptive references. However, **this Attachment S constitutes the formal and binding reference.**

The events listed below constitute the current operational expectation. This list and related specifications may be modified by the Owner according to the procedure set out in **Attachment P**.

1. **Yearly Events (Annual Events/Festivities):** Celebrations of major festivities re-interpreted with the Coliving Liguria spirit.
 - **Types:** New Year, Christmas, Easter, Halloween, University Start (student welcome in collaboration with UniGe).
 - **Typical Duration:** 24-48 hours.
 - **Commitment:** Maximum facility capacity and strong community involvement.
2. **Seasonal Parties:** Large celebratory events marking the cycle of the seasons.
 - **Winter Party:** End of January/Beginning of February (1 week). Focus on outdoor activities and bonfire.
 - **Spring Party:** Second half of March (3-5 days). Celebration of nature.
 - **Summer Party:** June (3-5 days). Summer season opening.
 - **Autumn Party:** End of November (3-5 days). Harvest and indoor conviviality.
 - **Typical Duration:** 2-7 days per event.
3. **Music Saturday:** Recurring monthly slot (first Friday/Saturday of the month), seasonal (Spring/Summer/Autumn).
 - **Nature:** Not guaranteed. Happens only if artists/bands successfully apply.

- **Responsibility:** The Organiser is tasked with **actively sponsoring** the initiative to attract local and non-local bands and producers, as soon as the infrastructure allows.
 - **Support:** Food, accommodation, and audio service provided by the facility.
4. **Weekly Events - Saturday Pizza Night:** Recurring weekly event (Saturday evening). Central moment of social life.
- **Execution:** Collective preparation and dinner with wood-fired oven (outdoor/indoor).
 - **Indicative Timeline:** Preparation (15:00-19:00), Dinner (19:00), Official Closing (22:30).
 - **Specific Organiser Responsibility:** Must ensure that **all participants** (residents and guests) actively contribute to cleaning and tidying up operations (before and after the event). Must coordinate with the cook/staff to ensure organization runs flawlessly. Mere participation is not sufficient; active management of community collaboration is required.
5. **Other Events (e.g., Opening Party):** In addition to the events listed above, further special events (e.g., Opening Party, extraordinary events) may be added to the program. Such events may be integrated into this list via the procedure in Attachment P, or simply communicated in writing by the Owner.

Operational Prerequisite (Type EP/EM Contract Obligation): It is specified that the inclusion of an event in this list (or its subsequent communication) defines the expectation of realisation but **does not replace** the need for operational approval. For **every single event** (whether periodic, extraordinary, or listed here), the Organiser is required to draft and submit the **Contract for Event Proposals (Type EP)** or the **Contract for Music Event Proposals (Type EM)** for music events, detailing budget, logistics, and safety plan. No event may take place without the relevant signed Type EP/EM Contract.

S.2 – Currently Available Spaces for Events

General Principle: Event organisation activity primarily focuses on the use of **outdoor spaces**, enhancing the natural context of the property.

S.2.1 – Outdoor Spaces - Guaranteed

At the time of signing this contract, the following outdoor spaces are **guaranteed** and priority for event organisation:

- **Outdoor Garden:** Cadastral parcel 522, area approx. 1,270 m², located in front of the main property. Suitable for outdoor events, workshops, recreational and sports activities.
- **“Il Forno” Outdoor Area:** Cadastral parcel 529, area approx. 52 m². Covered outdoor space usable for small events, outdoor kitchen, workshops.

S.2.2 – Indoor Spaces - Under Definition

Indoor spaces (e.g., common rooms, halls) are currently under evaluation and/or renovation.

- **Current Status:** At the time of signing, there are no guaranteed indoor spaces for events.
- **Update:** The precise definition of available indoor spaces will occur progressively. The list of usable indoor spaces will be officialised and updated via the procedure provided in **Attachment P - Attachment Modification Procedure**.
- **Usage:** Until such update, the use of indoor spaces is subject to specific case-by-case authorisation by the Owner.

S.2.3 – Sleeping Accommodations

Variable number based on actual availability. Event participants wishing to stay overnight may use beds available in real estate units not occupied by permanent residents. Availability will be communicated case by case by the Signatory or the Owner.

S.3 – Rules for Use of Spaces

S.3.1 – Permitted Hours

Events may take place during the following hours:

- **Daytime Events:** from 08:00 to 20:00
- **Evening Events:** from 18:00 to 23:00 (maximum time)

Any exceptions must be authorised in writing by the Owner and are subject to compliance with municipal regulations on noise pollution (Municipal Regulation of Cairo Montenotte).

S.3.2 – Maximum Number of Participants per Space

Capacity limits for safety reasons are:

- **Outdoor Garden (Parcel 522):** up to 30 people simultaneously
- **“Il Forno” Area:** up to 10 people simultaneously
- **Indoor Halls** (if authorised): to be defined case by case based on the specific space

Note: Capacity limits will be defined based on current safety regulations and communicated by the Event Organiser or the Owner.

