on letterhead

Arcidiocesi di Ferrara-Comacchio
Ufficio Tecnico Amministrativo
Sezione Beni Culturali Ecclesiastici
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SUBJECT: AUTHORIZATION REQUEST for photographic shooting and reproduction and dissemination of images of ecclesiastical cultural heritage for publications (magazines, websites and promotional or editorial material on all types of media)

FILL IN ALL FIELDS

THE APPLICANT: ……

ON BEHALF OF ……

FULL ADDRESS ……

TELEPHONE NUMBER ……FAX ……

E-MAIL: ……PEC ……

VAT TAX CODE: ……

submit question

Make a new service:

☐ Photographic ☐ Cinematic ☐ Television ☐ Other ……

Made by:

- or by myself
- or as a professional (insert name, surname, address)

……

Telephone number of the author: ……

in the days ……

☐ to use already existing in the photographic archive of this Diocese relating to the following works or buildings (the following indications are to be repeated for each asset whose image is intended to be used)

Typology:

≤ painting ≤ sculpture ≤ liturgical furniture ≤ other……..

1) Location: ..... …… ....

Title of the work ....

Author: ..... …… number of shots expected ....

Purpose of the reproduction and use of the images:

≤ commercial use ≤ Didactic / scientific use ≤ Religious use ≤ Institutional use

≤ amateur / private use ≤ Other ……

Typology:

≤ television documentary ≤ promotional video ≤ tourist guide ≤ leaflet

≤ Mostra exhibition catalog ≤ CD-ROM ≤ religious publication ≤ devotional image

≤ parish website ≤ public body website ≤ private body website

≤ Other ……

Project title. …… …… .

Author and / or curator of the project: ……. ……

Publisher …… .....

Website …… .....

Commercial value of the work € ..... number of shots expected .....

The applicant undertakes to comply with current diocesan legislation and in particular:

• the use of images in a manner consistent with the historical, artistic and religious value of the subjects shot;

• to use the images only for the purposes set out in the application;

• to request a new authorization if the images are used for purposes other than those for which this authorization is requested;

• to request new authorization in the case of new editions or reprints;

• to request the renewal of the authorization in the case of publications on the internet, five years after the date of issue;

• to pay the reproduction rights of € 10.00 for each shot to be published at the Treasury Office, Cash Service, which will issue a simple receipt of payment. To pay IBAN: IT 60 Q 05387 13000 000002384429 to ARCIDIOCESI DI FERRARA-COMACCHIO in the reason for payment indicate the name of the project ;

• to pay, in the same way, the expected security deposit, equal to € 130.00 which will be returned to him only when: - transfer to the Technical Administrative Office a negative and / or positive and / or hard copy and / or digital copy (acquired in high resolution - Tiff format) of each shot taken; - transfer to the same Office no. 2 copies of the publication, within one year from the authorization date. To pay IBAN: IT 60 Q 05387 13000 000002384429 to ARCIDIOCESI DI FERRARA-COMACCHIO in the reason for payment indicate the name of the project ;

• to specify clearly on the publications, in the production, inside the work or under the published image the ownership of the reproduced property and the authorization for reproduction granted by the Technical Administrative Office with the words: “Courtesy of the Archidiocese of Ferrara -Comacchio, authorization n. [number shown in the authorization letter] "

• to guarantee to the Diocese the free use of the delivered photos, expressly releasing them with the signing of this letter;

• to reimburse any costs of surveillance, consumption and any other burden that falls on the body responsible for the works for each shot made;

• to contact the property manager directly to arrange appointments, once authorization has been obtained;

• to authorize the use of the personal data of the applicant and / or the company in charge of filming, pursuant to and for the purposes of the d. lgs. 196/2003 and subsequent amendments as well as EU Reg. no. 679/2016, for the management of the case and any communications that may become necessary.

Place …… Date …… Signature and stamp