

PHOTOGRAPHY AND FILMING REQUEST FORM

Reference No. (to be filled in by the FCCG)

Applicant data

NIF/CIF/NIE/VAT No		Name and surname(s)/Business name				
Street			No.	Stair	Floor	Door
Post Code	City	Province		Business tel.	Mobile Telephone	
Correo electrónico						

Data of representative

NIF/CIF/NIE/VAT No		Name and surname(s)				
Street			No.	Stair	Floor	Door
Post Code	City	Province		Business tel.	Mobile Telephone	
Correo electrónico						

Application data

Reason for application, use and purpose of recording		
Date requested / / 20	Time requested : hours	Expected duration
Total number of people involved		
Type (report, advertising spot, documentary, etc.)		
Description of technical equipment to be used		
Brief description of content or storyline		
Name/s of technician/s		

Collections, spaces or activities object of application

The personal data collected shall be included and treated in a file owned by the Fundación Cidade da Cultura de Galicia, whose aim is to exploit the catalog and associated data for reference or to create sub-products in the field, and they may be assigned in conformity to the legislation in force in matters of protection of data of personal nature. The body responsible for the file is Xerencia da Fundación Cidade da Cultura de Galicia, with address at: Gaiás Cidade da Cultura de Galicia, Edificio CINC terceiro andar, Monte Gaiás,s/n, 15707 de Santiago de Compostela; before which body the party concerned may exercise its right to access, rectification, cancellation and opposition, all of which is hereby informed in compliance with the Organic Law 15/99, of the 13th of December, on the Protection of Data of Personal Nature.

At, on the of de 20.....

THE MANAGING DIRECTOR OF THE FUNDACIÓN CIDADE DA CULTURA DE GALICIA

Signature and stamp

GENERAL CONDITIONS

By undersigning this form, APPLICANT expressly accepts the following clauses;

The Fundación reserves all rights not expressly assigned under this document. The use of images belonging to the City of Culture of Galicia is exclusively limited to the purposes herein stated. If the assignee were to propose a modality of use other than that which is the object of this request, assignee must obtain prior acceptance in writing from the Fundación.

Application and original documentation may be submitted to the Fundación via e-mail or fax (in which case the original hard copies must be submitted on the day of recording), at least seven days in advance of the date expected for the activity to be authorized. Taking photographs shall only be authorized when the Department of Communication and Marketing is unable to provide reproductions from its own photographic archives.

In case of damage or a certain risk for the buildings or any one of their elements, the session shall be immediately suspended and permit shall be considered to be canceled, and the Fundación reserves the right to demand the relevant liabilities and compensations. The spaces used during the activity must remain in the original conditions of cleanliness and conservation, and it is expressly forbidden to drill walls, ceilings or flooring, as well as to anchor or support any elements that may leave any markings.

Applicant undertakes to notify the use of spotlights or any other kind of auxiliary lighting devices other than such as normally installed in the premises where the object is located, with the exception of outdoor spaces.

Permits shall be granted in relation to the collections, spaces and activities mentioned in the application, and it is not permitted to photograph nor film any other. In case any modification is necessary, it must be agreed with the Fundación and expressly authorized.

The Fundación may demand together with the authorization, depending on the characteristics of the project, a comprehensive insurance policy in prevention of potential damage that individuals or technical equipment may cause to any one of the artworks or buildings, as well as to their elements, owned by the Fundación.

Dissemination of the images taken during the authorized sessions must mention the origin, at the corresponding location and in the manner as follows: Gaiás City of Culture of Galicia and be accompanied by the identification of the corresponding facility: Building _____(Museo Centro Gaiás, Center for Cultural Innovation and Technological

Modernization of Galicia, Library and Archive of Galicia or Center of Creative Entrepreneurship of Galicia)/ Exterior Plaza/ Hejduk Towers/ Services Gallery/ Urbanization/ Forest of Galicia.

The date and time for the session or sessions shall be agreed with the Fundación, and the latter reserves the right to change them whenever they may interfere with the normal activity of the Gaiás complex. Applicant, or if appropriate, the company he/she represents, undertakes to deliver to the Fundación a copy of the footage or photographs taken, and in the case of publications, to deposit two copies of the published works where the images are included. Copyright in force relevant to original artworks must in any case be dealt with by applicant, whom shall contact the author, the natural or legal person in possession of the rights of exploitation of the work (reproduction, distribution, public communication and transformation), or the competent entity in charge of managing the copyright, whichever the case. Applicant must submit to the Fundación proof of having performed the above procedure as a necessary requirement prior to being granted authorization. The Fundación declines any liability that may arise from non-compliance of the aforesaid condition.

Assignee as concessionaire is liable before the Fundación for the peaceful exercise of the rights assigned as well as for the originality and authorship of the work executed in which the assigned images are reproduced, stating that no kind of commitments nor levies whatsoever have been nor shall be engaged nor imposed that may go against the rights of the Fundación or of third parties as agreed under this document. To this respect, Assignee as concessionaire is liable before the Fundación for any financial charges that the Fundación may incur in favor of third parties arising from actions, claim or conflicts issued from Assignee's non-compliance with this document. This authorization and assignment of the right to use images is of a non-exclusive nature and is strictly limited to the uses stated.

Any duplicates to be made and assignment of photographic material to third parties must be previously notified to the Fundación. In case the photographs are to be used again (for example for a reprint), the relevant authorization must be requested from the Department of Communication and Marketing.

Table of rates: application entails full acceptance of the established prices, subject to the relevant authorization to be notified by the Fundación.

SPACES

	<7 HOURS	<14 HOURS	EXTRA HOUR
PREPARATION AND SHOOTING (SPOT, REPORT, SHORT FILM AND FEATURE FILM)			
Outdoors	300,00 €	525,00 €	50,00 €
Inside buildings and facilities	500,00 €	750,00 €	75,00 €
PREPARATION AND ELABORATION OF PHOTOGRAPHIC REPORT			
Outdoors	75,00 €	125,00 €	15,00 €
Inside buildings and facilities	100,00 €	175,00 €	20,00 €

Exempted rate; coworkers and CdC Nursery, sponsors and collaborators and academics uses (which must be justified). For other cultural (non commercial) uses, duly justified, rates shall enjoy a 50% discount.

Exceptionally, rates may be increased up to 50% depending on whether they are to be disseminated in the media and the extent of repercussion, with a previous reasoned report by the Department of Marketing and Communication.