



CONTRACT FOR REPRODUCTION RIGHTS

N°

The City of Brussels is taking steps to protect its buildings and works with a aim to increase public awareness of need to safeguard the historical and artistic heritage, which it is responsible for enhancing and restoring, and to avoid excess use by third parties.

Name of applicant:

Function of applicant:

Institution of applicant:

Address:

Telephone:

Fax:

E-mail:

Invoicing address:

Address to which reproductions should be sent:

requests permission to reproduce or use the reproductions of the following works (specify author, title, references) / the following places *:

RECORDS AND REFERENCE	DESCRIPTION



For:

- commercial purposes
- scientific purposes
- information purposes

in the following book / review / newspaper:

- author:
- title:
- publisher:
- date of publication:
- number of copies printed:
- cover or illustration:

in the following exhibition:

- title:
- subject:
- places:
- duration:
- catalogue:

in the following broadcast:

- director:
- title:
- media (TV channel, Internet site, DVD, CD-ROM, etc.):
- date of broadcast:

other, please specify:



GENERAL TERMS AND CONDITIONS

I. REPRODUCTION RIGHTS:

1. All applications must be made in writing and submitted for the authorisation of the Archivist.
2. The failure by the applicant to fulfil his obligations pursuant to an order for a reproduction and/or a contract for use will automatically suspend the fulfilment of the Archives obligations.
3. Reproductions of any work belonging to the collections of the Archives shall wear the name of the owner, as follows: Archives of the City of Brussels, followed by the title of the record and the reference.
4. None reproduction may be transferred to a third person or be used for any other purpose than those specified when the order is placed. Any applications not covered by this contract must be submitted separately. Any material sold may not be copied.
5. The applicant hereby undertakes to provide the Archives free of charge, with one copy of the relevant publication in each of the languages in which it is published, within one month of the date of printing.
6. Any material sold or hired from the Archives will only be sent to the applicant once the invoice for rights has been paid. The amount should be transferred to the account of the ASBL Bruxelles-Musées-Expositions, 191-0511261-37, Crédit Général, Grand-Place 5, 1000 Brussels.
7. Rates for reproduction rights
The reproduction rights, as separate from the copyright, due to the museum are as follows:
 - For any publication: € 50
 - For any exhibition: € 25
 - For all other commercial uses: € 100For Internet use, any picture must be placed in low resolution on the Net and wear the comment:
Any reproduction, partial or complete, by any way, without the work owners' prior consent is illegal.
 - Handling charges: € 25
 - For the public press: free of charge
 - Video, film, television: € 75
8. Copyright: the user bears sole responsibility for the use made of the reproductions. He bears sole responsibility for the authorisations required as regards the author of the work or his rightful claimants, the persons and properties represented in the document and the texts and captions accompanying the work.
9. Postal charges as well as banking charges for international transactions (€ 10) shall be paid by the applicant.
10. All reproduction rights and costs must be paid, even if the subject of the application is not used.



II. CONDITIONS GOVERNING THE SALE OF DIGITAL PICTURES:

The selling price is as follows:

- €5 for a CD/DVD
- €5 from a digital picture

III. CONDITIONS GOVERNING AUTHORISATION TO FILM / PHOTOGRAPH:

1. Shots taken may only be used for a period of one year after shooting and will be limited to one issue.
2. The applicant undertakes to send the Archives two free copies of the film/pictures in each language in which it is circulated and on the media used for this purpose (CD-ROM, DVD), at the latest one month after editing. He authorises the Archivist circulate the film/pictures (or the part of the film concerned) among their visitors for strictly educational purposes.

IV. CONDITIONS GOVERNING THE SALE OF A PHOTOGRAPHIC PRINT ON PAPER OR CD-ROM

The selling price for photographs is as follows by quote.

I, the undersigned, hereby declare that I agree to the above-mentioned terms and conditions:

Place

Date

Signature

Date and stamp of Archivist,
Thérèse Symons

The applicant undertakes to return one signed and filled contract to the '*Archives of the City of Brussels*' or two if he wants one back, signed by the Archivist. (D. 100209).