

TECHNICAL REQUIREMENTS

TO MAKE FILMS IN THE CIVIC MUSEUMS OF FLORENCE

All operations must be carried out in compliance with the following technical requirements:

- a. You must strictly comply with crowding limits, these limits are found in existing documents that evaluate the risks, provided by the **Staff of Servizio Musei Comunali**
- b. All operators and members of the group must present suitable tag recognition;
- c. In the Museum of Palazzo Vecchio, the user and all those involved in any form in the activities covered by this contract will only be able to access environments covered by this agreement through Scala Piana, both in shooting and in the process of setting up and dismantling;
- d. In the Museums via Palazzo Vecchio it is prohibited to use the elevator in order to transport equipment or furnishings;
- e. You must pad the windows and shutters involved with the transportation of equipment, wires, and furniture from the outside. Protections must be imposed to prevent direct contact between cables and the structures of hoists with the stone walls and wood of windowsills as well as the wooden shutters. They must also allow for the stability and security of all attached systems;
- f. The processing of materials for scenery is forbidden inside the museum;
- g. The equipment and trolleys used for the means of production should be equipped with suitable protection to avoid any damages of the existing structures. In general any areas, like the floors, that would be affected by the passage or storage of equipment should be protected by rugs, carpets, or something of the like;
- h. It is absolutely prohibited to use adhesive tapes or other kinds of fashioning systems in contact with the original structure or antique furnishings to stop cables, carpets, or other materials during shooting;
- i. The elements of scenery will be the ones described in the exhibition design annex and will be put together carefully, avoiding contact with the existing structures;
- j. The user will be able to remove the equipment listed below, taking care not to damage or alter in any manner the existing structures, under the control and direct supervision of **Museum Staff**:
- k. Lighting fixtures, fire extinguishers, ropes, information panels, signage, and emergency lighting may be removed by the user with the assistance of the **Museum technical staff**;
- l. For each shot, only technical equipment agreed upon in advance by the **Museum technical staff** and Servizio Belle Arte and Fabbrica di Palazzo Vecchio may be used;
- m. Lights must be switched off and disconnected during breaks in shooting and stage operations;
- n. All cables passing through areas where the user is not granted access for shooting functions must be covered by suitable protection;
- o. In agreement with the Servizi Tecnici del Comune the passage of power supply cables that are useful to shooting are allowed. (in special cases they should be designed in such a way that allows these fixtures to be shut down during the same hours in which filming and collateral activities do not occur);
- p. The use of open flames is prohibited;
- q. The users agrees to comply with all regulations set by the **Museum technical staff** to ensure the protection and safety of the environment

Insurance Policy: To cover all of the above responsibilities, the user undertakes for themselves and all others involved in anyway in the activities covered by this contract, a suitable insurance policy (RCT/OR) with a primary insurance company, such policy with ensure:

- The civil liability toward third parties (RCT) for damages to persons and things with a ceiling that is no less than Euro 1,500,000.
- Attach to the document of authorization **documentation of proof of full insurance coverage at the time of shooting.**
- It is the user's civil liability to insure that all unintentional or intentional damages caused by staff, regardless of their relationship with the policy holder, to third parties (**Museum technical staff**) are covered by this policy.

The parties agree that all responsibility arising from the activities carried out by the user and all other subjects (individuals or legal entities), as well as contractors and subcontractors to services and supplies relevant to activities covered by this agreement, carried out on behalf of the user, are to be borne on the user.

Signature

Date

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