



FILE I: \_\_\_\_\_

**Investigation**

INVESTIGATOR'S DETAILS			
Surname		First Name	
Address		Province	
Telephone number		Fax	
Email			
Profession or Institution			

INVESTIGATION SUBJECT			
REQUEST:	<input type="checkbox"/> Consultation	<input type="checkbox"/> Photography	<input type="checkbox"/> Publication
MOVABLE ASSETS REQUESTED:			
1.-			
2.-			
3.-			
4.-			
5.-			
Copy to be delivered: <input type="checkbox"/> YES <input type="checkbox"/> NO			
PHOTOGRAPHER:			
<b>If it is not specifically stated in this document, the photos taken are to be used exclusively for this investigation.</b>			

**GENERAL CONDITIONS FOR CONSULTATIONS AND PHOTOGRAPHY**

- 1.- The standing committee of the Chapter organises and coordinates the photography sessions, the filming requests and/or the acquisition of images of any element, object, movable assets, interior space, roofs and outsides of the Temple.
- 2.- The Cathedral of Seville facilitates the consultation, acquisition of images and reproduction of its movable and immovable property only for investigation purposes. The applicants will pay for these costs.
- 3.- The researchers will request in writing to the Chapter and specify clearly the character and purpose of their request; the place, area, work of art or the property which will be the subject of their consultation or photography.
- 4.- The requests addressed to the *Deán Presidente del Cabildo* (Dean and President of the Chapter) should be delivered to the Secretary's office or sent by fax to 954 564 743.

*By the Cathedral Chapter,*

*THE APPLICANT,  
Read and understood Identity Card or Passport No*

*Seville, on. . . . .*



# Metropolitan Catedral Chapter

Seville



## Publication of the images obtained

- 1.- If the investigator wishes to publish some or all of the images requested, this must be stated in the request or application form. Any future publication of the images must have new authorisation from the Chapter.
- 2.- The Chapter can authorise, on request, the use of some of the images obtained for illustration in any publication.

## Procedures and rules

- 1.- The Heritage's Executive Director will communicate the date and hour of the consultation to the investigator.
- 2.- The investigators will be accompanied by the personnel of the Chapter and will pay for the this service 6€/hour (six Euros per hour).
- 3.- The change, movement and handling of the objects or pieces of art will be carried out exclusively by the personnel of the Chapter and it costs 18€/hour. Any handling by the applicant, alone or accompanied, will only be carried out with the permission and supervision of the personnel of the Chapter.
- 4.- When the investigator needs a professional photographer, this must be put forward to the Institution and if the request is accepted, the professional must hand in a copy of the work carried out to the Chapter. The agreement with the photographer is independent of this institution, which takes no responsibility for the price nor the work carried out.
- 5.- The installation of scaffolding, the use of lifts or any other installation needed to complete the consultation and acquisition of images will be paid for by the investigator or the personnel who carry out the work. The estimate will be calculated by the company in charge.
- 6.- If the Chapter deems appropriate to keep a copy of the images requested (due to its importance, state of conservation...) the investigators or the personnel who are carrying out the work must hand in a copy of the images; they must leave a deposit of 6€ per work exhibited until handed in.
- 7.- For security reasons the applicant must send in writing the identification details of the people who will accompany him or the photographer representing him.
- 8.- The applicant will take responsibility at all times for the vigilance and safekeeping of their goods and equipment.

## Price and means of payment

Accompany services .....	6 €/hour
Movement of works of art .....	18 €/hour
Installations .....	Request estimate

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*Metropolitan Cathedral Chapter*  
*Seville*



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 carried out 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

**TO BE COMPLETED BY THE CATHEDRAL**

Date of consultation or photography			
Start Time		End Time	
Accompany or security personnel			
Personnel in charge of moving the works of art			
Installations			
Observations			

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