

KINGSTON MUSEUM AND HERITAGE SERVICE

Reproduction Application Form

Customers seeking to reproduce items held by Kingston Museum and Heritage Service for publishing (including on-line publishing), broadcast or other purposes not associated with private study and research are required to complete this document.

*You must comply with the regulations contained in the leaflet **Terms and Conditions for the use of material supplied by Kingston Museum and Heritage Service.***

Declaration

1. I/we wish to reproduce the items listed overleaf for the purposes described.
2. I/we have read and understood the terms and conditions set out in the leaflet *Reproduction and Photography* and I confirm my acceptance of them.
3. I/we have also read the leaflet *List of charges and fees* and agree to the relevant charges.
4. I/we understand that, as Kingston Museum and Heritage Service may not be the owner of all the rights in the material supplied, it is my/our responsibility to ensure that all necessary rights to publish (including on-line publishing) or broadcast are properly cleared in advance at my/our expense.
5. I/we acknowledge that Kingston Museum and Heritage Service shall have no liability however arising from any photography, filming, reproduction, publishing (including on-line publishing) or broadcast of any Kingston Museum and Heritage Service material, and will indemnify Kingston Museum and Heritage Service in respect of all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto arising from such activities.
6. I/we agree to assign to Kingston Museum and Heritage Service free of charge any publication right to which I/we become entitled by virtue of the publication of any material held by Kingston Museum and Heritage Service.

Name of applicant (<i>organisation or private individual</i>)	Mr/Mrs/Miss/Ms/other
Address	Telephone
	Fax
Name of person authorised to sign on its behalf (<i>if a company</i>)	Position in organisation
Signature	Date

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Reproduction Application Form continuation sheet

Items to be reproduced (continued)

Reference	Description	Col or b/w	whole/detail	amount due