

Request to take images or record video

REQUESTING PARTY DETAILS

Tax ID no.	Name and surname(s) / Company name				
<input type="text"/>	<input type="text"/>				
Street	No.	Floor	Flat	Main Door no.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postcode	Municipality	Province	Company tel.	Mobile phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email	<input type="text"/>				

REPRESENTATIVE DETAILS

Tax ID no.	Name and surname(s) / Company name				
<input type="text"/>	<input type="text"/>				
Street	No.	Floor	Flat	Main Door no.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postcode	Municipality	Province	Company tel.	Mobile phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email	<input type="text"/>				

REQUEST DETAILS

Reasons for the request, use and purpose of the recording

Date	Time requested	Expected duration
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total number of people taking part	Type (report, advert, documentary, etc.)
<input type="text"/>	<input type="text"/>

Description of technical equipment to be used:

Brief summary of the content or argument

Name(s) of technician(s)

BASIC INFORMATION ON DATA PROTECTION

Data controller Fundación Cidade da Cultura de Galicia.

Legal basis for treatment Fulfilment of a mandate carried out in the exercise of powers derived from a competence legally attributed to the data controller, as well as fulfilment of legal duties imposed on the said controller (GDPR and Organic Law 3/2018, of 5 December, on personal data protection and guarantee of digital rights). Specifically, monitoring applications for hire of spaces and authorisations. Data processing for billing purposes (where applicable). Events calendar of the City of Culture (only event details, not personal).

Data recipients Personnel of the Events Department and Personnel of the Financial Management Department. The data obtained in this form will not be transferred to third parties.

Exercise of rights

Interested parties may access, rectify and delete their data as well as exercise other rights through the electronic platform of the Regional Government of Galicia or in the places and registries established in the regulations governing the common administrative procedure.

Contact information for the Data Protection Officer and further information

www.xunta.gal/proteccion-datos-persoais

Regulatory update

In the event that there are different normative guidelines regarding personal data protection in this procedure, those found in the General Data Protection Regulation shall prevail in all cases.

www.cidadedacultura.gal

En , a de de 20

MANAGING DIRECTOR OF FUNDACIÓN CIDADE DA CULTURA DE GALICIA

Signed: Ana Isabel Vázquez Reboredo

Signature and stamp

GENERAL CONDITIONS

By signing this form, the REQUESTING PARTY expressly accepts the following clauses:

The Foundation reserves all rights not expressly granted herein. Images of the City of Culture of Galicia may only be used when authorised to do so.

If the authorised party wishes to use a form other than that which is found in this request, they must first obtain prior written consent from the Foundation.

The request and the original documentation can be submitted at the Foundation's headquarters, by email or by fax (in the latter two cases, the original must be submitted on the day of the recording), at least seven days prior to the date of the activity subject to authorisation. Photographs may only be taken when the Communication and Marketing Department is unable to provide copies from its own photographic archive.

In the event of certain risk or damage to the buildings or any of its constituent elements, the session will be immediately suspended and the permit will be cancelled. Furthermore, the Foundation reserves the right to hold the requesting part liable and demand compensation.

All spaces used during the activity must be left in their original conditions of cleanliness and upkeep, and it is expressly forbidden to perforate walls, ceilings or floors, as well as to fix or support elements that may leave marks.

The requesting party undertakes to report the use of spotlights or any other type of auxiliary lighting which is not normally installed in the room where the activity is set to take place, with the exception of outdoor spaces. Permission will be granted in relation to the assets, spaces and activities mentioned in the request, and no photography or filming may include different ones.

If modifications are necessary, they must be agreed with the Foundation and expressly authorised.

Depending on the characteristics of the project, prior to authorisation, the Foundation may require an all-risk insurance policy in anticipation of possible damages that persons or technical equipment may cause to any of the works of art or buildings, or their components, owned by the Foundation.

When disseminating images captured during the authorised sessions, their origin must be cited in the corresponding place and as follows: "Gaiás Cidade da Cultura de Galicia" [Gaiás City of Culture of Galicia], accompanied by identification of the corresponding facility:

Building(s):

"Museo Centro Gaiás" [Gaiás Centre Museum] | "Centro de Innovación Cultural e Modernización Tecnolóxica de Galicia (CINC)" [Centre for Cultural Innovation and Technological Modernisation of Galicia (CINC)] | "Biblioteca e Arquivo de Galicia" [Library and Archive of Galicia] | "Centro de Emprendemento Creativo de Galicia (CEM)" [Centre for Entrepreneurship (CEM)] | "Edificio Fontán" [Fontán Building] | "Praza Exterior" [Outdoor Square] | "Torres Hejduk" [Hejduk Towers] | "Galería de Servizos" [Services Gallery] | "Urbanización" [Urbanised complex] | "Bosque de Galicia" [Forest of Galicia] | "Parque do lago" [Lake Park] | "Xardín do Teatro" [Theatre Garden] | "Xardín Literario" [Literary Garden] | "Área de lecer" [Leisure area]

The date and time of the session or sessions shall be agreed with the Foundation, which reserves the right to modify them whenever they may interfere with the normal activity of the Gaiás complex. The requesting party or, if applicable, the company they represent, undertakes to provide the Foundation with a copy of the films or photographs taken and, when subject to publishing, to hand over two copies of the edition in which they are included.

FEES:

CATEGORY	TYPE	PRICE up to 7 hours	PRICE up to 14h
PREPARACIÓN Y FILMACIÓN (SPOT, REPORTAJE, CORTOMETRAJE, PELÍCULAS)	Outdoor	300,00 €	525,00 €
	Indoor buildings and facilities	500,00 €	750,00 €
	Additional hour outdoors	50,00 €	50,00 €
	Additional hour indoors	75,00 €	75,00 €
	Entrepreneurial initiatives of CEM, patrons and collaborators, justified academic uses	Gratuito	Gratuito
	Duly justified cultural (non-commercial), touristic or promotional uses of the City of Culture	Gratuito	Gratuito
PREPARACIÓN Y ELABORACIÓN DE REPORTAJE FOTOGRÁFICO	Outdoor	75,00 €	125,00 €
	Indoor buildings and facilities	100,00 €	175,00 €
	Additional hour indoors	15,00 €	15,00 €
	Hora adicional interior	20,0 0€	20,00 €
	Entrepreneurial initiatives of CEM, patrons and collaborators, justified academic uses	Gratuito	Gratuito
	Duly justified cultural (non-commercial), touristic or promotional uses of the City of Culture	Gratuito	Gratuito

In , on of 20

Signature and stamp