S.3.3 – Cleaning and Restoration of Spaces

At the end of each event, the Signatory (or the event proponent, if different) must:

1. Remove all waste produced and dispose of it correctly according to the separate collection rules of the Municipality of Cairo Montenotte;
2. Clean and sanitise any kitchens or bathrooms used;
3. Restore the original arrangement of furniture, tables, chairs, and furnishings;
4. Immediately report any material damage to spaces, furnishings, or equipment to the Owner.

S.3.4 – Prohibitions

During events it is **prohibited** to:

- Smoke inside enclosed spaces;
- Use candles, incense, or open flames without a fire extinguisher in the immediate vicinity;
- Modify, damage, or tamper with electrical, hydraulic, or heating systems;
- Introduce animals (unless specific prior agreement);
- Exceed the indicated capacity limits;
- Produce noise beyond permitted hours or in violation of municipal regulations.

S.4 – Liability for Damage to Spaces

S.4.1 – Signatory's Liability

The Signatory is responsible for:

- Damage to spaces, furnishings, equipment caused during events organised by them;
- Damage caused by event participants;
- Violations of the usage rules referred to in Section 3.

Damages will be quantified by the Owner and may be deducted from the security deposit, unless otherwise agreed.

S.4.2 – Pre/Post Event Inspection

For large events (over _____ participants) or involving special risks, the Owner reserves the right to:

- Carry out an inspection of the spaces **before** the event to verify the initial state;
- Carry out an inspection **after** the event to verify correct restoration and absence of damage.

Such inspections will be agreed with the Signatory and documented (photographs, minutes).

End of Attachment S - Modifiable Clause - Event Spaces

Attachment T - Contract Termination Conditions

Protected Attachment – This attachment cannot be unilaterally modified.

T.1 – Purpose and Scope

This attachment governs the general conditions for contract termination, applicable to all contracts entered into with ColivingLiguria that refer to this attachment.

Specific termination conditions for each type of contract are defined in the contract itself, while this attachment establishes the common general principles.

T.2 – Types of Termination

Contract termination may occur according to two main modalities:

T.2.1 – Agreed Termination

Agreed termination occurs when:

- The contract reaches its natural expiration according to the agreed terms;
- The parties reach a written agreement for early termination;
- The Signatory legitimately exercises the right of withdrawal according to the methods provided in the contract.

In case of agreed termination, the deposit shall be returned **in full or partially** according to what is established in Attachment F - Financial Management, subject to verification of the condition of the premises and offsetting of any debts.

T.2.2 – Termination for Breach or Fraudulent Cause

Termination for breach or fraudulent cause occurs when:

- The Signatory seriously violates contractual obligations;
- The Signatory makes false or misleading statements;
- The express termination conditions defined in the contract or attachments occur;
- The Signatory commits fraudulent acts against ColivingLiguria.

In case of termination for breach or fraudulent cause, the deposit shall be **retained in full or partially** by the Owner according to what is established in the contract and in Attachment F.

T.3 – Deposit Handling

For deposit management, reference is made to **Attachment F**. Regarding return timelines, the following is specified:

1. **Contractual Obligation (30 Days):** The Owner has the binding obligation to return the security deposit (or residual balance) within the maximum term of **30 (thirty) days** from the effective termination of the contract and return of the premises.

2. **Commitment of Means (Best Effort - 24 Hours):** Without prejudice to the above term, the Owner commits to making the maximum organizational effort to issue the refund wire transfer within **24 (twenty-four) working hours** of verifying the absence of damages.
3. **Written Confirmation:** Simultaneously with sending the wire transfer, the Owner will send a **PEC of confirmation** to the Organiser, containing the acquittal and details of the transfer made.

It is understood that the 24-hour term represents a declaration of collaborative intent and does not constitute a sanctionable obligation of result, provided that the binding 30-day term is respected.

T.4 – Update of Termination Clauses

Additional clauses that may lead to contract termination may be introduced after signing, following the procedure defined in **Attachment P - Attachment Modification Procedure**.

New termination clauses shall be effective only after approval by the Signatory or upon expiration of the withdrawal period without opposition.

T.5 – Effects of Termination

T.5.1 – Immediate Cessation of Rights

At the moment the contract is terminated for any cause, all rights that the Signatory could claim against the Owner by virtue of the contract itself **cease immediately**, including but not limited to:

- The right of access to ColivingLiguria spaces;
- The right to supplementary activities (Attachment Z);
- Access to the GitHub platform (Attachment G);
- Any other benefit provided by the contract or its attachments.

T.5.2 – Vacation of Premises - Lease Contracts (Type R)

For lease contracts (Type R): The Signatory is required to completely vacate the assigned spaces **by and no later than the date of contract termination**, regardless of:

- The time of termination;
- Weather conditions;
- Availability of transportation;
- Any other subjective or objective circumstance.

