

## PROTOCOL FILM & PHOTO SHOOTS

### Basic principles

We want our visitors to be able to enjoy art, nature and architecture at Voorlinden in an optimal and undisturbed way. For the optimal visitor experience, the protection of the privacy of our visitors and the safety of our works of art, we have drawn up this protocol for film recordings and photo shoots. Please read this document carefully and adhere to the conditions.

### Shooting before opening time

The museum is open 365 days a year from 11 am to 5 pm. Every shoot takes place before opening time, preferably between 9 and 11 am. All gear must be cleared up before 11 am to avoid any inconvenience for our visitors.

### Terms and conditions

1. The works of art are unique, irreplaceable and often very fragile. Adjustments and/or touching are therefore prohibited.
2. You must present the works of art in full when possible and not distort the images.
3. Museum Voorlinden has the right to inspect the images before publication and to change any factual inaccuracies.
4. Shooting always takes place in the presence of a security or communication officer from Museum Voorlinden.
5. Adjustments in lighting, sun blinds, room closures and other interventions are possible, but only if requested and approved in writing in advance.
6. The use of rails, dollies and cables in the museum is only possible if requested and approved in writing in advance.
7. The privacy of Voorlinden staff and visitors shall be respected at all times. If persons are filmed recognizably and for a prolonged period, permission must be asked explicitly in advance. No permission means no recording.

### Submit an application

Making film or photography recordings in the museum, garden or estate is only allowed after written permission from the press department of Voorlinden. Preferably submit your request **2 weeks in advance** by mail via [press@voorlinden.nl](mailto:press@voorlinden.nl). That way we have enough time to think about the possibilities.

*What do you include in your application?*

- Name of the organisation and contact person with telephone number and email address
- Names of the entire film crew
- Purpose of the recordings
- Near which works of art you want to film
- Desired date, time and duration of the recordings
- What equipment you want to bring (camera, drone, light, tripods, reels, etc.)

# VOORLINDEN

MUSEUM & GARDENS

Please note: it is forbidden to bring food and drink into the museum. Do you need catering? Please indicate this in your request.

## Permission and costs

After submitting your application, we will try to answer you as soon as possible. We assess each application on content and match with the Voorlinden brand. Sometimes, we may ask additional questions or impose conditions. After approval, you might receive an estimate of the possible costs that we will charge to you to make these recordings possible. We will charge you for the actual costs incurred, including any catering costs, after the recording is completed.

## House rules

1. The recording or shooting always takes place in the presence of an employee of Museum Voorlinden.
2. Each member of the crew receives a badge, must wear it visibly and hand it in afterwards.
3. Crew members always follow the instructions of their supervisor and museum staff.
4. Coats, bags and items not required for filming should be stored in the free lockers in the museum cloakroom or in a designated area.
5. It is forbidden to bring food and drink into the museum.
6. You can only unload materials at the museum if you have reported this beforehand and obtained permission. In this case, drive up to the barrier and report at the intercom. You can then drive to the back of the museum. After unloading you must park your car on the regular parking spaces P1 or P2. It is not permitted to leave the car behind the barrier.
7. Materials may only be transported in and around the museum under the supervision of a museum employee.
8. Tripods, lamps and other large equipment must be kept completely folded up during transport in the museum.
9. The crew keeps sufficient distance from the works of art and ensures that sufficient distance is maintained when using materials. The minimum distance of materials from a work of art is the length of the material + 1 metre. Example: a tripod of 1.5 metres high may be placed at least 2.5 metres away.
10. Adjustments in lighting, sunscreens, the closing off of rooms and other interventions will only be made after approval and by a museum staff member.
11. Film or photo lights or other lighting are not left on any longer than is strictly necessary.
12. Museum Voorlinden is not liable for damage to equipment or materials brought along. The museum is not liable for any loss of profit or consequential loss.
13. The producer and crew members are liable for any damage to objects or persons in Museum Voorlinden caused by the filming or photo shoot.

*Also keep our house rules (see [website](#)) in mind during a shoot.*

**Do you have any questions?** Please get in touch: mail to [press@voorlinden.nl](mailto:press@voorlinden.nl) or call +31(0)705121660