

To be printed on the applicant's letterhead

To the Technical Director
of the Museum System of the University of Florence
Via G. La Pira, 4
50121 FLORENCE

segrmuseo(AT)unifi.it

**REQUEST FOR PHOTO/VIDEO SHOOTINGS AND USE OF IMAGES
OF THE MUSEUM SYSTEM**

TO BE FORWARDED AT LEAST 30 DAYS AHEAD OF THE INTENDED SHOOTING DATE

Requesting agent (Name and surname of person signing the request) _____

Affiliated institution _____

Street address _____

City _____ Area code _____

Telephone _____ e-mail _____

Business registration number and/or Tax number _____

Specify the collection and/or location to shoot, and the type of shoot (photo/video)

Subject requested _____

Available images _____

Date of the shoot _____ from (time) _____ to _____

Number of people involved _____

Intended use of the images (attach additional pages if necessary)

Legal entity to invoice (if different from applicant)

Business name _____

Address _____

Business reg. number and/or Tax number _____

Date _____ Signature _____

Rules for shooting photos / videos and using images of the Museum System

Authorization to shoot videos or photographs of the collections and exhibition spaces and to use the images of the Museum System is granted by the Technical Director following a written request; it entails the full acceptance of the following conditions and may be revoked in the event of non-compliance.

PHOTOGRAPHS

- a. The permission is granted exclusively for the use stated in the application.
- b. In case the applicant or any other person authorized by the applicant intends to use all or part of the images for different purposes, a formal permission request must be submitted and the management reserves the right to grant it.
- c. The photo or video shoot will be free of charge only for study purposes or in case of out-of-print works and for a strictly scientific purpose, with the obligation to cite the source and submit – once published- a copy (hard or electronic) of the work to the Museum System.
- d. In all other cases, a fee established by the Museum System Scientific Committee is applicable:
 - a. e.g.: € 80,00 for each item photographed.The total due will be communicated in writing and shall be paid in full at least 15 days prior to the commencement of the shoot or the shipping of material, in compliance to the terms indicated in the quote.
- e. The use of images downloaded from the Museum System's website is not permitted without prior written authorization.
- f. The authorization to use the material never presupposes the transfer of the material and/or its rights. All material and related rights are the exclusive property of the Museum System.
- g. The images of the Museum System cannot be used for advertising or promotional purposes without the prior authorization of the Museum and, in such cases, specific rates may apply.
- h. The name of the Museum System of the University of Florence must be cited in full in the credits.

VIDEO AND PHOTO RECORDINGS

- i. The applicant is required to obtain an adequate third-party liability insurance policy to cover the risk of damage to the space and equipment requested; a copy of the policy must be received by the Director of the Museum System at least 15 days before the shooting.
- j. The filming permission has no territorial or temporal limitations, but it refers exclusively to the use specified in the request. In the event that the applicant, or other persons authorized by the applicant, intend to re-use all or part of the footage for other purposes, the permission must be formally requested and the Management reserves the right to grant it.
- k. The name of the Museum System of the University of Florence must be cited in full in the credits
- l. Dates and times of the filming must be agreed with the person in charge of the collection at least 3 weeks in advance.
- m. The cost will be established in relation to each specific request. The amount to be paid will be confirmed by the office in charge in the form of a written quote and must be paid in full at least 15 days before filming, as indicated in the quote.

The signee fully accepts the terms and conditions stated above
and authorizes the use of personal data according to the bylaws
Art.13 EU Reg. 2016/679 and D.Lgs 196/2003.

Date _____

Signature _____