

## APPLICATION FOR COMPLIMENTARY FILMING/PHOTOSHOOT AT THE SINGAPORE ART MUSEUM

We would like to apply for permission to film/conduct a photoshoot at the Singapore Art Museum. This application is made in accordance with the Terms and Conditions stipulated by the Singapore Art Museum. We have read and understood the said Terms and Conditions and agree to abide by them.

Name of Person-in-Charge:	
Designation:	
Company / Organization	
Contact Number(s):	
Email:	
Purpose of Photoshoot:	
Intended Publication Date	
Date of Photoshoot:	
Time & Duration of Photoshoot:	
Place of Photoshoot: (Outdoor/Indoor Corridors)	
No. of Cast & Crew:	

Name:

Signature:

Company Stamp:

Date:

For Official Use Only:

**Application approved / not approved by:**

**Signature:**

**Date:**

## Terms and Conditions

- The Crew must have no more than 5 people, including subjects and models.
- Hirers are reminded that the Museum is open to the public and the shoot must be mindful of human and vehicle traffic. The shoot must not obstruct visitors to the Museum.
- The crew must ensure that disruption is not caused to Museum tenants' business and guests.
- All equipment brought in must not obstruct the Museum's public access areas, and no heavy or bulky equipment should be brought into the museum at all times.
- The Museum reserves the right to reject proposals that do not fall within its mandate, jeopardise the safety of collections, subject the collections or the cultures from which they come to misrepresentation or disrespect, and/or involve objects deemed sacred or sensitive.
- All sites and areas required for filming or behind-the-scenes work will be defined and approved in advance.
- All special effects, stunts, materials and adhesives must be approved in advance by the Museum.
- Depending on the nature of the request and the object(s) selected for filming, the Museum may also require the Hirer to seek written permission from relevant originating communities and/or organisations prior to the filming.
- While in the Museum, the crew shall accept queries by Museum staff. No objects shall be moved, removed or touched except by qualified Museum personnel. No member of the film crew may place any equipment in any gallery or on any platform without express permission of the Museum's supervisory staff. Use of 'artefacts' in the script/photos will require the creation of reproductions at the expense of the photographer.
- For the safety of our exhibits, naked flames are not permitted in any part of the Museum.
- Security restrictions and instructions as defined and required by the Museum must be fully observed. All lighting and other restrictions for conservation reasons, as defined by the Museum staff, must be fully observed.
- The Museum reserves the right to stop the photoshoot if the collections are deemed to be at risk or if the project deviates from the terms of the original agreement.

- Hirers assume responsibility for and will compensate the Museum for any loss and/or damage to Museum collections or property which may occur as a result of filming work, crew and equipment movement.
- The Museum accepts no responsibility for injuries to persons and loss or damage of your property, incurred in the course of filming at the Museum premises. The Museum reserves the right to request that you leave the premises before the agreed time due to security reasons or unforeseen circumstances.
- Failure to abide by the above terms and conditions will result in on-the-spot cessation of filming and cancellation of agreement, with no refund of payment or any form of compensation.
- The following credit line or lines must appear in the credits of the photography site/medium or in the closing credits of each installment of the production in which the photography produced under the agreement appears:

**Singapore Art Museum**

**Courtesy of the Singapore Art Museum**