



FILM REQUEST FORM

Granada Film Office. AYUNTAMIENTO DE GRANADA
Plaza del Carmen, 9. 18071 GRANADA
+34 958 248 280 filmoffice@granadatur.com

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. DIRECTOR / PHOTOGRAPHER / PRODUCER

4. PRODUCER

5. APPLICANT DATA

FILM PRODUCER

Name

Street Number

Postal code City

Country ID/TAX CODE

Phone number FAX

E-MAIL

Web

ASSOCIATED PRODUCER (SERVICE)

Name

Street Number

Postal code City

Country ID/TAX CODE

Phone number FAX

E-MAIL

Web

CONTACT PERSON/PERSON IN CHARGE

Name

Position

Phone number..... E-mail

6. SCHEDULED START AND END TIMES

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

7. FILM LOCATIONS

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: D.ª Ana Fernández; Tel. +34 958 02 79 00/80 comunicacion.pag@juntadeandalucia.es gabinete.pag@juntadeandalucia.es
	Churches or religious buildings CATHEDRAL: YES / NO (X where appropriate) 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 budget euros

Budget invested in Granada euros, 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.*

PLEASE, SEND A SIGNED REQUEST FORM TO THE CITY TOURIST INFORMATION OFFICE in Granada. Telephone +34 958 248 280 Fax +34 958 248 281 filloffice@granadatur.com

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.

In compliance with Law 15/1999 of December 13th, Protection of Personal Data, in accordance with art. 5 on the right of information in data collection, GRANADA FILM OFFICE informs you that the personal information entered here shall be included in a file owned by GRANADA FILM OFFICE, residing at CITY TOURIST INFORMATION OFFICE, Plaza del Carmen, s/n 18071, Granada. In this regard, we reiterate our commitment to the responsible and confidential personal data use. However, if you wish you can exercise your rights of access, rectification, cancellation and opposition in writing, addressing GRANADA FILM OFFICE residing at MUNICIPAL TOURIST INFORMATION OFFICE, Plaza del Carmen, s/n, 18071, Granada, with the reference “Data Protection”.

If any provision of this agreement is void or voidable, such declaration shall not invalidate the remainder of the agreement, which shall remain in force and effectiveness. The clause or clauses null and void should be replaced and integrated with others that, be in accordance with the law, respond to the spirit and purpose of the replaced, keeping always the contractual balance of benefits of the Parties.

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