

APPLICATION FOR AUTHORIZATION TO PHOTOGRAPH/FILM THE CULTURAL HERITAGE AND WORKS OF ART OWNED BY THE MUNICIPALITY OF REGGIO EMILIA AND CONSERVED IN THE CIVIC MUSEUMS OF REGGIO EMILIA.

To the Director
Territorial Planning and Special Projects Area - Civic Museums
Municipality of Reggio Emilia
Arch. Massimo Magnani

The undersigned.....
born in..... provon.....
in his/her capacity as (*) Legal Representative of
with registered offices in.....street address.....
No.
Tax Identification/VAT No.
Contact person
Phone number
e-mail

HEREBY APPLIES FOR AUTHORIZATION

- To take pictures/shoot footage of the following type:

- photographic - cinema - television

at the following museum:

onfrom (time)

Purpose of photographing/filming and use of the images:

- Commercial use - (**) educational use (scholastic) - (**) study purposes - (**) free cultural dissemination

other

Type:

- Television documentary - promotional video - tourism promotion - leaflet - exhibition catalogue
- CD-ROM - publication - image - Internet website of public authority - Internet website of private body
- other.....

title of project (exhibition, catalogue, book, website, etc.) in which the reproductions will be published:

.....
.....

curator /author of project.....

number of languages and editions in which the reproductions will be published.....

forecast number of issues and commercial value of work.....

Notes.....

To this effect, aware of the penalties provided for by art. 76 of Presidential Decree D.P.R. 445/00 and subsequent amendments and additions in the case of falsification of documents and fraudulent statements, pursuant to arts. 46 and 47 and according to the procedures described in art. 38 of the aforementioned Presidential Decree

the undersigned hereby declares that

- he/she is aware of the current provisions provided for by L. 633/41 and therefore undertakes to abstain from dissemination of images relating to the artistic heritage conserved in the premises of Palazzo dei Musei that is not consistent with the provisions established by these copyright regulations;
- he/she is acquainted with the current regulations provided for by the Cultural Heritage Code (Legislative Decree D.Lgs. 42 of 22/1/2004) concerning the immovable property of historic-artistic interest and the cultural, historic and artistic heritage conserved in the premises of Palazzo dei Musei and that he/she will therefore undertake to take measures and adopt conduct able to prevent all damage to the objects, furnishings, equipment and structures therein;
- he/she undertakes to abstain from moving and using the objects, furnishings and works in the premises covered by this authorization and that he/she is acquainted with the fact that it is forbidden to use wall-mounted supports and that consequently all materials used (stands, furnishings,...) must be free-standing;
- he/she is aware that the images must be used in ways consistent with their historic-artistic value and only for the aforementioned purposes authorized by the Municipality and that all further and different uses shall require a new authorization;
- he/she undertakes to abstain from disseminating, divulging or selling the copies obtained for personal reasons, study or scientific purposes;
- he/she is aware that the reproduction permit cannot be assigned or transferred to third parties, that it is understood to have been issued on a non-exclusive basis, for once only, following payment of the rates and fees indicated in the Municipal Price Lists in force;
- he/she undertakes to consign, to the Municipality, the original of each digital reproduction in high-resolution format to be freely used by the said Municipality for its own initiatives, as well as 2 (two) copies of the work in which the image is published;

- he/she is aware of the Municipality's right to request a reproduction to examine prior to public circulation;
- he/she is aware of the fact that the rates and fees charged by the Municipality do not include the expenses for shipping and packing the reproductions or the material requested, which are at the charge of the applicant;
- ownership of the reproduced object and the reproduction permit granted by the Civic Museums of Reggio Emilia must be clearly specified on the publication;
- the Municipality is relieved from all liability for damage to persons and/or things that may occur during the course of the authorized activities. Applicants are therefore strongly advised to take out an insurance policy. The holder of the permit also undertakes to comply with the pertinent laws and regulations in force in the territory of the Municipality of Reggio Emilia.

The Municipality of Reggio Emilia may, at its sole discretion, withdraw this permit for reasons of public interest or public order or non-compliance of the authorized party without this latter being entitled to claim the right to reimbursement of expenses.

It is hereby agreed that the Court of Reggio Emilia shall have exclusive jurisdiction over any disputes as may arise between the parties.

RATES

The amount payable, after the Municipality has sent a relative **e-invoice***, can be quantified on the basis of the Municipal Price List in force.

Personal data processing

The Municipality of Reggio Emilia and the permit holder will process (in the manual mode, by computer or electronically) their reciprocal data and/or the data of third parties of which they may come into possession, in accordance with the laws in force and for the purpose of fulfilling the obligations, objectives and timeframes undertaken with this permit application. Both parties declare that they consent to the processing of their data.

With regard to the Municipality, you are hereby informed that, pursuant to Regulation EU 2016/679, the Data Controller is the Municipality of Reggio Emilia with registered offices in Piazza Prampolini, 1 Telephone 0522/456111 and that it undertakes to respect the confidential nature of the information provided. All data supplied will be processed solely for purposes related and instrumental to this permit application, in accordance with the laws in force. The Data Protection Officer for the Municipality of Reggio Emilia is Lepida S.p.A Via della Liberazione, 15 Bologna Tel 051/6338800 email: dpo-team@lepida.it. The Privacy Policy of the Municipality of Reggio Emilia can be consulted at the following link: <http://www.municipio.re.it/privacy>

Reggio Emilia this day, _____

For acceptance the applicant

Encl. photocopy of applicant's Identity Card.

PAYMENTS

Payments must be fulfilled after the Municipality has sent the relative e-invoice.

* **The invoice must be made out to**
with registered office/resident in (street address).....**No.**
Tax Identification/VAT No......
IPA (Public Administration Index) Code/Client Code.....
phone e-mail address
Pec (certified email address).....

(*) if the relations are with a person other than the legal representative, it is mandatory to submit a power of attorney issued by the Company/Body, etc., that attests to legal entitlement to entertain relations with the office, to be filed in the records of the procedure.

(**) in this case, no rates will be due without, however, prejudice to reimbursement of the expenses sustained by the Municipality (art. 108 Legislative Decree D.Lgs 42/04).