

TO THE CITY OF PADUA
Mayor's Cabinet
Palazzo Moroni - 35122 Padova
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FORM TO REQUEST ASSISTANCE AND COOPERATION FOR VIDEO/PHOTO/CINE/TV AND MULTIMEDIA SHOOTING IN PADOVA

PERSONAL DATA:

Name and Surname:

Company Name:

Name and Surname of the Legal Representative:

Street/Square:..... **Post Code**..... **City**

Telephone:..... **Contact Person:**

E-mail..... **PEC**

Fiscal Code **VAT/N.I.C.**.....

Type of shooting:	Photographic	<input type="checkbox"/>
	Video/TV/Film	<input type="checkbox"/>
Typology:	Feature/Short film/TV series/Fiction/Talk Show	<input type="checkbox"/>
	Documentary/Popularization of Culture and Science/Non-commercial News items	<input type="checkbox"/>
	Educational training	<input type="checkbox"/>
	Publications/Books	<input type="checkbox"/>
	News/Reportage	<input type="checkbox"/>
	Advertisement/Commercial photo shot/Fashion	<input type="checkbox"/>
	Commercial promotions/Telesales	<input type="checkbox"/>
	Video clips	<input type="checkbox"/>
	Shooting/live coverage of Events/Exhibitions	<input type="checkbox"/>
	Other:	<input type="checkbox"/>
Mayor's official recognition:		<input type="checkbox"/>
Partnership with the Municipality		<input type="checkbox"/>
Purpose:	Strictly personal/Home video	<input type="checkbox"/>
	Dissemination/Cultural/Promotion of Tourism	<input type="checkbox"/>
	Scientific/Study purposes/Educational-didactic purposes	<input type="checkbox"/>

	Community service or non-profit	<input type="checkbox"/>
	Advertising/Commercial	<input type="checkbox"/>
	Other	<input type="checkbox"/>
Title:		
Direction:		
Production company:		
Total N. of the film crew:		
Involvement of background actors, manpower and skilled labour in the field, at local level	YES IN PART NO	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Date and time of shooting:	from _____ to _____ from h _____ to h _____	
Occupation of public space, date and time:	YES NO (NB: if Yes attach an illustrated report on the occupation required) from _____ to _____ from h _____ to h _____	<input type="checkbox"/> <input type="checkbox"/>
Traffic interruptions / restrictions:	YES Total Partial NO	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Permits of access to the Limited Traffic Zone (Z.T.L.):	YES NO	<input type="checkbox"/> <input type="checkbox"/>
Reserved parking area for the production's and/or stage vehicles:	YES NO	<input type="checkbox"/> <input type="checkbox"/>
Presence of the Local Police:	YES NO	<input type="checkbox"/> <input type="checkbox"/>
Display of trade-marks:	YES NO	<input type="checkbox"/> <input type="checkbox"/>
Noise emissions:	YES NO	<input type="checkbox"/> <input type="checkbox"/>
Set design:	YES NO	<input type="checkbox"/> <input type="checkbox"/>
Use of drones or other machinery (cranes, aerial shoots,...): (If yes, attach the necessary license of the competent authority)	YES NO	<input type="checkbox"/> <input type="checkbox"/>
Overtime opening of monuments:	YES NO	<input type="checkbox"/> <input type="checkbox"/>

LOCATION: (it is necessary to indicate the exact position of the set; to be possibly integrated with a planimetry)

Place: INSIDE
 OUTSIDE

Address: Street, Square

SHORT DESCRIPTION OF THE SCRIPT AND SCENE DEVELOPMENT (to be attached)

In order to obtain the approval, you must present a brief description of the script/scenes to be filmed in Padova

The Production:

- asks the Municipality of Padova for assistance in the administrative procedures to be performed in order to obtain authorizations and permits (eg. Osap), during the inspections to look for locations and in contacts with the territory for any needs linked to their accessibility, to historical-artistic information on monuments, to the assistance in connections and coordination among the different municipal departments and offices as well as among the different Bodies and Organisms involved in the film planning;
- allows the presence on the set of municipal appointees for logistic support and/or to take backstage films or pictures to be possibly uploaded in the official City web site to describe the activity of the relevant office and promote the city authorizing the treatment of personal data in accordance with the regulations in force;

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Applicant/Legal representative's stamp and signature

- **commits to:**
 - 1) submit the general programme of the activity at least 20 working days before the beginning of the filming indicating the shooting schedule, the indication of the locations and areas involved and the pertinent dates;
 - 2) submit the detailed schedule of filming, indicating times, areas with the required sizes, and the technical equipment used, at least 10 working days prior to the beginning of the activity;
 - 3) give the Municipality of Padova a copy of the film/pictures taken in town, for its archives and for the promotion of the pertinent office activity, designated to do this task;
 - 4) mention the Municipality of Padova in the thanks/end credits, by an arranged text;
 - 5) submit to the Mayor's Cabinet a hypothetical press release at least one week before the airing of the movie/TV programme or premiere of the film at cinemas, in order to be able to promote it at local level;
 - 6) preserve the territory, the heritage, the historical monuments and public structures and anything used during the filming;
 - 7) promote the artistic beauties of Padova, respecting public decency, order and decorum both during the preparation and in the context of the filming in town;
 - 8) assume the risks of physical injury or property damage potentially caused during the above mentioned shooting. To this end, the Production declares to be holder of the policy RCT n....., issued by that covers risks with a limit of liability of € for each accident;
 - 9) make the payment of the Cosap (tax for the occupation of public space), if required and, if due, the tax on advertising;
 - 10) in case of filming for commercial/publicity purposes, pay the rate of € 300,00 + IVA for filming up to three hours to be calculated also uninterruptedly;
 - 11) bear the staff expenses for possible extra opening of the monumental sites.

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Date

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Applicant/Legal representative's stamp and signature