



In Gallery Photography Application Form

One week's notice is required from any/all commercial organizations wishing to photograph within the Museum. No exceptions. To book, contact the Marketing Manager at marketing@museumofvancouver.ca. Photography for personal use is permitted without having to sign this form, UNLESS tripods, monopods, lights, etc are required for use. In that case, the form must be filled out.

Date _____

Name _____

Affiliation _____

Address _____

Telephone _____

Email _____

1. if proposing to take own photos on site, specify which objects are to be photographed

2. Please state the purpose of the request (ie. What meaning you wish to convey with the artifact(s))

3. Provide detailed description of how MOV images will be used (attach second page if needed)

4. Requested photography date: (not approved until this form is co-signed by Museum staff and returned to requestor with cc to Museum Security)

Fees to be paid in Cdn funds by Visa, Mastercard, cheque, bank draft or money order upon receipt of invoice:

Use of Museum object/setting (print)	\$50.00 per object/setting, per use + tax
Use of Museum object/setting (web, film, video)	\$100.00 per object/setting, per use + tax
Duplicating existing images	\$20.00 per image + tax
Supervision during filming/photography date	\$20.00 per hour (min 4 hrs)



Conditions Governing Use

MOV restricts the use of its images for commercial purposes. Permission is granted for one-time use only and reproduction is limited to what has been approved specifically in the application. Images of objects, people or settings may not be cropped or altered in any way. Payment of usage or duplicating fees does not constitute purchase of an image or photograph, and all source materials must be returned to the museum after the project is completed. MOV reserves the right to reject proposals that do not fall within its mandate; jeopardize the safety of the collections; subject the collections or the cultures from which they come to misrepresentation or disrespect; involve objects deemed to be sacred; or for which MOV does not have adequate staff resources. MOV has copyright to most of the objects in the collection. However, in cases where the Museum does not hold full copyright, it is the responsibility of the applicant to obtain permission and to pay any fees to all other copyright holders. In photographs with identifiable people, it is the responsibility of the applicant to obtain from those individuals written permission to reproduce the image. MOV may also require the applicant to seek permission from the originating community, depending on the nature of the request and the object(s) selected.

Special instructions for film crews and commercial photographers working at the vancouver museum

1. All requests and arrangements for filming and photography in the Gallery are to be confirmed in detail with the Museum's Marketing Manager, Curatorial and Conservation Departments prior to filming. These include space, time and subject limitations, copyright authorizations, power requirements, special prop requirements, entrance and exit routes and contact persons.
2. All areas to be filmed or photographed must be predetermined. If there are additional filming requests or requirements not previously agreed upon, Museum's Marketing Manager and Curatorial Department must be contacted for clearance.
3. All camera crews and photographers working inside the gallery are to be accompanied at all times by a Museum staff member.
4. Constant alertness is required to guard against mechanical damage to artifacts due to people or equipment accidentally hitting, scratching, knocking over or bumping artifacts and/or cases.
5. High light levels and overheating are major sources of danger to artifacts. Top quality lights, 650 watts maximum, are to be used and must be provided with gel filters such as 3114 Rosco UV Filters to remove maximum amount of ultraviolet wavelengths., Any light standard or tripod must be kept at all times, two feet further than their own height from the nearest artifact. For example: a 6-foot light must be kept 8 feet from an artifact. Any stationary equipment more than eight feet tall must be either weighted with bags or guarded by an attendant assigned to support it.
6. Lights are to be turned on only when taking light readings and actual filming. At all other times, non-gallery lights are to be turned off. Lights may not be directed against any artifact for longer than 10 minutes at a time.
7. All cords and wires running along the floor must be taped (except for the Orientation Gallery where floor mats must be used), matted, or guarded so that members of the public or crew do not trip and/or fall during the shoot.
8. No artifact may be touched or moved except by a qualified Museum technician, curator, conservator or preparator.
9. No member of the film crew may lean against, sit, kneel on or place any piece of equipment on any showcase, platform pedestal or dais that is used to display artifacts.
10. No smoking anywhere in the building and no food or drink allowed within exhibition spaces.
11. No other entrances other than the main entrance may be used without clearance from the Curatorial and Conservation Departments.

Credits

All images must be identified as specified by MOV, including the phrase *Courtesy Museum of Vancouver, Vancouver, Canada*. Where known, the artist, photographer, and object ID # must also be acknowledged.

Agreement

Sign and return by email to Marketing Manager: marketing@museumofvancouver.ca ONE WEEK PRIOR TO REQUESTED PHOTOGRAPHY DATE OR TWO WEEKS' PRIOR TO DESIRED DELIVERY OF EXISTING IMAGE(S).

Applicant signature: _____ Date: _____

Museum staff signature: _____ Date: _____