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# KUNST HISTORISCHES MUSEUM WIEN

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## PERMISSION TO TAKE PHOTOGRAPHS AND FILM

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Kunsthistorisches Museum mit MVK und ÖTM wissenschaftliche Anstalt  
öffentlichen Rechts (hereinafter referred to as: "KHM")

To receive permission to take photographs and film for **current media coverage**, please complete and sign the following request form and send it to us at least three working days before the desired photography or filming date. Tel +43 1 525 24 - 4025; [info.pr@khm.at](mailto:info.pr@khm.at)

For commercial enquiries please contact the reproduction department at:  
Tel +43 1 525 24 - 6051; [info.repro@khm.at](mailto:info.repro@khm.at)

Permission to film is subject to the  
following conditions:

1. Lighting equipment must be equipped with safety devices.
2. The distance between the tripod lamp and the exhibit must be at least 2.5 m. However, the distance may under no circumstances be less than the height of the tripod including the lamp.
3. The lighting duration must be limited to the time of exposure measurement and recording. During breaks in filming, setting-up and positioning, lamps must be switched off.
4. For works on paper, indirect and diffuse light and a highly sensitive film must be used.
5. The use of flash is subject to specific authorisation.
6. Works of art may under no circumstances be touched. Any request for re-locating works of art must be communicated to the supervision staff. Works of art may only be relocated after approval has been granted by the supervision staff. Works of art may only be moved by people authorised to do so by the restoration atelier.
7. The contracting party shall bear the risks involved with the recording. KHM is not liable for any damage to the contracting party in the event of a cancellation, or caused by the change of date, location or recorded objects.
8. The contracting party shall be liable for all damage to KHM or the Federal Government arising from the recording. Liability shall also include minor negligence of the contracting party, their assistants and any natural person or legal entity helping the contracting party.

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9. The recorded objects may be protected by copyright laws. The KHM expressly points out that taking and using photographs of these works is only legally permissible if the taker or the user has obtained corresponding permission in advance (right to use or permission to use). The KHM may grant no rights with regard to the recorded objects and shall not be liable for any third-party claims. If a claim is laid against the KHM by third parties because of use by the contracting party, the contracting party is obliged to hold the KHM free and harmless. The same applies to the rights of recorded persons.

10. The KHM agrees that the material produced on the basis of this agreement may be published once for the purpose mentioned below. Any further use is prohibited and requires the prior written permission of the KHM. The KHM shall be informed about the actual publication, and a copy of the published material shall be made available to the communications department. The contracting party shall ensure that the provisions of this agreement are binding upon their employees, contractors, agents and other associated parties.

11. It is prohibited to take photographs, film or record safety arrangements (e.g. cameras), persons not involved in the production or their conversations.

12. In the interests of completeness, it should be pointed out that the KHM is only entitled to give permission for recording inside the building. For outside recording, please contact the Burghauptmannschaft Österreich (Austrian Castle & Fortress Authority) and the Bundesgärten (Federal Garden Administration).

13. Safety regulations must be observed. If the terms and conditions are not met, the KHM has the right to stop the recording immediately, leaving the contracting party without any recourse to lay a claim.

The signatory is the authorised representative of the contracting party and accepts the conditions above.

Head of photo or film team:

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Team members (number):

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Team members (name):

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Editorial team:

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Location of recording (building, exhibition hall, etc.):

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Purpose of recording:

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Contact telephone:

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E-mail:

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Date of recording:

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Hour:

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Date:

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Signature:

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Permission has been granted for the aforementioned period and purpose.  
(Please keep this document ready for supervision staff and admission control checks.)

Name:

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Signature on behalf of Kunsthistorisches Museum mit MVK und ÖTM:

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