HERAKLION .........................

**APPLICATION FORM**

Entity ………………………………………………………………………………...............................

Name and Surname of Representative………………………………………………………………………..

Address ……………………………………………………………………………………………………….

Contact details (Tel. number, e-mail)…………………………………………………………………

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**TO**

MUNICIPALITY OF HERAKLION

DIRECTORATE OF EDUCATION, CULTURE AND YOUTH AFFAIRS

Department of Culture, Sports, Youth Affairs, Volunteering – K.E.S.A.N.(Youth Prevention and Advice Centre)

CC: Heraklion Municipal Art Gallery

**ISSUE: USE OF THE BASILICA OF SAINT MARK - HERAKLION MUNICIPAL ART GALLERY**

Please grant me permission to use the Basilica of Saint Mark for the following exhibition / event:

Title ………………………………………………………………………………………………………………………

Theme……………………………………………………………………………………………………………..

Number of works / speakers…………………………………………………………………………………………

Person in charge of the exhibition / event …………………………………………………..

For the time period from ………/………/……… to ………/……./……… (preparations and deinstallation included).

Opening date: ...........................................

Specific conditions as regards the use of the Basilica of Saint Mark:

* The Resolution of the Board of Directors number 168/2019 (§ 3) sets the price for the use of the Basilica of Saint Mark (cf. attachment 1). However, the Municipality of Heraklion reserves the right to choose a work of art from those on display as payment and grant the use of the Basilica of St. Mark free of charge.
* During the exhibition, you may contact the reception and the competent employees of the Basilica of Saint Mark by calling one of the following numbers: +30 2813409232 & +30 2813409228.
* Opening hours of the Basilica of Saint Mark: Monday to Saturday 09:00 – 14:00 and Monday to Friday 17:00 – 21:00.
* Should you like to promote your event through the official digital channels of the Municipality of Heraklion, you must send the relevant material to the following e-mail addresses: info[@heraklion.gr](mailto:kanaraki@heraklion.gr), [artgallery@heraklion.gr](mailto:artgallery@heraklion.gr). The material should comprise a brief description of the event (in Microsoft Word format), photographs and the poster of the event in digital format (.jpg file) and should be sent to the aforementioned e-mail addresses 5 working days before the opening of the exhibition.
* All communication material that will be produced for the exhibition (poster, banner, catalogue, digital representation, etc.) must include the logo of the Municipality of Heraklion and the logo of the Heraklion Municipal Art Gallery which will be given in digital format by the aforementioned entities.
* The architectural imprint of the permanent lighting installation and the specifications as regards banner and poster printing will be sent to you following approval of your application.
* The Basilica of Saint Mark is equipped with an alarm system which is always in operation when the venue is closed. The interested party may also hire a Private Security firm following consultation with us.
* In the framework of the development of the official YouTube channel of the Municipality of Heraklion “Heraklion arts & culture” (http://www.youtube.com/c/HeraklionArtsCulture) and of the official website of the Heraklion Municipal Art Gallery (www.heraklionartgallery.gr) and in order to share with the public the cultural projects hosted by the Basilica of Saint Mark, you are kindly requested to provide us with a guided tour / presentation of your exhibition in digital format to be uploaded to our digital channel. For more information on the technical specifications of the digital material, you may contact the Department of Culture of the Municipality of Heraklion by calling one of the following numbers +30 2813409454, +30 2813409256 (document number 17707/26.02.2021 of the Department of Culture)
* Upon submission of your application, an electronic file of the works to be exhibited must be sent to artgallery@heraklion.gr.

*Excerpt of the Resolution number 168/2019 of the Board of Directors on the regulation as regards the operation of the exhibition spaces/halls:*

*Α. THE BASILICA OF SAINT MARK :*

*The Basilica of Saint Mark is one of the most important monuments of Heraklion. It is dedicated to the Patron Saint of Venice and served as the cathedral of the city during the Venetian era, as a mosque during the Ottoman era, a movie theatre in later years, until its final reconstruction in 1956, at the initiative of the Society of Cretan Historical Studies. The hosting of the first International Congress on Cretan Studies in 1961 marked the official opening of the hall. Since then, the Basilica of Saint Mark has hosted important exhibitions and events, such as the exhibition of El Greco's paintings, the exhibition “From the Fayum Portraits to Early Byzantine Icon Painting” etc. Moreover, it is customary for the elected officials of Heraklion to solemnly assume their duties at the Basilica of Saint Mark. The building belongs to the Municipality of Heraklion [Declaration of Concession number 11307/1931 of the then notary public of Heraklion Nikolaos Fragioudakis in accordance with the decisions number 1807/1927 of the Court of First Instance of Heraklion and number 76/1931 of the Court of Appeal of Crete]…… Its long history and the fact that the building is essentially a church, require respect and the hosting of events of similar prestige, such as: Exhibitions of works by important, renowned artists, [painters or sculptors], concerts and musical events consistent with its characteristics, lectures, conferences, workshops, seminars and other similar events. Individuals or organizations may use the Basilica of Saint Mark, following an application submitted to the Directorate of Education, Culture and Youth Affairs of the Municipality of Heraklion, under the following terms and conditions:*

