



**APPLICATION  
FOR PERMISSION TO USE PIOP PREMISES  
PIOP MUSEUM NETWORK**

**APPLICANT'S PARTICULARS**

Name & surname:		
Address:		
Telephone:	Fax:	e-mail:

**LOCATION**

<input type="checkbox"/> Silk Museum (Soufli)	<input type="checkbox"/> Museum of Industrial Olive-Oil Production of Lesvos (Aghia Paraskevi Lesvou)
<input type="checkbox"/> Museum of the Olive and Greek Olive Oil (Sparta)	<input type="checkbox"/> Chios Mastic Museum (Chios)
<input type="checkbox"/> Rooftile and Brickworks Museum N. & S. Tsalapatas (Volos)	<input type="checkbox"/> Silversmithing Museum (Ioannina)
<input type="checkbox"/> Museum of the Environment of Stymphalia (Stymphalia)	<input type="checkbox"/> Historical Archives
<input type="checkbox"/> Museum of Marble Crafts (Tinos)	<input type="checkbox"/> Library
<input type="checkbox"/> Open-Air Water-Power Museum (Dimitsana)	

**PREMISES** (please define the exact area)

- Museum
- Multipurpose Hall
- Outdoors Area
- Other premises: .....

**TITLE / PURPOSE OF THE EVENT**

.....  
 .....  
 .....

**DURATION**

Number of days:  
 From:                      Through to:  
 Starting time:              Ending time:                      Duration (total):

**ORGANISER / CO-ORGANISER(S)**

.....  
 .....

**NUMBER OF PARTICIPANTS** (approximately)

.....

**USE OF EQUIPMENT** (request for the use of existing equipment, power supply needs, etc.)

.....  
 .....



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**SPONSORS**

.....  
.....

**PROGRAMME OF FUNCTION/EVENT**

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.....  
.....

**AFFIDAVIT**

I hereby declare that:

1. The use of the premises will be carried out in accordance with the terms and conditions set down by the Piraeus Bank Group Cultural Foundation (PIOP), while the event's expenses will be born exclusively by the applicant.
2. The applicant is obliged to inform PIOP in due time of the function's/event's finalised programme.
3. If the event/function is advertised (in print or digitally), express mention will be made to the fact that "the (MUSEUM'S NAME) was created and functions under the responsibility of the Piraeus Bank Group Cultural Foundation".
4. Any filming or photographs within the premises will be restricted to general views of the exhibition halls, without reproducing the exhibition's visual and audio-visual material.
5. In the case of the event's or the function's coverage on television, PIOP will be informed beforehand and in due time of the broadcast's exact date and time.
6. The Organiser bears the exclusive responsibility for security in the allotted premises during the aforementioned dates, as PIOP can in no way be considered liable for any damage to property or injury to third persons that might arise in the context of the Event/Function.
7. Any intervention judged as necessary in said premises can only be carried out following PIOP's prior consent, so as to ensure the premises' and the visitors' security.
8. The Organiser expressly undertakes the obligation to make good immediately, and certainly within a period of ten days after the Event's completion, at his/her own expense and in accordance with PIOP's indications, any damage or deterioration that might occur to PIOP material that has been ceded to the Organiser for the purposes of the Event/Function. More specifically, the Organiser is under the obligation to return the allotted premises in exactly the same state as the one in which it was received.
9. The delivery - acceptance of the premises is finalised with the signing of the relevant protocol, an act that also states the completion of the Organiser's obligations towards the Foundation.

Date	The Declarant
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**GENERAL TERMS & CONDITIONS:**

Applications for permission to use PIOP premises are made exclusively by the person or entity bearing the expenses of the event/function. Should the event be co-organised by the Organiser with an institutional entity (e.g. Municipality, Region, etc.) which doesn't share the cost of said expenses, the application is accompanied by a letter from the institutional entity to PIOP.

**Application procedure**

The organiser must submit to PIOP:

**A. An application requesting permission to use PIOP premises**, fully completed and signed. If submitted electronically, the request is sent in a scanned form. Applications that are not dated and signed will not be taken into account. The request must be submitted **AT LEAST** two weeks before the date of the premises' use.



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**B. Information material** about the organiser and the event/function (promotional material, information leaflets, etc.)

**C. A floor plan of the planned exhibition** in the case where a temporary exhibition is being organised.

PIOP will inform you within five working days of the application's outcome. One of the Foundation's collaborators will contact you directly, in order to jointly determine the details of granting you the use of the premises, so as to better prepare your event/function. Should this be judged necessary, the Foundation retains the right to stipulate that the Organiser has to collaborate with PIOP's Technical Department.

**COST - CHARGES:**

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 .....  
 .....  
 .....

**RECOMMENDATION ToΔ**

Positive <input type="checkbox"/>	Date	Signature
Negative <input type="checkbox"/>		
Comments		

**PRIOR AUTHORISATION BY THE HEAD OF THE MUSEUM DEPARTMENT**

Approved <input type="checkbox"/>	Date	Signature
Rejected <input type="checkbox"/>		
Comments		

**AUTHORISATION BY PIOP'S DIRECTOR**

Approved <input type="checkbox"/>	Date	Signature
Rejected <input type="checkbox"/>		
Comments		