

The University Rector
University of Padua
Via VIII febbraio, 2
35122 Padua, Italy

**MUSEUM OF NATURE AND HUMANKIND - UNIVERSITY OF PADUA
REQUEST FORM FOR THE USE OF IMAGES AND/OR VIDEO**

☐ **Subject declares that they are part of the University community**

I, the undersigned (first name and surname).....
as
of the University Dept./Area/Office of
Italian Fiscal Code (if any)
tel/cell.....
e-mail.....

☐ **Subject declares that they are not part of the University community**

I, the undersigned (first name and surname).....
as a legal representative of (company name)
located at (address)
VAT no.
Italian Fiscal Code (if possessed)
tel/cell.....
e-mail.....

Request to use images and/or videos deriving from:

- ☐ photoshoot
- ☐ video footage

To be performed at the following locations:

.....
.....

Reason for the request

- ☐ study or research
- ☐ journalistic activities
- ☐ publishing activities (indicate the number of copies and cover price)
- ☐ exhibition
- ☐ activities related to the promotion and marketing of products and/or services
- ☐ activities related to the sale of products and/or services
- ☐ other

Brief description of the project *(please indicate the purpose, target audience, and end-use of images such as activities for the promotion and/or sales of specific products/services and the subject/brand for the*

intended use of images)*

*** Concept or storyboards must be attached for images used in the promotion and/or sale of products and/or services.**

Staff and equipment used (please specify the number of people, vehicle type, and equipment provided)

Preparations (please specify the applicants' responsibilities in preparing the space(s) for which the activities are to be held)

Additional information

Has or will the consent of images and/or videos of space(s) and/or other locations of the University of Padua be requested for the same project? (If so, please specify which ones)

Contact details of the person/agency responsible for the operational organisation of the project

First name and Surname.....
institution/company/agency.....
tel/mobile... ..
email.....

Payment information

Person/Institution/Company making the payment and to whom the invoice should be issued:

☐ University structure ☐ Public entity ☐ Private entity

Surname and First Name/Title

Italian Fiscal Code

VAT no.

tel/cell..... e-mail.....

Please note that for University structure applicants the Central Administration will issue a debit notice and facilitate the payment methods governed by the University's internal regulations.

Please note for private applicants outside the University, payment fees must be arranged 7 days before the dates for which the authorised activities are carried out unless otherwise agreed. The requested data will be sent to the CINECA Pago Atenei system to allow the interested party to make electronic payments to the University through the PagoPA platform. All data is processed under EU Regulation 679/2016. For more information, please see: <https://www.unipd.it/informativa-pagamenti>

Please note that private entities from outside the University must make payments within 30 days of receiving the electronic invoice.

Consenting for the use of images is subject to acceptance of all provisions under the Regulation of Fees and Conditions for the temporary use of spaces and premises and for the permission to use and reproduce the University of Padua images. General conditions of use related to the spaces/premises are attached to this consent form. **The undersigned, under his/her responsibility, declares to have read the documents mentioned and accepts them in full.**

In particular, the undersigned:

1. understands that the request for images and/or videos, if granted, cannot be used for purposes other than those indicated insofar that any additional use apart from what is declared must be expressly authorised. The undersigned is aware that the grantor reserves the right, at its sole discretion, not to grant images and/or videos of some structures and/or collections for projects with promotional and/or commercial purposes. Final authorisations are sent via official communication through the competent offices;
2. understands that the University of Padua is exempt from any liability for damage to property or persons caused, as a consequence or otherwise, during the activity of the concessionaires;
3. must deposit the double original of each publication or product and deliver images and films in digital format for conservation purposes;
4. understands that estimates for the use of images and videos are subject to authorisation by the Rector. This form constitutes the basis for the formulation of the estimate. If following the sending of the estimate, additional services or changes are requested, the latter may undergo changes and adjustments based on the additional requests.

Date _____

Applicant's signature _____

Data contained in this request form is processed in accordance with the EU 679/2016 Regulations

For more information please contact:

Ufficio Eventi Permanenti - Area Comunicazione e Marketing - Università di Padova

tel.: 049.827 3030 – comunicazione@visitmnu.it - www.visitmnu.it

MUSEUM OF NATURE AND HUMANKIND - UNIVERSITY OF PADUA

GENERAL CONDITIONS OF USE

Without prejudice to the provisions stated in the *Regulations for the temporary use of space(s) and premise(s) and permission that grants the right to use and reproduce images of the University of Padua*, the concessionaire hereby offers the rights to use said images/videos obtained during the performance of video and photographic services and shall comply with the following general conditions of use related to the spaces/premises of the University of Padua Museum of Nature and Humankind.

