

1. The Belvedere shall be mentioned by name in the report/article etc.
2. Lighting equipment must be fitted with protective devices.
3. The minimum distance between the lighting tripod and the exhibit must be at least 2.5 m and not less than the height of the tripod including the lighting appliance.
4. Use of lighting must be limited to gauging exposure time and the actual shooting process. During breaks, set-ups, and moving to other locations, lighting must be switched off.
5. When filming or photographing works on paper, only indirect and diffuse lighting is permitted, in combination with highly sensitive film stock.
6. Special permission is required for using flashlight.
7. On no condition may works of art be touched. Please inform the gallery attendant accompanying you if you wish to move to another location. The works may only be moved by staff authorised by the Conservation Department.
8. Risks involved in the shooting process shall be borne by the visiting crew. The visiting crew shall particularly be held responsible for any damage inflicted upon originals or other property owned by the Belvedere during shooting.
9. The objects to be reproduced may, in certain cases, be protected by copyright. The Belvedere explicitly points out that the production of photographs and films of these works and their use require permission (the right of exploitation) from the copyright holder. The Belvedere is not in a position to grant any rights in connection with the objects to be reproduced and cannot be held responsible for claims of third parties that may possibly arise. In case the Belvedere is approached by third parties in connection with the visiting crew's use of reproductions, the visiting crew shall indemnify the Belvedere. The same applies to the rights of individuals depicted in films or photographs.
10. The Belvedere agrees to the one-time publication of the material produced within the framework of this permit for the purpose stated below. Unless prior written consent has been obtained from the Belvedere, any further use is prohibited. The Belvedere shall be informed of the actual publication, and its Communication Department shall be supplied with a sample copy of the published material. The undersigned warrants that the terms and conditions of this agreement shall also be observed by all employees, contractors, agents, and other persons affiliated with the undersigned.
11. In case of a Videotape or film, there must be included a sequence where the Belvedere (frontal entrance) and its gardens can be seen clearly.
12. It is not permitted to film, photograph, and record security systems (such as cameras), persons not involved in the production, and their conversations.
13. For the sake of completeness we point out that the Belvedere is only entitled to permit shooting inside the buildings. For outdoor shooting, please contact the *Burghauptmannschaft Österreich* or the *Bundesgärten*. (Contact: Edith Steinwurm, T+43 1 536 495 45, M [steinwurm.edith@burghauptmannschaft.at](mailto:steinwurm.edith@burghauptmannschaft.at) or Günter Wimmer T: 0043-1-877 50 87/481 [public@bundesgaerten.at](mailto:public@bundesgaerten.at)).

We kindly ask you to follow the above safety regulations. The undersigned herewith accepts the above terms and conditions.

Number and names of crew members: \_\_\_\_\_

Medium: \_\_\_\_\_

Shooting location(s): \_\_\_\_\_

Purpose of shoot: \_\_\_\_\_

Telephone contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Shoot date: \_\_\_\_\_ Shoot duration: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Permission has been granted for the above-mentioned purpose and duration. (Please retain this document and present it to gallery attendants and ticketing personnel if requested).

Name: Press Belvedere \_\_\_\_\_ Signature (on behalf of the Belvedere): \_\_\_\_\_