



APPLICATION FOR PERMISSION TO CARRY OUT VIDEO FILMING AND/OR PHOTO SHOTS

This application form (hereafter referred to, for brevity's sake, as "**Form**") must be sent to the Veneranda Fabbrica del Duomo di Milano (hereafter referred to, for brevity's sake, as "**VFD**" or "**Association**") at the e-mail address comunicazione@duomomilano.it, at least 7 (seven) working days before the date of the video and/or photo shoot (hereafter, for brevity's sake, referred to as "**Filming**").

Filming may be carried out in the following areas under the Association's authority (hereafter referred to, for brevity's sake, either individually as "**Area**" and jointly as "**Areas**"):

- inside Milan Cathedral, excluding areas closed to the public and areas where building work is going on
- in the Upper Parvis of Milan Cathedral;
- on the Terraces of Milan Cathedral, excluding areas closed to the public or areas where building work is going on;
- inside the Milan Cathedral Museum (Museo del Duomo di Milano), excluding areas closed to the public or areas where building work is going on;
- inside the VFD Archive-Library, excluding areas closed to the public or areas where building work is going on;

The Applicant also acknowledges that the permission to shoot/film in areas strictly reserved for worship inside the Areas is subject to prior authorisation from the Capitolo Metropolitano del Duomo.

The Applicant may be expected to make a contribution for carrying out the filming.

1. GENERAL INFORMATION

| | |
|--------------------------------|--|
| Applicant's Name and Surname*: | |
| Company name*: | |
| Applicant's job*: | |
| Tax and VAT nos.*: | |
| Registered Office / Address*: | |
| Telephone*: | |
| FAX: | |
| e-mail*: | |
| Certified e-mail account: | |
| Website: | |

(hereafter referred to, for brevity's sake, as the "**Applicant**").



The Applicant will hereby indicate who is in charge of planning and carrying out the filming/shoot:

| |
|----------------------------------|
| Name and Surname*: |
| Position: |
| Contact (Telephone and e-mail)*: |

If this is somebody else, the Applicant will indicate who is to be contacted for further information/contacts:

| |
|--------------------------------|
| Name: |
| Position: |
| Contact (Telephone and Email): |

**this information must be provided*

2. INFORMATION ABOUT THE PROJECT

| |
|---|
| Name of the video/photo project being shot: _____ |
| Type of project (i.e. documentary/educational programme/...): <i>Short description</i> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ |

3. PLANNING THE FILMING

The Applicant acknowledges that both the preparation stage and actual filming may only involve the Areas referred to above and at the following times:

- Milan Cathedral, the Cathedral terraces and Upper Parvis of the Cathedral: from Monday to Friday, from 9 a.m.-7 p.m.;
- Milan Cathedral and the Association's Archive-Library: from Tuesday to Friday from 10 a.m.-7 p.m.



Notwithstanding the above, the Applicant will be filming:

| DATE (d/m/yr) | AREA | START TIME | FINISH TIME |
|------------------|------|------------|-------------|
| | | | |

The applicant also pledges to provide a detailed outline of the project within 48 hours of beginning filming.

4. PRACTICAL INFORMATION

The Applicant acknowledges that:

- a. extras and/or testimonials and/or actors/actresses and/or models are not allowed during filming;
- b. interviews with Association staff, worshippers, tourists and /or public figures inside the Areas is prohibited;
- c. vehicles may not be parked and/or left within the Cathedral bounds, without the Applicant receiving prior permission from the relevant Public Authorities.

Notwithstanding the above, the Applicant declares that:

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|---|
| <p>The following members of the film crew will be present during filming: <i>(list giving the Name and Surname in printed capitals)</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>The following equipment will be used for filming (i.e. cameras, tripods, lights...) <i>(To be specified)</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

Only the Applicant and members of the film crew given on the list, who will be issued with special identity badges by the VFD after providing a valid document, will have access to the Areas where filming is being carried out.



5. DUTIES AND DECLARATIONS

The Applicant declares that:

- a. they are aware of the fact that the intellectual property and financial benefits rights related to or, in any case, connected with the Areas belong exclusively to the VFD;
- b. the film footage (however it is used) will neither partially nor totally impinge on the rights of third parties
- c. any information they have provided is comprehensive and accurate and they are fully authorised to represent the company and project referred to above;
- d. they are acting in the performance of professional duties and to be fully authorised to sign this Form;
- e. by signing this Form, VFD is relieved of any (and all) responsibility for anything they do and/or fail to do while filming;
- f. they accept responsibility for all the consequences their filming may have on the VFD and third parties;
- g. they have signed an appropriate insurance policy covering any damage (also to third parties) that might derive from carrying out what is referred to on this form and that this applies for the entire duration of what is referred to in this Form;
- h. they have read, completely understood and fully accept the conditions specified in the regulations published on the Association's website www.duomomilano.it.

The applicant hereby pledges to deliver a copy of the footage to VFD within 3 (three) months of filming, either by email or some other electronic means (DVD/CD/USB), on the understanding that VFD will only use the footage for storage purposes.

VFD will, however, be fully entitled to use the footage for institutional purposes after asking for permission in writing and being authorised to do so by the Applicant, without this having any implications in terms of VFD having any rights over the footage.

6. CONFIDENTIALITY POLICY

In accordance with article 13 of Legislative Decree no.196/2003 of the Code governing the protection of personal information (previously article. 10, Law 675/1996), you are informed that:

- The information on this Form has been collected for the following reasons: the issue of a permit to film in the Areas. This application may not be valid if the information provided is incomplete or untruthful.
- This information, in paper and/or electronic form, will only be handled by the VFD's authorised offices and will not be passed on to any other party, in accordance with laws governing confidentiality.
- The information will be handled by: Veneranda Fabbrica del Duomo di Milano, Via C. M. Martini 1, Milan.

Milan, _____ / _____ / _____

The Applicant

Signed and accepted,

_____ / _____ / _____

Veneranda Fabbrica del Duomo di Milano