1. The concessionaire may use the space(s) requested exclusively to carry out the initiative of the project, which was previously subject to authorisation, and will not transfer its use to a third party. Any variation of space(s), dates, project initiative, set-up details, from what was previously authorized, must be agreed upon in advance with the grantor and is subject to additional authorisation.
2. The concessionaire acknowledges that the University, at any time for reasons beyond the control of the University, may revoke and/or limit the use of the space(s) requested, especially for safety reasons related to public health, force majeure, and the unexpected need to fulfil its institutional activities. Should there be a revocation of the concession, the concessionaire is without prejudice to the return of any amount of fees paid, and is not entitled to compensation for damages or other indemnities.
3. The authorisation for the use of space(s) implies the respect and proper use of the premises and its equipment. It is strictly forbidden to retouch the colour, paint, cut, and/or make holes in any panel, floor and/or any structures. It is strictly forbidden to alter or tamper with structures, furniture, installations, equipment, and/or furnishings.
4. The concessionaire must hold an expressly and previously held authorisation by the grantor for the direct use of facilities and equipment supplied to the University spaces by identified personnel.
5. Any use of equipment belonging to third parties or owned by the concessionaire must be previously authorized by the grantor. Methods used for placing said equipment on the premises and its method of use must be agreed upon in advance with the grantor. In any case, the burden of risk assessment falls on the licensee. Such equipment must hold all certifications required by Italian law.
6. The concessionaire must ensure that the conditions imposed by current Italian legislation on hygiene, the safety of the surroundings, and workers, and any other existing restrictions are strictly followed. The concessionaire also undertakes to comply with the safety protocols adopted by the University of Padua.
7. Preparations and/or (re)positioning of furniture must be authorised in advance by the grantor, and when possible carried out by and at the expense of the concessionaire, in compliance with all technical standards and safety measures in force. Any structure(s) used by the concessionaire must be self-supporting, excluding the exceptions agreed upon with the grantor.
8. The concessionaire is responsible for ensuring that escape routes, emergency exits, fire extinguishers, hydrants and signs remain unobstructed and visible. The concessionaire must be aware in advance of the escape routes, the emergency exits, the safety measures and the procedures that must be followed in the event of an evacuation indicated along the plans posted inside the premises. The concessionaire must respect the maximum capacity indicated for each space used.
9. The concessionaire is responsible for enforcing the non-smoking policies while on the premises stated under the current Italian legislation, including the prohibition of carrying flammable or dangerous substances onto the premise and the ban of open flames while inside the halls.
10. The concessionaire is responsible for the damage of any property, plant or people, including shortages and/or tampering that occurs during the period of use of the premises and indemnifying the grantor from any third party claims. The grantor has the right to arrange appropriate inspections at any time to verify compliance with the provisions of the disciplinary of use and, in the event of found non-compliance, shall adopt the appropriate measures.
11. The grantor declines any responsibility concerning the custody of third party property brought onto the premise(s) used for the performance of the photo/video services and/or for damage caused by any person of said property, the concessionaire also indemnifies the grantor from any claims he/she or third parties may have in this regard. To cover this liability, the grantor, if deemed necessary, may request documentation of the relative insurance policy. For the displaying of goods that are subject to protection laws, and for which require particular supervision, the expense for this service remains the responsibility of the concessionaire.

12. At the end of the agreed period of use, the concessionaire must leave space(s) and the premise(s) in the same manner of use or operation in which he/she received them and must restore all pre-existing states of said environments. Space(s) must be vacated immediately at the end of the activity unless otherwise agreed upon by the grantor. Once the deadline has expired, any remaining materials will be eliminated at the expense of the concessionaire without any obligations and/or responsibilities on the part of the University.

13. The concessionaire declares to be aware of and to sign the following directives for carrying out the photo and video services at the University of Padua Museum of Nature and Humankind:

- preparations for set-up and actual set-up activities must be carried no earlier than 7 am and no later than 8 pm; any specific requirements must be reported in advance and agreed upon with the competent office. Fees may vary should these activities take place on different days than previously agreed upon;
- delivery and/or withdrawal of materials are up to the concessionaire and must be carried out at least three days in advance/within three days after the activity unless otherwise agreed upon with the grantor. The time of delivery and withdrawal of materials must be previously agreed;
- the concessionaire shall provide a list of names to the competent office of those who will be onsite during all activities to facilitate the recognition of their operations by security and/or staff on duty;
- the concessionaire can occupy a maximum of 3 internal parking spaces, unless otherwise agreed upon with the grantor. Other vehicles are allowed to access the parking lot for loading/unloading only.

For more information please contact:

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