



FILE C:

**Extraordinary Concerts and Cultural Events**

**PROCEDURE**

**1.- APPLICATION TO THE CHAPTER**

- The application will be addressed in writing to the *Excmo. Cabildo* (Chapter), a month in advance, submitted to the Secretary's Office or by Email in PDF form to the address [actividadesculturales@catedraldesevilla.es](mailto:actividadesculturales@catedraldesevilla.es)

The following must be included:

- The applicant's details (address and telephone number), what is being requested, place, date, time, etc.
  - Type of event taking place and **specific program**.
  - Number of people taking part in the event and the maximum number of people expected to attend and material to be used.
  - **Acceptance of the conditions set out by the Chapter**
- At this point a provisional reservation of the date and time can be made in the Cathedral's diary.

**2.- PROCESSING**

- The Sound Engineer of the Chapter and the Cultural Activities Coordinator will deal with the application. If the premises are going to be altered, the *Maestro Mayor* will also be involved in the process, and if the Cathedral's conservation personnel have to intervene, then an estimate will have to be presented and its costs accepted.
- The President of the Chapter or the Chapter, if appropriate, will grant or deny the application.
- The decision will be communicated to the applicant, to the delegates (to reserve the definitive date and time) to the Organist (when it is an organ concert) and to the Cultural Activities Coordinator.
- There is a charge for the use of the Cathedral for a cultural event of €800\* per hour for use and maintenance and €18 per hour for the compulsory presence of a member of staff provided by the surveillance personnel of the Cathedral. If it takes place outside of normal public opening hours (Conferences, Conventions, Symposiums, etc.), the normal fees for admission will have to be added to the cost. The corresponding VAT will be added to this amount.

*\* If public entrance to the Cathedral needs to be closed early to set-up the event, the duration of the event will be calculated from this moment until the end of the event.*

**MEANS OF PAYMENT:**

The payment for these services must be made before the act agreed on, visit or photography session, takes place, via a deposit in the CAJASUR account No 3300040861, c/ Sagasta. O.P. in the name of *Excmo. Cabildo de la S.I. Catedral de Sevilla*.

Moreover, a copy of the deposit made must be sent to the Cathedral, indicating the tax identification number of the person or entity, to the following fax number: 954 22 84 32

*By the Cathedral Chapter,*

*THE APPLICANT,  
Read and Understood Identity Card or Passport N°*

*Seville on, . . . . .*



**3.- IMPLEMENTATION**

- The implementation of the event will be carried out in connection with and under the direction of the Pastoral Delegate and the Activities Coordinator.
- The Cathedral must be left in perfect order after the event has finished.
- In the event of an unforeseen serious situation, the President of the Chapter always reserves the right to change or cancel the granted authorisation.

**C O N D I T I O N S**

1. Only religious events whose contents and values are in accordance with the historic character of the monument and its specific religious nature will be authorised.
2. Authorised cathedral staff will connect any equipment to the Monument's electrical installations. Staff belonging the applicant's organisation are forbidden from operating any of the mains system.
3. Authorised personnel must comply at all times with the schedule and written and verbal instructions of a technical and procedural nature given to them by the personnel of the Cathedral. They must adapt to the normal functioning of public visits to the Monument or other planned events, especially any religious ceremonies.
4. The applicant agrees to look after and make sure of the correct behaviour and respect for the Monument by the people who participate in the filming, making sure that they strictly respect the safety of all the ornamental and architectural elements. Any anchorage leading to drilling or deterioration is strictly forbidden, as well as any tension or excessive weight applied to any element.
5. For security reasons, the applicant must communicate in writing the Identity Card numbers of all people participating in the filming who will report exclusively to the applicant, under his responsibility and risk, as well as a list of towing vehicles, storage vans etc. which will be parked on the Cathedral's land during the organisation of the ceremony.
6. The applicant for the cultural activity promises to take on the following responsibilities:
  - Payment of the amount set by the Chapter of the Cathedral in these cases. In order to set the price, length of use of the site will be considered the duration of time from the closure of public entrance to the Cathedral to set-up the event until the removal of all equipment.
  - Surveillance and safekeeping of their goods and materials.
  - Payment of any costs relating to the reparation of any damages caused to the movable or immovable assets of the Cathedral, whether they are of an historical nature or not, accepting the assessment presented by the Chapter in this case.
7. The invitations and publicity posters for the event must be checked and their content agreed on with the Cathedral Chapter. The Chapter must appear as a collaborator for the event.
8. The live radio or television broadcasting of any activity must be authorised by the Cathedral Chapter, who must receive prior to the event a plan including the necessary technical specifications. The applicant must provide the Cathedral with two copies for their archives.
9. The applicant shall submit along with the application a copy of the Public Liability Insurance certificate for the activity to be carried out in the Cathedral, valid on the date that the event will take place in the Cathedral, or a certificate from their insurance company confirming that their policy covers this activity.

*By the Cathedral Chapter,*

*THE APPLICANT,  
Read and Understood Identity Card or Passport N°*

*Seville on, . . . . .*