



PLANAS ARCHIVE – GENERAL CONDITIONS FOR IMAGE REQUEST AND USE

This request form is intended as a formal application for access, consultation and/or licensing of materials held by the Casa Planas Foundation.

Submission of this form does not, under any circumstances, imply the automatic granting of usage rights. Any reproduction, public communication or use of the requested materials is subject to the express authorization of the Casa Planas Foundation and the acceptance of the corresponding quotation.

1. APPLICANT DETAILS

I request a quotation for the use of images from the Planas Archive

Entity / Company:

Contact person:

Address:

Postal code and city:

Tax ID / VAT number:

Telephone:

Email:

2. TYPE OF REQUEST

Request for identified image(s) (attached to this form)

(No search fee)

☐ Yes ☐ No

On-site consultation at the archive (€50)

☐ Yes ☐ No

Remote research service (€200 + VAT)

☐ Yes ☐ No

If a search is required, please describe the briefing (subject, dates, location, people, etc.):

.....
.....

3. IMAGE DETAILS (if images are already identified)

Number of images requested:

Reference / description of the images:

4. USE OF IMAGES

Type of use (please tick as appropriate):

☐ **1. Editorial publication (book, catalogue, magazine)**

Please specify: type of publication, print run, distribution (national/international), free or for sale:

Condition: 2 copies must be provided to the Casa Planas Archive for documentation purposes.

☐ **2. Audiovisual (documentary, film, TV)**

Condition: a digital copy of the final result must be provided for documentation purposes.

☐ **3. Exhibition (original or reproduction)**

Please specify: venue, touring, communication materials (print or digital), dimensions:

Condition: reproductions must be destroyed or returned to the Casa Planas Archive for documentation purposes.

☐ **4. Web / social media**

☐ **5. Other:**

5. PUBLICATION / PROJECT DETAILS

Project title:

Production company / Publisher:

Expected publication or release date:

Language(s):

Geographical scope of distribution:

- ☐ Regional
☐ National
☐ International

Formats and distribution channels:

Use on website or social media:

- ☐ Yes ☐ No

If yes, please specify:

Condition: reproductions must be properly credited, tag @casaplanas, and must not exceed a resolution of 75 dpi.

6. FINANCIAL TERMS AND RIGHTS

- The remote research service costs €200 + VAT (includes an initial selection of materials).
- Image licensing fees start from €300 + VAT per image, subject to adjustment depending on volume, type of use and nature of the images.
- Quotations are prepared on a case-by-case basis according to the information provided.
- Images are licensed exclusively for the use specified in this request.
- Any different use will require a new authorization.

9. OBSERVATIONS
