|  |
| --- |
|  |
| (name and surname of the natural person/ legal entity organising the meeting ) |
|  |
| (date of birth of the natural person or legal entity code) |
|  |
| (place of residence or registered office address) |
|  |
| (phone number) |
|  |
| (email address) |

To: public organisation *Vilniaus Kino Biuras*

**REQUEST FOR**

|  |
| --- |
| **PERMISSION FOR SHOOTING A FILM TITLED**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | - |  | - | 20 |

Vilnius

I, the undersigned, hereby request for a permission to shoot a film titled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the period from \_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_20\_\_\_\_\_\_ to \_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_20\_\_\_\_\_.

Film-maker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(company name)

Film producer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name and surname)

Film producer in Lithuania \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name and surname)

Project manager in Lithuania\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, surname, phone number and email address)

Manager (administrator) of the film set \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, surname, phone number and email address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

More details on the film:

Film set\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The main actors in the film\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of film shooting In Vilnius \_\_\_\_\_\_\_\_ no. of days\_\_\_\_\_\_\_\_ no. of nights \_\_\_\_\_\_\_

In Lithuania \_\_\_\_\_\_\_\_ no. of days\_\_\_\_\_\_\_\_ no. of nights \_\_\_\_\_\_\_

In other countries \_\_\_\_\_\_\_\_ no. of days \_\_\_\_\_\_\_no. of nights \_\_\_\_\_\_\_

□ first day of shooting in Vilnius □ first day of shooting in Lithuania

Project type □ feature □ TV film □ short film

□ documentary □ TV serial □ students film

Film budget (EUR) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Film budget in Lithuania (EUR) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of production\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-production\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distributor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broadcaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team (of them Lithuanians) (number): actors \_\_\_\_(\_\_) , technical staff \_\_\_\_(\_\_) , auxiliary staff \_\_\_(\_\_\_) , models \_\_\_\_(\_\_) , in total \_\_\_\_\_\_(\_\_\_) .

Movie cars \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technical transport (in total) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catering company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Parking reservations company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , tel. \_\_\_\_\_\_\_\_\_\_\_\_\_ , contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Generator rental company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , tel. \_\_\_\_\_\_\_\_\_\_\_\_\_ , contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

ENCLOSED:

1. Synopsis, \_\_\_\_\_\_\_\_ pages.
2. Copy of Insurance Policy, \_\_\_\_\_\_\_ pages.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (signature) (name and surname)

I hereby confirm that I have been informed that:

* **my personal data controller is** Vilnius City Municipality Administration (legal entity code 188710061, address: Konstitucijos pr. 3, LT-09601 Vilnius, tel. (8 5) 211 2000, email [savivaldybe@vilnius.lt](mailto:savivaldybe@vilnius.lt));
* **purpose of personal data processing is** to identify me and obtain additional information required for the provision of services;
* my contact details will be made available on the [website of the municipality](https://vilnius.lt/lt/savivaldybe/saugus-miestas/renginiu-kalendorius/) for the purpose of contacting me and coordination/organisation of events;
* personal data will be processed in accordance with Article 6(1)(c) of the General Data Protection Regulation, i.e. for compliance with a legal obligation.
* my personal data will be stored in the Municipal Administration in accordance with the procedure and for the period established by the Administration of Vilnius City Municipality. My personal data may be given to authorities and institutions in cases, in which the provision of such data is obligatory in accordance with law.

If case of applying in writing, I have the right to:

* request from the data controller to provide you with the access to your personal data;
* rectify or erase, or restrict data processing;
* withdraw the consent;
* lodge a complaint with the State Data Protection Inspectorate (L. Sapiegos g. 17, 10312 Vilnius, [ada@ada.lt](mailto:ada@ada.lt)).

Contact details of the Data Protection Officer of Vilnius City Municipality Administration: tel. (8 5) 211 2664, email [duomenuapsauga@vilnius.lt](mailto:duomenuapsauga@vilnius.lt) .