



FILE F: _____

Photography sessions and filming

PROCEDURE

1.- APPLICATION TO THE CHAPTER

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

The following must be included:

- The applicant's details (address and telephone number), what is being requested, place and object to be filmed, date and time expected for the filming.
- Reason for the feature and the mediums in which it will be circulated.
- The technical team taking part and the material to be used.
- **Acceptance of the conditions set out by the Chapter**

2.- PROCESSING

- The Cultural Activities Coordinator will inform of the application.
 - If it affects pieces of art being restored or in a delicate conservation condition, the Movable Assets Department will also inform about it.
 - If it affects the premises, the intervention of the conservation personnel of the Cathedral will be necessary. It will also be necessary to present an estimate and accept the costs.
- 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 Rectors (to reserve the date and time) and to the Cultural Activities Coordinator.
- The charge for the photography or filming session is 90€ per hour for maintenance and general expenses, and 18 € per hour for the services provided by the personnel of the Cathedral that will be present during the session. The respective VAT will be added to this amount.

MEANS OF PAYMENT:

The payment of the amount for the provision of 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 receipt 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 Chapter,

*THE APPLICANT,
Read and understood Identification or Passport No*

Seville on,



3.- IMPLEMENTATION

- Filming and the photography sessions will be carried out in connection with and under the direction of the Cultural Activities Coordinator.
- As a result of serious unexpected circumstances, the President of the Chapter reserves the right to change or cancel the authorisation granted.

C O N D I T I O N S

1.- For the purpose of these regulations, filming is considered to be all acquisition of images on any medium, of any object, element or area situated in the interior or covered area of the Monument.

2.- Only filming or photographic sessions whose content or values are in accordance with the historic character of the monument and its specific religious nature will be authorised.

** Recordings can only be used for cultural, informative or documentary means, and never for commercial purposes.*

3.- The applicant must specify clearly the number of people participating in the filming and their Identification Card numbers, as well as dates, places and materials to be employed. Any filming with models, extras or actors is forbidden.

4.- Authorised cathedral staff will connect any equipment to the Monument's electrical installations. Filming and photography staff are forbidden from operating any of the mains system.

5.- The authorised personnel must comply at all times to the schedule, 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 acts, especially any religious ceremonies.

6.- 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.

7.- 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 during the filming.

By the Chapter,

*THE APPLICANT,
Read and understood Identification or Passport No*

Seville on,



*Metropolitan Cathedral Chapter
Seville*



8.- The applicant for the filming or photography agrees to take on the following responsibilities:

- Payment of the amounts set out by the Chapter of the Cathedral for these cases. In order to set prices length of filming will be considered all time spent by the film crew inside the monument.
- Surveillance and safekeeping of all goods and materials belonging to the crew.
- 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.

9.- The collaboration of the Cathedral Chapter must figure in the copies of the film. The applicant for filming must provide a complete copy to the Cathedral, for its archives. This copy is not to be used for commercial purposes.

By the Chapter,

*THE APPLICANT,
Read and understood Identification or Passport No*

Seville on,