

**Enquiry and agreement for film and photo shootings
in the Public Library at Mailänder Platz**

Purpose of the recordings:

Preferred date (Exact date in agreement with the Public Library Stuttgart): date, time, duration

Number of people / amount of equipment:

Contact information of the responsible person (this information will not be saved):

1. The date for the film and/or photo shooting must be reconciled with the public relations department of the Public Library Stuttgart.
2. Visitors of the Public Library Stuttgart must not experience any restrictions due to the film and/or photo shooting (noise level, access to the bookshelves). The needs of visitors and staff has top priority!
3. The visitors and staff are only to be filmed or photographed with their consent.
4. Safety regulations in and around the building must be kept. This means that paths and escape routes may not be covered and your equipment cannot be a tripping hazard.
5. You can only use LED-headlights, otherwise the sprinkler system will be triggered.
6. You cannot relocate any furniture and cannot cover bookshelves or railings, because this might trigger the fire detectors.
7. If the recordings you took in the Public Library Stuttgart are to be published, the directorate of the Public Library Stuttgart must be consulted and you have to obtain the right to publish from the architect himself.
8. If you publish the recordings / photos, you have to mention „Stadtbibliothek Stuttgart / Yi Architects“ in the closing credits / image description.

I assure the Public Library Stuttgart that I accept all the rules of conduct and that I will pay any resulting damage in its entirety.

Place, date, signature

Please send your enquiry to our email address: stadtbibliothek.oeffentlichkeitsarbeit@stuttgart.de