Upon request by the Signatory, made at the time of contract termination, the Owner shall provide information about alternative paid accommodation facilities, external to ColivingLiguria, where the Signatory may temporarily reside.

T.5.3 – Personal Belongings Left on Premises

All personal belongings of the Signatory must be removed from the premises by the time of contract termination.

After 24 (twenty-four) hours from contract termination, any personal belongings still present on ColivingLiguria premises shall be considered **abandoned** and shall become the property of ColivingLiguria, pursuant to Art. 923 of the Italian Civil Code (Res Derelictae).

ColivingLiguria may freely decide whether to:

1. Appropriate the abandoned goods;
2. Dispose of them as waste according to current regulations.

In no case shall the Signatory have the right to request the return or reimbursement of abandoned goods.

T.5.4 – Unlawful Occupation

Any permanence in ColivingLiguria spaces beyond the contract termination date, not expressly authorized in writing with a document signed by both parties, constitutes **unlawful occupation**.

For lease contracts (Type R): Unlawful occupation shall be pursued through eviction proceedings for expired lease pursuant to Arts. 657 et seq. of the Italian Code of Civil Procedure, with possible involvement of the competent Judicial Authority and Law Enforcement.

For professional contracts (Type E, S, etc.): Unauthorized access shall be pursued pursuant to Art. 614 of the Italian Penal Code (Trespass) and Art. 633 of the Penal Code (Invasion of land or buildings).

T.5.5 – Professional Contracts - Specific Provisions

For professional contracts (Event Organiser, Social Media Manager, etc.), termination entails exclusively:

- Management of the deposit according to Attachment F;
- Immediate cessation of access to platforms and work tools;
- Return of materials and documents owned by ColivingLiguria.

The provisions relating to eviction do not apply, as there is no occupation of residential real estate units.

T.6 – Legal References

This attachment is drafted in compliance with the following provisions of the Italian Civil Code:

- Art. 1453 - Resolvability of contract for breach;
- Art. 1455 - Importance of breach;
- Art. 1456 - Express termination clause;
- Arts. 1571-1606 - Provisions on lease;
- Art. 923 - Occupation of abandoned things (Res Derelictae).

And the following provisions of the Italian Code of Civil Procedure:

- Arts. 657 et seq. - Eviction validation proceedings.

T.7 – Nature of the Attachment

This attachment has a **protected** nature. The fundamental termination clauses cannot be unilaterally modified by the Owner.

The addition of new termination clauses follows the procedure of Attachment P.

End of Attachment T - Contract Termination Conditions

Attachment Z - Supplementary Activities

*Modifiable Attachment – The Owner may update this attachment according to the procedure in **Attachment P**.*

Z.1 – Description of Activities

The Signatory will have access to all supplementary activities offered by ColivingLiguria or its collaborators, as described on the official website and in specific agreements.

Supplementary activities may include, by way of example:

- Italian and English language courses;
- Yoga and meditation sessions;
- Sports and recreational activities;
- Social and cultural events;
- Workshops and practical courses.

The list of available activities may vary over time and will be communicated through ColivingLiguria's official channels.

Z.2 – Costs and Access Conditions

The costs for access to supplementary activities are defined **exclusively in the reference contract** that refers to this attachment.

This attachment **does not define** any cost. Access may be:

- Offered for **free** (zero cost);
- Offered at **preferential conditions** (cost defined in the contract);
- Subject to costs for materials or contributions to third-party organizers (communicated in advance).

To know the applicable cost, refer to the specific article of the main contract that calls this attachment.

Z.3 – Inner Circle (Beneficiaries)

This attachment defines a special category of persons who enjoy privileged conditions for access to activities and events organized at ColivingLiguria. This category is called the "**Inner Circle**".

Z.3.1 – Who belongs to the Inner Circle

The following categories of persons belong to the Inner Circle:

1. **Residents of ColivingLiguria:** All Signatories holding an active contract that includes access to Supplementary Activities.
2. **Inhabitants of Località Chiappella:** Any person residing or domiciled in Località Chiappella (Municipality of Cairo Montenotte, Province of Savona), unless explicitly excluded in updated versions of this attachment according to the procedure in **Attachment P**.
3. **Friends and Supporters of the Project:** Persons who have contributed or may significantly contribute to the ColivingLiguria project, upon indication by the Owner.

4. **Other beneficiaries:** Additional persons may be added to this list in future versions of this attachment, according to the modification procedure in **Attachment P**.

Z.3.2 – Inner Circle Privileges

Members of the Inner Circle are entitled to:

- Free or preferential access to events organized at ColivingLiguria;
 - Exemption from entrance tickets or participation fees;
 - Preferential conditions for the purchase of consumable goods (maximum margin limited to cost);
 - Priority in bookings for limited-capacity activities.
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End of Attachment Z - Supplementary Activities