**Photography Sessions and Film Shoots at ZAMEK Culture Centre**

**Terms and Conditions**

1. The person who arranges for a session/shoot (uses or rents space for the session/shoot) at ZAMEK Culture Centre is hereinafter referred to as the User. The User shall designate a contact person to handle technical particulars with a member of ZAMEK staff with whom the session is arranged.
2. Special-occasion photography sessions or film shoots mean sessions/shoots which produce material intended exclusively for private use. In particular, special-occasion sessions/shoots held for e.g. weddings, birthdays/anniversaries, graduations, or degree awards.
3. Advertising sessions/shoots mean sessions/shoots which produce material intended for private use or even partially commercial use. Images or footage captured during such sessions/shoots serve to advertise products, brands, persons, institutions or businesses. Sessions or shoots the material from which is to be used in social media to promote products, brands, persons, institutions or businesses [e.g. involving so-called influencers or photographers and models working for their own publicity] also qualify as advertising sessions/shoots.
4. Photography sessions or film shoots may only take place in the locations, on the dates and at the times specified ZAMEK Culture Centre. Such details are arranged via e-mail or, in the case of larger sessions, in the provisions of the agreement. Sessions/shoots outside the agreed locations are prohibited. Failure to comply with this requirement may result in immediate termination of the session/shoot by ZAMEK Culture Centre and entails the obligation to pay a contractual penalty in the amount of four times the fee agreed for the session/shoot.
5. All persons participating in the session/shoot shall comply with the these Terms and Conditions as well as the terms of the pertinent agreement. The User bears responsibility for compliance with the Terms and Conditions and the agreement, and they must be present on site throughout the session/shoot (to make sure that it proceeds in an orderly manner and be in constant contact with the member of ZAMEK staff with whom the session/shoot has been arranged).
6. Photography or filming shall take place in close cooperation with a designated member of ZAMEK Culture Centre staff, who shall determine the cost of the session/shoot in accordance with the price list. In the case of sessions/shoots involving exclusive use of spaces, temporary rental pricing and rates established for such spaces shall apply.
7. For larger advertising sessions/shoots, their dates must be arranged no later than 3-4 weeks before they are scheduled to take place. Furthermore, such sessions/shoots require signing a prior agreement to establish the terms of cooperation and are subject to per-case pricing. ZAMEK Culture Centre reserves the right to review the resulting material for approval.
8. The Imperial Castle is a listed monument, while ZAMEK Culture Centre, as its holder, is tasked with ensuring that its image is appropriately used. ZAMEK Culture Centre has the right to demand the disposal (destruction) of material in which the image of the Castle is used contrary to the provisions of these Terms and Conditions. Furthermore, ZAMEK Culture Centre has the right to demand the disposal (destruction) of material in which the image of the Castle is used in a manner that may cause it to be associated with unlawful or socially unacceptable activities.
9. No items displayed on the premises of ZAMEK Culture Centre as part of temporary exhibitions may be photographed of filmed.
10. Artificial lighting may be used during photography sessions and film shoots only upon approval and permission granted for a particular session by the member of ZAMEK staff with whom the session has been arranged, as the type of lighting and the amount of power required must be verified beforehand. Use of such light sources may incur an additional fee.
11. Use of tripods is permitted, provided that they are equipped with non-scratch feet.

DECLARATION

I declare that in connection with the photography session / film shoot scheduled to take place on ............................. (enter date), for the purpose of:

.......................................................................................................................................................... (state purpose)

I have read and accept the Terms and Conditions of the Photography Sessions and Film Shoots at ZAMEK Cultural Centre in Poznań.

The session/shoot will be held from ............. to ............. (state time),

in:

............................................................................................................................................(state location/interior at ZAMEK Culture Centre)

Date and legible signature of the user / person responsible