

# **museum van boijmans beuningen**

## **Film and photography protocol**

### **Filming and photography in the Depot of Museum Boijmans Van Beuningen**

Museum Boijmans Van Beuningen regularly receives requests to film or take photographs in the Depot (Museumpark 24). In addition, Museum Boijmans Van Beuningen commissions third parties to film in the Depot for educational, presentation and communication purposes. Due to the fragility of the artworks and the privacy of visitors, a protocol has been drawn up setting out the conditions for filming, photographing and/or recording sound in the Depot. We request that you read this document carefully before the start of the production day and comply with the conditions.

### **Application**

In general, professional film, photo and/or sound recordings are only permitted with the written consent of the head of security. The application should preferably be submitted in writing (on paper or digitally) to Museum Boijmans Van Beuningen, addressed to the head of security, at least two weeks in advance. Specific press requests should be addressed to the marketing and communications department.

The concise application must include:

- The name of the organisation and the contact person, with telephone number and email
- The purpose of the production
- The desired date and time of the production
- The maximum duration of the production
- The number of people who will be present during the production
- The equipment that will be brought/used, such as cameras, lighting, tripods, reels, etc.
- Any areas in which filming/photography will take place
- If applicable, the name of a contact person within the museum known to the requesting organisation
- A signed and dated protocol

### **Permission**

Museum Boijmans Van Beuningen aims to process your application as quickly as possible. Permission to make film, photo and/or sound recordings and any further or additional conditions imposed by Museum Boijmans Van Beuningen will be communicated in writing (on paper or digitally). In some cases, for example, costs incurred by Museum Boijmans Van Beuningen in facilitating the recordings will be charged. You must show the written permission upon arrival. If you are making recordings on behalf of Museum Boijmans Van Beuningen, the same information as in a regular application must be provided to your contact person at the museum. Upon arrival, you will also be provided with a film and photo protocol containing the house rules below, which you must sign prior to commencing work.

### **House rules**

- All members of the production team and other guests must register at the Depot's control room before filming begins.
- Each person will receive a badge that must be worn visibly.
- Coats, bags and items that are not needed during filming or photography must be stored in a designated locker or in the canteen.
- It is prohibited to bring and consume food and drinks into the Depot, with the exception of the restaurant, roof terrace and canteen.

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- The production team transports materials through the Depot exclusively under the supervision of an employee. When materials exceed the size permitted for hand luggage in the Depot, they must be transported by an employee on a trolley wherever possible.
- When using lifts, art transport always has priority.
- Tripods, lamps and other large materials must be transported through the Depot fully collapsed.
- It is strictly forbidden to touch works of art. Works of art are unique, irreplaceable and very fragile.
- Recording is only permitted in the presence of a security employee or another employee authorised by the head of security.
- Adjustments to lighting, closing rooms and other interventions must be reported in advance to Museum Boijmans Van Beuningen (in a written request) and will only be carried out by an employee after approval. It is not permitted to use rails or dollies in the Depot without prior approval.
- No cables may be pulled through the Depot without prior approval.
- Keep a sufficient distance from the artworks when filming or photographing and when placing materials (in consultation with an employee). The minimum distance between materials and an artwork is the length of the material + one metre.
- For example: a tripod measuring 1.5 metres in height may not be placed closer than 2.5 metres from a work of art.
- Members of the production team must follow all instructions given by (security) staff at all times.
- Due to (unexpected) changes in the permanent collection and temporary exhibitions, additional conditions may be imposed on the day of filming, such as: no permission to film or photograph a specific work of art due to its extreme fragility, no permission to film or photograph the artist, etc. Your contact person will inform you of these conditions.
- When making professional film, photo and sound recordings, the privacy of employees, guests and visitors must be respected. If persons are filmed for a long period of time and are recognisable, their permission must be requested in advance. If persons indicate that they do not wish to be filmed, this request will be granted in full.
- The final images may be shared online (website, social media, etc.) free of rights. If you wish to tag Museum Boijmans Van Beuningen on social media, you can do so using the username @boijmans. You can also consult with your contact person at the museum to determine whether the images may also be used for the museum's communications.
- Museum Boijmans Van Beuningen is never liable for any damage caused to any equipment or other materials used in production, unless the damage was caused by intent or deliberate recklessness on the part of the museum; and Museum Boijmans Van Beuningen is never liable for business interruption or consequential damage.

## **Signature**

The undersigned is liable for all damage, including but not limited to damage to the Depot, the artworks and any personal injury caused by the execution of the production in the Depot.

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

Name:

Date:

Signature: