

Terms & Conditions for Use of Bellver Castle's Facilities for Filming or Photographic Reports

1. Applications

Companies, bodies or individuals requiring authorization to film or make a photographic report in one or several parts of Bellver Castle must:

2.1 Apply for authorization in writing sufficiently ahead of the first film shoot or photographic session by submitting a request at any of Palma City Council's Customer Service Points (Oficinas de Atención a la Ciudadanía or OACs) or online through the following link:

https://seuelectronica.palma.es/portal/PALMA/sede/se_principal1.jsp?codResi=1

2.2 Once the application is made must contact with the staff of the Bellver Castle, email: castelldebellver@palma.cat

2.3 Attached to the application, there should be a project detailing:

- a. The name and tax identification details of the producer or titleholder of the intellectual property rights to the audio-visual or photographic report.
- b. The reason for the film shoot or photographic report (for advertising, documentary, educational, promotional or fictional purposes or for any other reason).
- c. The contents of the work to be filmed or photographed (the subject matter or a synopsis in the case of film work).
- d. The work's title if applicable.
- e. If documentary, educational or fictional productions are to be filmed, the producer and scriptwriter's names.
- f. In the case of photographic reports, the author's name.
- g. The envisaged media for its public dissemination, specifying both the type and name (TV channels, magazines etc).
- h. The expected dates of its production and launch/premier.
- i. The contact name and contact details (mobile phone no. and e-mail address) of the person in charge of the sessions to be held at the castle.
- j. The number of people in the film/photographic team.
- k. The number of requested sessions and timeframe for them (the date and timetables of the sessions, specifying the total number of hours envisaged for each session).
- l. Whether the requested areas need to be closed off to the public for the session.
- m. Whether visitor access to different parts of the museum needs to be modified during the sessions. Under no circumstances may any change be made to the planning schedule for the session if visitor access to different parts of the museum that are open to the public are affected unless the prior consent of Bellver Castle's technical staff is given.

- n. Whether any special areas are needed for artists or teams to get ready, to store equipment or for any other purpose. The museum's exhibition rooms cannot be used to serve food to the participants. In such cases, a backstage area will need to be set up outside the castle moat at the expense of the interested party.

2. Authorization and payment

1. Applications will be answered in writing.
2. Following the interested party's notification, authorization will only become effective once the fee for use of the corresponding area of Bellver Castle has been paid, in accordance with the amounts specified in the amended bylaw. Under the terms of this bylaw, the fee is €350 per hour in the case of photographic sessions and €600 for filming.
3. The notification, which will specify the exact amount of payment that is due, must be presented to the corresponding OAP so that a payment document can be issued for payment to be made.
4. Once the payment document has been obtained, payment may be made by credit card at the same OAC or by paying the amount in at any of the following bank branches: La Caixa, Sa Nostra, Banca March or BBVA.
5. Confirmation of payment of the corresponding fee must be shown to Bellver Castle's technical staff before the beginning of the first film shoot or photographic session, otherwise the booked slot will be lost.
6. Payment of the amount specified in the payment document automatically implies acceptance of these terms and conditions of use.
7. Filmed material and photographic reports produced as part of an educational activity are exempt from the payment of these fees, together with activities organized in collaboration with Palma City Council.

3. Access to areas and work sessions

Individuals, bodies and companies applying for permission to make a photographic report or to film at Bellver Castle undertake:

1. To protect the corresponding facilities, making any damage known to the technical staff at Bellver Castle. No fire or fireworks of any kind may be used in the castle or its surroundings.
2. To take out civil liability insurance to cover possible injuries to people taking part in the session or to third parties, together with insurance cover for material damage up to a limit of €20,000 with no grace period.
3. To meet the costs of increased security surveillance if the authorized activity involves an extension to Bellver Castle's opening hours.
4. To be responsible for controlling access to areas that are cordoned off to the public during the filming or photography.
5. To observe what is established in the emergency plan for the building, in accordance with instructions received from Palma City Council.
6. To be responsible for cleaning the corresponding areas after the session.
7. To safeguard equipment brought to Bellver Castle for the session. Palma City Council cannot be held liable for objects left in the corresponding areas or in others in the event of fire or their loss, theft, misuse or any other damage.

8. Not to leave any rubbish in the corresponding areas, such as empty boxes, informative material, cans, clothes, bottles etc.
9. Not to hinder other activities taking place in the building, taking care to avoid noise, shouting, vibrations or anything else that might affect the smooth running of such operations.
10. To give advance notice of the timetables for unloading, assembling, dismantling and removing equipment needed for the session, together with the number of people taking part in these activities.
11. To be responsible for staff hire for the activity, observing the corresponding legislation in force at the time, particularly in matters concerning occupational hazards. All staff taking part in the session must wear accreditation.
12. To observe the corresponding copyright laws, to apply for all necessary permits if protected works are used and to pay for all corresponding rights.
13. To meet the cost of any expenses incurred for the filming or photographic session.
14. To include Palma City Council and Bellver Castle's logos on all informative material published for the activity.
15. In the event of audio-visual productions, to include the name of Palma City Council and Bellver Council in the credits.
16. To supply digital copies of all produced material featuring Bellver Castle.
17. Palma City Council reserves the right to interrupt the session in the event of non-compliance with the agreed timetables.
18. In the event of failure to comply with any of these terms and conditions, the right to request future use of Bellver Castle shall be relinquished.

In Palma. On

Signed.