

The following courtesy translation is provided to make the filling in of this form easier.
We remind you that this is not the official form, it is provided in order to make the filling in more understandable for you.
The request for the reproduction of artworks must in any case be completed in the form provided in Italian.

To the Municipality of Perugia
Personal Service Area
U.O. Cultural Activities, Libraries and Tourism
Palazzo della Penna
Via Podiani, 11
06121 Perugia

This form can also be sent via PEC to comune.perugia@postacert.umbria.it or faxed to n. +39 075 577 2831

SUBJECT: Request of reproduction of artworks preserved in the municipal museums (*Legislative Decree January 22nd 2004 n.42 – Code of the Cultural Heritage and Landscape*)

The undersigned:
Mr/Mrs
Born in the(place and date of birth):
Tax Code
Resident
Phone Number.....Fax.....

On behalf of:
Company
Institution
School/University.....
Tax Code..... VAT Dep.....
Acting as
AddressPost Code.....
Place.....Municipality.....
Province.....
Phone NumberFax.....

Noted that:

- The Municipality of Perugia – U.O. Cultural Activities, Libraries and Tourism provides and authorizes the reproduction, on request, of photographic material concerning the artworks preserved in the municipal museums (San Severo Chapel, Templar Complex of San Bevignate, Civic Museum of Palazzo della Penna):
- the photographic, movie and television material concerning museums and civic monumental sites cannot be reproduced without the authorization of the Administration and the payment of the reproduction rights, even if it is in the applicant's possession;
- reproduction of a cultural asset is subjected to the payment of fees set out in the administration's rate table, deed approved G.C. n. 522/2018, in analogy with the previous one L. January 14th 1993 n.4 – D.M. January 31st 1994 n.171;

Asks

the reproductions of the following artworks preserved in the municipal museums:

- San Severo Chapel
- Templar Complex of San Bevignate
- Civic Museum of Palazzo della Penna

To this end, aware of the criminal penalties provided for in the art.76 D.P.R. 445/00 and subsequent amendments for the assumption of falsehoods in false acts and statements, in accordance with art. 46 and 47 and as set out in the art.38 of the same D.P.R.,

States (*)

- to comply with the Administration’s established shooting rules
- to undertake delivering to the Administration the original of each shot in high resolution format and no.2 copies of the related publication for photographic filming; no.1 copy taken from the original (rif. Deed G.C. n. 522/2018) for filming and television;
- to be aware that the order will be fulfilled by the Administration only after the receipt of the amount due;
- to be aware that eventual expenses concerning the opening of the museum spaces during public closing hours can be determined case-by-case.
- that the Administration is exempted from any liability for damage to property or personal injury during photographic and/or video shooting taken in the museums and in the civic monumental sites;
- to take full liability for damage to property or personal injury resulting from their activities in the museums or in the civic monumental sites, also for any other part involved in filming;

- that the reproductions will be exclusively used for the following use/aim ():**

.....
.....

- that the opera’s title, author and edition (number of printed copies and cost) for which the authorization is required is:

.....

- that the above mentioned opera is published:

a) in case of printed edition:

in a single edition and in a single language:

.....

multilingual:

.....

b) in the case of cinematic and television filming

for a single language edition or for a single TV network service:

.....

for futher television services on the same network or masthead (number of services):

.....

multilingual:

.....

Note

In application of the art.48 of the D.P.R. 28.12.2000, no.445 we inform you that, in accordance with the art.13 of the Regulations (UE) 2016/679 (GDPR), the data you provided will be used for the conduct of the procedure concerning the process which data refer to.

The data you provided will be processed by the on duty staff at U.O. Cultural Activities, Libraries and Tourism, also with the help of electronic means and may be communicated to institutional subjects in only the cases provided for by law or regulations, or to third parties in accordance with the access regulation. In this regard, you should remember that the substitute declarations made in the present application are subject to control by the proceeding Administration pursuant to art. 71 of Presidential Decree no. 445 of 28.12.2000, n. 445.

The person designated to process the data is the Manager of the U.O. Cultural Activities, Libraries and Tourism. Your data will be processed as long as established by national legislation, and you have the right to access and rectify your personal data and to lodge a complaint with the Guarantor Authority. You will find a complete and updated information sheet at: <https://www.comune.perugia.it/pagine/privacy-policy>.

....., (place)

Signature.....

ATTACH:

- **COPY OF THE APPLICANT'S ID**
- **DESCRIPTIVE CARD CONCERNING THE PUBLICATION / TV SHOW / MOVIE PROJECT, INCLUDING TECHNICAL REQUIREMENTS (EX. EQUIPMENT, TROUPE, SET, ETC.), DAYS AND OPENING HOURS SCHEDULED FOR FILMING.**

(*) fill in only the parts that interest you;

(**) pay attention to the compilation of this part, in particular in cases of exemption from payment of the fee for reproduction rights contained in D.G.C. n. 522/2018.