

## MUSEUM VOORLINDEN FILM AND PHOTOGRAPHY PROTOCOL

### Shooting film or photography in museum Voorlinden

The museum regularly receives requests for filming or taking photographs in the museum building, the country house and the surrounding estate. In connection with the vulnerability of the works of art and the privacy of the visitors, a protocol has been drawn up in which the conditions for making film or photographic recordings in the museum have been formulated. Please read this document carefully and observe the conditions.

### Request

The making of film or photography recordings in the museum is only permitted after written permission has been obtained from the Head of Marketing & Communication. Requests for recordings should preferably be submitted to the museum in writing (on paper or digitally) two weeks in advance to the head of Marketing & Communication. Specific questions should be addressed to the Marketing & Communication department via [press@voorlinden.nl](mailto:press@voorlinden.nl). The concise application should include at least the following:

- The name of the organisation and the contact person, with telephone number and e-mail address;
- The purpose of the recordings;
- The desired date and time of the recordings;
- The list of desired artworks for filming;
- The maximum duration of the recordings;
- The number of people that are part of the film crew;
- The material that is taken or used, such as cameras, light, tripods, reels, etcetera;
- Any name of a contact person of the museum known to the requesting organisation.

The signed terms and conditions must be submitted in writing (on paper or digitally) no later than two working days prior to the filming.

### Permission

The museum endeavours to respond to the request in writing as soon as possible after receipt. In some cases, any further or additional conditions set by the museum will be communicated. In addition, the museum will contact you about the costs incurred by the museum, which will be passed on.

### House rules and conditions

1. Each member of the crew shall receive a badge, which must be worn visibly.
2. Coats, bags and belongings that are not needed during filming should be stored in lockers in the cloakroom of the museum or in a designated area.

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3. It is forbidden to bring food and drink with you.
4. It is allowed to unload materials at the museum expedition, if notified in advance. In this case, the team must report to the barrier and can continue to the rear of the museum. After unloading, the vehicle must be parked immediately on either P1 or P2. It is not permitted to leave the vehicle in the area behind the barrier.
5. The film or sound crew only transports materials through the museum under the supervision of a museum employee.
6. Tripods, lamps and other large materials must be transported fully folded.
7. It is strictly forbidden to touch works of art. Works of art are unique, irreplaceable and very vulnerable.
8. Recording is only permitted in the presence of a security guard or an employee of the Marketing & Communication Department.
9. Adjustments to light, awnings, closing rooms and other interventions must be indicated to the museum in advance in the written request and will only be made after approval by a museum employee.
10. It is not permitted to use rails or dollies in the museum without prior approval.
11. No cords may be pulled across a room without prior approval.
12. Keep a sufficient distance from the works of art when - in consultation with the museum staff - filming and placing materials in the room. The minimum distance from materials to a work of art is the length of the material + 1 metre. For example: a tripod 1.5 metres high may not be closer than 2.5 metres.
13. The members of the film or sound crew must follow the instructions of the staff at all times.
14. When making professional film and sound recordings, the privacy of the staff, guests and visitors must be respected. If persons are filmed for a long period of time and are recognisable, they must be asked for permission beforehand. If persons indicate that no recordings may be made of them, this request will be granted in full.
15. Museum Voorlinden is never liable for any damage to any (film) equipment or other materials used in the film work, unless the damage was caused by intent or deliberate recklessness on the part of the museum. The museum can never be held liable for business and consequential damage.
16. Museum Voorlinden reserves the right at all times to inspect the footage before publication and to change factual inaccuracies.
17. Film or photographic lamps or other lighting should never be switched on longer than strictly necessary.
18. If catering is desired, this must be requested in writing in advance.
19. The producer as well as all members of the crew are liable for damage to objects or persons in Museum Voorlinden resulting from filming or photography, including those activities associated with filming or photography.

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20. If the shooting takes place before or after the opening time of the museum, an employee of museum Voorlinden must be present at all times.

## **Recordings before or after opening hours**

Museum Voorlinden is open 365 days a year from 11.00 to 17.00 hours. These conditions apply to recordings that take place both during and outside opening hours. In order to inconvenience our visitors as little as possible, museum Voorlinden strives to have recordings take place before opening hours as much as possible. Recordings are usually made between 09.00 and 11.00 hours.

## **Signing protocol**

The undersigned is liable for all damages, including but not limited to the following to the museum, the works of art and any personal injury resulting from the execution of the film work in the museum.

I hereby declare that I have read and agree to the above terms and conditions.

Name:

Date:

Signature: