

FILM REQUEST FORM

Granada Film Office. AYUNTAMIENTO DE GRANADA

+34 858 827 423

mdmolero@granada.org

filmaciones@granada.org

1. PRODUCTION TITLE

.....

2. PRODUCTION TYPE

- | | | | |
|---|--|--------------------------------------|--------------------------------------|
| ☐ Full-length film | ☐ Photography | ☐ Short-movie | ☐ Spot advert |
| ☐ TV programme | ☐ Corporate video | ☐ TV series | ☐ Video clip |
| ☐ Documentary | Other (please, specify) | | |

3. SCHEDULED START AND END TIMES.....

4. DIRECTOR / PHOTOGRAPHER / PRODUCER

.....

PRODUCER

.....

5. APPLICANT DATA

FILM PRODUCER

Name

Street.....Number.....

Postal codeCity.....

CountryID/TAX CODE.....

Phone number.....FAX.....

E-MAIL.....

Web

ASSOCIATED PRODUCER (SERVICE)

Name

Street.....Number.....

Postal codeCity.....

Country.....ID/TAX CODE.....

Phone number.....FAX.....
 E-MAIL.....
 Web

CONTACT PERSON/PERSON IN CHARGE

Name
 Position.....
 Phone number.....E-mail.....

***A synopsis of the proposed project must be enclosed**

7. FILM LOCATIONS DEPENDING FROM OTHER BODIES

M O N U M E N T S	ALHAMBRA YES / NO / (X where appropriate)
	<i>It should be requested in advance</i>
	Contact person: Isabel Jiménez . Tfn: 608 079 996 comunicacion.pag@juntadeandalucia.es
	Churches or religious buildings
	CATHEDRAL AND ROYAL CHAPEL: YES / NO (X where appropriate)
	Contact: La Curia T.958 26 15 00 / 958 21 63 23
	Others (please, specify):
	Other monuments (please, specify):

8. TYPE OF FILMING

Shoulder-held filming (please, be as specific about the locations as possible)

Filming with thoroughfare occupation

***In the event of thoroughfare occupation (road or pedestrian traffic interruption), please fill in the requested information:**

THOROUGHFARE OCCUPATION DATA

LOCATION	M ²	DATE

Please, enclose map and synopsis

9. VEHICLE PERMIT

*An AUTHORISATION must be requested for the vehicles taking part in the filming, since the access to the city's historical centre is restricted.

This permit is only valid to access specific areas controlled by traffic cameras and retractable bollards.

Parking is only permitted in the designated areas. Driving in the bus lane is neither permitted nor is in Carrera del Darro, since it is a pedestrian zone.

VEHICLE MARK/MODEL

NUMBER PLATE

1		
2		

10. FILMING NEEDS

Safety measures

Street cleaning

Pedestrian access restriction

Urban furniture or illumination changes

Set, scenery, extras

Staging / scenery

Scene vehicles (model and number plate)

.....

Others

11. TRAFFIC CUTS

Street.....

Date.....

Time

Please, enclose map

12. INSURANCE COMPANY

Name.....

Policy number.....

13. CONFIDENTIAL DATA FOR INTERNAL USE (STADISTICAL PURPOSES)

Production budgeteuros

Budget invested in Granadaeuros, of which:

.....% hotels% rentals

.....% local professionals%others

**Once the above requirements have been met, we will provide you with all the permits within our competences, as well as information and contacts for access permits and filming authorisations for other governing bodies.*

REPRESENTATIVE SIGNATURE

In _____, on _____ 20__

The production company agrees to indemnify the owner of the property for any damage that it may cause and remains the sole and absolute liable for any claim, proceeding or lawsuit for personal injury or property damage that may occur or that may arise from the exercise of the activities of the applicant, its employees or others. The production company is forced to contract and submit a liability insurance in order to obtain the accreditation and must send us both the name of the insurance company and the corresponding policy number. This insurance policy is responsibility of the client and must cover all the liability risks that may arise by reason of this authorisation. All municipal ordinances in filming and photo sessions must be respected, taking into account also the special protection of historic buildings, parks and gardens. This permit may be revoked at any time, i.e., authorisation is granted at will and can be modified, or even cancelled, at any time on justified grounds without the permit holder being entitled to indemnification or compensation whatsoever.

The production company must always and in any case follow the directions provided by the local police, as the routes to use to get to the different parts of the city where they have planned to carry out the filming. Likewise, it should respect the designated parking areas.

The production company shall take all the necessary measures to protect the environment and to limit the damage and nuisance to people and property resulting from pollution, noise or any other actions as a result of its activities.

"GRANADA FILM OFFICE" must appear in the credits of the production. The production company shall notify this office about the premiere day, the distribution and / or first broadcast of the production. A copy of the production shall be sent along with two photos from the film for the archive. The signing of this application involves the acceptance of the code of conduct provided by this office.

DATA PROTECTION. BASIC INFORMATION

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, the data collected in this application will be incorporated into and processed under the activity **ENTRY AND EXIT REGISTRY**, under the responsibility of the General Secretariat, located at Pza. del Carmen, 5, Granada – 18071. The purpose is to serve the public interest or the exercise of public authority by the City Council of Granada, before which the data subjects may exercise their rights.

The processing of data is legitimized by legal obligation and the consent of the data subjects. Submission of this application constitutes a clear affirmative action regarding the processing of your personal data included in this request. The data will be communicated to the competent Units of the City Council related to the matter at hand and may not be disclosed to third parties except in the cases provided for by current legislation on the protection of personal data.

THESE TERMS AND CONDITIONS ARE AN ENGLISH TRANSLATION OF A SPANISH ORIGINAL.