

## Application Form – Commercial filming and photography

Applicants are required to submit the duly completed Application Form to enquiries@singaporeartmuseum.sg at least 14 working days prior to the requested filming/photo shoot date.

Commercial filming and photo shoots in SAM are charged at the rate of S\$250.00 per hour (inclusive of GST) and will only be allowed before or after operating hours of SAM i.e., before 10am or after 7pm unless otherwise approved by the museum. Please refer to the appended terms and conditions for more information.

Upon approval, please make payment at SAM's front desk on date of shoot.

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Applicant's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

UEN/Registration No.: \_\_\_\_\_

Contact number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed date of Filming/Photo Shoot: \_\_\_\_\_

Start Time and End Time: \_\_\_\_\_

Purpose of shoot: \_\_\_\_\_

How will SAM be featured (used as a backdrop or featured as an institution?):  
\_\_\_\_\_

Film Synopsis (if any): \_\_\_\_\_

How SAM will be credited: \_\_\_\_\_

Location of Filming/Photo Shoot: \_\_\_\_\_

No. of Cast and Crew: Please fill in Annex 1

Equipment List: Please fill in Annex 2

I, the undersigned, verify that the above information is accurate and understand that this application is subject to the approval of Singapore Art Museum. I hereby declare that I have read, understood and agree to the terms and conditions stipulated herein should this application be approved.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

For official use only

Marketing and Communications Approving Officer: \_\_\_\_\_

Comment: Approved/Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Terms and Conditions

1. Singapore Art Museum (SAM) reserves the full discretion to approve or reject applications without having to provide any reasons.
2. Applicants are required to submit the duly completed Application Form to enquiries@singaporeartmuseum.sg at least 14 working days prior to the requested filming/photo shoot date.
3. Personal filming/photo shoots in SAM are charged at the rate of S\$150 for every 2 hours (inclusive of GST). Unless otherwise approved, all personal photoshoots are only allowed during the standard operating hours of the museum from 10am to 7pm.
4. Commercial filming and photo shoots in SAM are charged at the rate of S\$250.00 per hour (inclusive of GST) and will only be allowed before or after operating hours of SAM i.e., before 10am or after 7pm unless otherwise approved by the museum.
5. Naked flames are not permitted in any part of the museum. All special effects, stunts, and use of additional props/materials and adhesives must be approved in advance by SAM.
6. Posing in swimwear, nude or other controversial attire is not allowed.
7. Styling, makeup and change of attire is strictly prohibited in all public spaces.
8. The Applicant does not have exclusive possession of the permitted areas.
9. Photoshoots are only allowed in permitted areas; filming and photography activities should be confined within the permitted areas.
10. Applicants of personal filming/photo shoots are reminded that the museum is open to the public and must be mindful of human and vehicle traffic to prevent obstruction to traffic flow or disruption to museum visits and the business of its tenants.
11. The cleanliness, beauty and integrity of SAM must be respected at all times. Please ensure that all equipment and any other props or items do not obstruct any public areas and are removed at the end of the filming/photo shoot.
12. Depending on the nature of the request, SAM may also require the Applicant to seek written permission from relevant originating communities and/or organisation prior to the filming/photoshoot.
13. SAM reserves the right to stop the filming/photoshoot if the building or artworks is deemed to be at risk or if the project deviates from the terms of the approved application.
14. The Applicant assumes responsibility for and will compensate SAM for any loss and/or damage to SAM's collections or property which may occur as a result of filming/photoshoot, crew or equipment movement.

15. SAM accepts no responsibility for injuries to persons and loss or damage of your property, incurred in the course of filming/photoshoot at the museum premises.
16. The Applicant must undertake to indemnify SAM and its employees against all claims arising out of any incident however caused and sustained by any of their crew during the course of the filming/photography session at SAM.
17. The applicant shall be responsible for the safe and responsible conduct of the filming/photo shoot in accordance with all applicable laws and regulations, including but not limited to the care, proper storage and transportation of any equipment and props or other items that the applicant may require in relation to the same and ensuring the proper conduct of the applicant's cast and crew. SAM accepts no responsibility for any third party claims, demands, losses, damages, penalties and injuries to persons or property in connection with the applicant's conduct of the filming/photo shoot.
18. Please ensure filming and photography are done according to IMDA guidelines. For more information, please refer to: <https://www.imda.gov.sg/for-industry/sectors/Media/Film/Filming-in-Singapore>.
19. Failure to abide by the above term and conditions will result in immediate cessation of filming/photoshoot and cancellation of agreement, with no refund of payment or any form of compensation.
20. The museum reserves the right to change any rates or terms and conditions contained herein at any time without prior notice.



