

APPLICATION FOR THE ISSUING OF A PHOTO AND SHOOTING PERMIT AT THE HUMBOLDT FORUM

Name of institution / person making the application:

Last name, first name

Institution

Address

Postcode, town/city

Phone

Email

Contact person of the recordings team:

Last name, first name

Phone

Email

Size of the recordings team:

Number of participating persons (including protagonists and set crew)

Type of recordings:

Photo recordings

Film recordings

Audio recordings

Location of the recordings:

- Outdoor recordings Indoor recordings
 Foyer: Exhibition space: _____ Staircase hall: _____
 Refreshments space: _____ Shop: _____
 Other: _____

Date and time of the recordings:

_____ from _____ time to _____ time

Purpose of the recordings:

- Editorial contribution
 Documentation
 Commercial use (for example motif use for feature film, advertising)
 Other: _____

Description of the project:

Title, short description of content

Intended scope of use of the recordings:

Broadcast date, including repeats

Internet use with time statement

Printed version with publication date and circulation

Planned length of the film / contribution

Other:

Technical equipment:

List of technology

Is electricity required on site?

Yes No

Specimen copy / transcript:

Yes No, unfortunately not possible

PLEASE NOTE

Usage fee and cost reimbursement

A usage fee can be charged for the issuing of consent. The usage fee is determined in accordance with the scope of the recordings and the purpose of use. Regardless of the charging of a usage fee, the Humboldt Forum im Berliner Schloss (SHF) Foundation shall be reimbursed for any personnel, material and financial expenses which are incurred in connection with the creation of the recordings.

The SHF will check this individually and issue a cost quotation where applicable.

Liability

The applicant and/or members of the recordings team shall incur liability in accordance with the statutory provisions. The applicant must provide proof of sufficient liability insurance if requested to do so.

The SHF cannot assume any liability for possible interruptions to the recordings due to construction measures or events.

The applicant shall release the SHF from third-party damages claims which are brought against the SHF in connection with the recording activities.

Damages claims can only be brought against the SHF if these relate to intent or gross negligence on the part of the SHF or its vicarious agents. The limitation of liability above does not apply to losses due to injury to life, body or health. In such a case, the SHF shall incur unlimited liability in case of intent and negligence (also on the part of its vicarious agents).

Third-party rights

The applicant must observe copyright laws, personality rights and conservation restrictions.

Date

Signature of applicant