

Application for the use of rooms and spaces of Foundation's museum network.

The undersigned surname name.....
 born in.....on and resident in.....
 (Province:) address n.telephone
 tax code as legal representative
 of the Association/Body.....
 based in.....(Province:) address
 phone fax
 email@.....
 VAT number..... tax code
 unique code.....

asks for

the granting of use of the follow location:

- PALAZZO MAZZETTI – CONFERENCE ROOM
- PALAZZO MAZZETTI – HALL OF HONOUR
- PALAZZO MAZZETTI – BASEMENT FLOOR (HISTORICAL CELLARS)
- PALAZZO MAZZETTI – EXHIBITION ROOM ON THE GROUND FLOOR
- CRYPT AND MUSEUM OF SANT'ANASTASIO – HALL OF “ASTI RITROVATA”
- PALAZZO ALFIERI – PODIUM ROOM
- COMMERCIAL PHOTOGRAPHIC SERVICES (ANY MUSEUM SPACE)

on from to (time)

or

in the period from to from to (time)

type of event (short description)

.....

n. participants:.....

and to this end declares:

- to assume all civil and patrimonial liability for any damage caused to real estate and movable property, including equipment/appliances, managed by Fondazione Asti Musei;
- to undertake to immediately notify Fondazione Asti Musei of any damage caused by the use of the spaces and to be responsible for repair and/or replacement, also following a report made by the Fondazione itself;
- to assume all civil and patrimonial responsibility for any damage, limited to the use of the spaces, structures and equipment, that may be caused to people or things, exonerating the owner from any and all responsibility for damage caused;
- to contribute to the observance of the rules concerning facilities and equipments, as well as of the spaces used, in order to guarantee the safety of people attending the event;
- to undertake to pay the usage fee as established by Fondazione Asti Musei;
- to undertake to leave the rooms, after use, tidy and clean;
- to obtain, if necessary, the administrative authorizations required by law, in relation to the specific activity carried out, with particular reference to the SIAE authorization in case of shows and events (a photocopy of which must be shown together with the payment receipt);
- to bear any expenses due to the relocation of furniture/equipment and/or work on the electrical network which shall be carried out by Fondazione Asti Musei's maintenance staff, according to prior agreement and express authorization by Fondazione Asti Musei;
- to acknowledge that, unless otherwise indicated and/or agreed, the use of the spaces is in any case subject to the activities promoted and carried out by Fondazione Asti Musei;
- to accept in full the "Rules for rooms - museum site rates" of Fondazione Asti Musei in force;
- to take note that Fondazione Asti Musei reserves the right to revoke the authorization to use the spaces granted, even after the event has already started, in case of non-compliance with one or more of the clauses indicated in this form and/or in the " Rules for rooms - museum site rates" in force.

Place and date

Signature and stamp.....

**Information pursuant to Article 13 of EU Regulation 2016/679
and the applicable legislation in force.**

Pursuant to EU Regulation 2016/679 (hereinafter also the "Regulation") and the applicable legislation in force, Fondazione Asti Musei (hereinafter also the "Foundation"), with registered office in Asti, Corso Vittorio Alfieri 357, is the Data Controller of personal data of the data subject, in the person of the Legal Representative, and provides the following information regarding their use.

Purposes of the processing for which the data are intended

About this, the interested party is informed that personal data will be processed for purposes connected with or instrumental to the Foundation's activities, and therefore for the following purposes:

- a) to manage any specific requests connected and instrumental to museum areas booking. The provision of data is a necessary requirement for the conclusion of a contract and failure to provide such data will make it impossible for the Foundation to manage and process the requests outlined;
- b) to perform the obligations connected with the conclusion of the contract and to fulfill your specific requests. The provision of data is a contractual obligation and failure to provide such data will make it impossible for the Foundation to fulfill its obligations under the contract and to comply with your specific requests;
- c) to fulfill legal obligations; the provision of data is a legal obligation and failure to provide such data will make it impossible for the Foundation to perform the activity requested by the data subject, which presupposes the fulfillment of a legal obligation by the Foundation.

Legal basis of data processing

The legal basis for data processing lies in the performance of contractual obligations, pre-contractual measures taken at the request of the person concerned, and the fulfillment of legal obligations.

Methods of data processing

In relation to the indicated purposes, personal data may be processed using manual, computerised and telematic tools, with logic strictly related to the purposes and, in any case, so as to ensure the security and confidentiality of data themselves.

Data retention

In accordance with the principles of proportionality and necessity, data will not be retained for longer periods than are necessary to achieve the above-mentioned purposes, unless required by law.

Communication and dissemination of data

Data of the person concerned will not be communicated/disseminated.

The authorized personnel in charge of the processing, who are responsible for pursuing the above-mentioned purposes, may become aware of data of the data subject (even only part of).

Rights of interested parties

Persons to whom the personal data refer have the right at any time to obtain confirmation of the existence or otherwise of such data and to be informed of their content and origin, to verify their accuracy or to request their integration or updating, or rectification (Articles 15 and 16 of the Regulation).

In addition, interested parties have the right to request cancellation, restriction of data processing and portability and the right to file a complaint with the supervisory authority and to object in any case, for legitimate reasons, to their processing (art. 17 ff. of the Regulation).

Requests should be addressed to: privacy@fondazioneastimusei.it

Data Controller

The Data Controller is Fondazione Asti Musei, with registered office in Asti, Corso Vittorio Alfieri 357.

A list of External Managers is available at the Foundation's head office and can be requested by sending an email to the following address: privacy@fondazioneastimusei.it

Place and date

Signature and stamp.....

Information

telephone +39 0141/530403
website www.museidiasti.com
info@fondazioneastimusei.it

Delivery

The delivery of this form, duly signed, shall be made to Fondazione Asti Musei:

- by mail to info@fondazioneastimusei.it
- or
- by hand/by mail c/o Fondazione Asti Musei, Corso V. Alfieri n. 357, 1400 Asti (AT)

Attachments

The following must be attached to this form:

- copy of the Statute and/or Articles of Association of the applicant Association or Body (in the case of a first request);
- copy of the valid Identity Card of the person submitting the application.

Place and date.....

Signature and stamp.....