

The University Rector
University of Padua
Via VIII febbraio, 2
35122 Padua, Italy

**THE UNIVERSITY OF PADUA BOTANICAL GARDEN
REQUEST FORM FOR THE USE OF ARCHIVED IMAGES AND /OR VIDEO**

☐ **Subject declares that they are part of the University of Padua community**

I, the undersigned (first name and surname).....
as a
of the University Dept./Area/Office of
Italian Fiscal Code.
tel/cell.....
e-mail.....

☐ **Subject declares that they are from the private or public sector outside the University of Padua**

I, the undersigned (first name and surname).....
Declare to be a legal representative of (company name).....
located at (address)
VAT no.
Italian Fiscal Code.....
tel/cell.....
e-mail.....

Request to use images and/or video material from the archives of the University of Padua Botanical Garden.

Reason for the request

- ☐ study or research
- ☐ journalistic activities
- ☐ publishing activities (indicate the number of copies and cover price)
- ☐ exhibition activities
- ☐ activities related to the promotion and marketing of products and/or services
- ☐ activities related to the sale of products and/or services
- ☐ other

Brief description of the project *(please indicate the purpose, target audience, and end-use of images such as activities for the promotion and/or sales of specific products/services and the subject/brand for the intended use of images)**

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.....

Please specify the image(s) and/or video(s) requested, including the number of copies and/or duration, in seconds, of video.

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Additional information

Has or will the consent of images and/or videos of space(s) and/or other locations of the University of Padua be requested for the same project? *(If so, please specify)*

.....
.....

Contact details of the person/agency responsible for the operational organisation of the project

First name and Surname.....
institution/company/agency.....
tel/cell.....
email

Payment information

Person/Institution/Company making the payment and details needed for invoicing:

☐ University structure ☐ Public entity ☐ Private entity

Surname and First Name/Title

Italian Fiscal Code

VAT no.

tel/cell..... e-mail.....

Please note that for University structure applicants the Central Administration will issue a debit notice and facilitate the payment methods governed by the University's internal regulations.

Please note for private applicants outside the University, payment fees must be arranged 7 days before the dates for which the authorized activities are carried out, unless otherwise agreed. The requested data is sent to the CINECA Pago Atenei system to allow the interested party to make electronic payments to the University through the PagoPA platform, data is processed and protected under EU Regulation 679/2016. For more information, please see: <https://www.unipd.it/informativa-pagamenti>

Please note that private entities from outside the University must make payments within 30 days of receiving the electronic invoice.

Consenting for the use of images is subject to acceptance of all provisions under the Regulation of Fees and Conditions for the temporary use of spaces and premises and for the permission to use and reproduce the University of Padua images.

The undersigned, under his/her responsibility, declares to have read the documents mentioned and accepts them in full.

In particular, the undersigned:

1. understands that the request for images and/or videos, if granted, cannot be used for purposes other than those indicated insofar that any additional use apart from what is declared must be expressly authorised. The undersigned is aware that the grantor reserves the right, at its sole discretion, not to grant images

and/or videos of some structures and/or collections for projects with promotional and/or commercial purposes. Final authorizations are sent via official communication through the competent offices;

2. understands that the University of Padua is exempt from any liability for damage to property or persons caused, as a consequence or otherwise, during the activity of the concessionaires;
3. that each reproduced copy must include the text "Courtesy of the University of Padua - Su concessione dell'Università degli Studi di Padova", accompanied by the indication provided by the University relating to space and location represented, as well as the express prohibition of further reproduction or other duplicated means;
4. must deposit the double original of each publication or product and deliver images and films in digital format for conservation purposes;
5. understands that estimates for the use of images and videos are subject to authorization by the Rector. This form constitutes the basis for the formulation of the estimate. If following the sending of the estimate, additional services or changes are requested, the latter may undergo changes and adjustments based on the additional requests.

Date _____

Applicant's signature _____

Data contained in this request form is processed in accordance with the UE 679/2016 Regulations

For more information please contact:

Ufficio Eventi Permanenti - Area Comunicazione e Marketing - Università di Padova
tel.: 049.827 2145 – comunicazione@ortobotanico1545.it - www.ortobotanico1545.it