



REQUEST FOR AUTHORISATION TO FILM OR TAKE PHOTOGRAPHS

All requests must be received at least 25 days before the proposed date

APPLICANT

CONTACT INFO

Telephone number

Email

Address

AUTHORISATION IS REQUESTED TO SHOOT PHOTOS VIDEO

of the following spaces/works - Please specify which venue and room

.....
.....

If images of works are required, please contact the Photographic Archive at the following e-mail address: archiviofoto@fmcvenezia.it

BRIEF DESCRIPTION OF THE PROJECT

Attach detailed project

EXPECTED TITLE

TYPE OF SHOOTING TELEVISION CINEMA WEB

PURPOSE Commercial (sale/advertising) Educational/scientific/artistic

Press Study/personal Other

If the purpose of the shoot is "Press", the form must be sent to press@fmcvenezia.it. In all other cases it must be sent to eventi@fmcvenezia.it

PRODUCER/PUBLISHER

DISTRIBUTION

NUMBER OF COPIES

DISTRIBUTION CHANNEL

SCREENING DATE

SHOOTING DETAILS

DATE/PERIOD TIME from to DURATION

TOTAL NUMBER IN TROUPE

TYPE / MODEL OF EQUIPMENT **Attach specifications**

ELECTRICAL NEEDS YES NO

If YES specify KW and type

All additional costs (preparation of sockets etc.) will be calculated separately

NOTES

BILLING INFORMATION

BILLING NAME

ADDRESS

VAT NO.

RECIPIENT CODE

PEC EMAIL

Filming will be authorised following evaluation of the project after receipt of the payment of fees. The Fondazione reserves the right to authorise or reject the filming or photography at its sole discretion. The shoot will only be allowed to proceed once payment of the fees has been made.

The Fondazione must be mentioned or thanked in the credits with the following wording:

With thanks to the Fondazione Musei Civici di Venezia.

The Fondazione must receive a copy of the material in digital format (high definition) to be able to view and approve it before distribution. This material must be sent to **press@fmcvenezia.it** for any press material to be released or **eventi@fmcvenezia.it** in all other cases.

I accept the above-mentioned conditions

YES NO **If the 'no' box is ticked the request cannot be approved**

DATE

APPLICANT'S SIGNATURE

Disclosure statement regarding art. 13 of EU Regulation 2016/679. We inform you that the personal details requested are used exclusively for the institutional activities and within the ordinary management of the artistic heritage. They will not be communicated or disclosed to third parties in any way. The processing of data for the compilation, updating or dissemination of statistics on the consistency and composition of users will be effected anonymously. The provision of the aforementioned data is obligatory, as it is necessary for the protection of the artistic heritage and of the Fondazione's rights. A rejection will make it impossible to process your request. The processing is undertaken by authorised staff of the Fondazione in a manner using methods that guarantee the integrity and confidentiality of the data for the period required by law, and may make use of manual recordings and/or IT tools designed to store and manage data.

The interested party may exercise the rights referred to in articles 15 et seq. of the EU Regulation 2016/679 before the Data Controller "Fondazione Musei Civici di Venezia" at San Marco 52 - 30124 Venice.

SIGNATURE OF ACKNOWLEDGEMENT