*1.- The application must be submitted in writing to the competent Department of Culture, Sports, Youth Affairs, Volunteering – K.E.S.A.N. (Youth Prevention and Advice Centre) of the Directorate of Education, Culture and Youth Affairs, of the Department of Culture, at least one month before the event and is subject to the approval of the Deputy Mayor for Culture. The Directorate of Education, Culture and Youth Affairs decides over the granting of the use of the premises and the relevant fee according to the provisions of article 3 of the present regulation. The decision expressly states that the User was informed of the present regulation and the terms of concession. Unless a relevant decision is issued, the submission of an application does not entail the granting of use of the premises or constitutes a binding commitment by the Municipality. The application must state the date and the start and end time of the event. In case of associations or other legal entities under public or private law, the application must be accompanied by their Statutes approved by the Court of First Instance. The application must also state state all the details of the applicant, describe with absolute clarity the type of the event, and to provide the personal details of the person representing the User vis-à-vis the Municipality, who, if he/she is other than the applicant, must also sign the application. It must also state the full details, the VAT registration number of the applicant and the representative, their phone numbers and addresses.*

*1.-a.- In case of cancellation of the event, the User is obliged to notify the Municipality in writing, at least 10 [ten] days before the agreed date, otherwise the advance shall be withweld by the Municipality*

*2.- The Municipality reserves the right to host parallel events in the premises, unless expressly stated otherwise in the decision.*

*3.- The fee for the use of the Basilica of Saint Mark amounts to 50 [fifty] Euros per day. The fee shall be paid in advance, and the relevant proof of advance payment shall be mentioned in the decision.*

*3.a.- Public educational institutions are not obliged to pay a fee for the use of the premises. This does not apply to private schools, conservatories or other similar entities.*

*3.b.- The Municipality of Heraklion and its municipal companies and enterprises, conservatories and choirs are not obliged to pay a fee for the use of the premises.*

*3.c.- Public entities which serve educational, cultural or public benefit purposes are not obliged to pay a fee for the use of the premises.*

*3.d.- If the event does not have free admission or works of art are being sold, then, all Users, [excluding those mentioned in article 3.b hereof] are obliged to pay the fee for the use of the premises. (50 Euros)*

*4.- Presentations of books, whether self-published or by private publishers are prohibited.*

*5.- The use of the premises by political and trade union organizations, political parties and factions or individuals for political, party-political or similar purposes is prohibited.*

*6.- If the User of the premises or the purpose for which its use was granted changes, the Municipality reserves the right to cancel the event. The User must always respect the maximum occupancy of the premises and guarantee that all safety regulations are met.*

*7.- The consumption of alcoholic drinks, coffee, soft drinks, any kind of food, the presence of animals and smoking are expressly prohibited within the premises. The authorized employees of the Municipality, assisted by the representative of the User, are obliged to expel from the premises anyone who violates this rule.*

*8.- The User is obliged to make good any damage and is liable for any accident caused by him/her. He/she is also obliged to observe the agreed timetable and schedule and to deliver the premises in their initial condition. The Municipality bears no responsibility for any loss of the User's belongings which took place within the premises.*

*9.- The employees of the Basilica of Saint Mark must be appropriately dressed in dark trousers or skirt and white shirt. They are also required to wear a name tag with the Municipality's logo. They are also obliged to oversee the proper usage of the premises and the event in general.*

*10.- The Municipality is obliged to provide every facility to the User of the premises, and to this end, it must make use of its personnel. The use of the technical equipment is done exclusively by an employee of the Municipality, in collaboration with the User's technician.*

*11.- For safety reasons, it is forbidden to add seats to the premises. It is also forbidden to remove existing seats, except in case of a particularly important exhibition.*

I, the undersigned, declare that:

I have been informed of the regulations regarding the operation of the exhibition spaces of the Municipality of Heraklion according to the Resolution number 168/2019 of the Board of Directors, which is an integral part of the present application. I have also been informed of all the aforementioned conditions set by the Department of Culture of the Municipality of Heraklion as regards the use of the Basilica of Saint Mark / Heraklion Municipal Art Gallery which I unreservedly accept.

**THE APPLICANT**