

**Horniman Museum and Gardens**

**Filming/photography enquiry form**

**As part of this enquiry we will hold your details on our database. All personal data is managed in accordance with GDPR. Full details of our privacy policy is available on our website.**

**CLIENT DETAILS**

Client’s Name:

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Company:

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Address:

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Telephone:

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Email:

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Website:

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**FILMING / PUBLICATION DETAILS**

Name of publication/programme/site:

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Author/producer/director:

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Quantity of print run, number of episodes:

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Approximate date of publication/release/showing:

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Countries of distribution:

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Language rights required:

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Purpose of use:

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Please outline editorial benefit to the Horniman Museum and Gardens (if any):

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**PERMISSION IS REQUESTED FOR THE FOLLOWING**

Area(s) of Horniman premises to be filmed:

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Proposed dates:

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Proposed times (including access and departure times):

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Brief synopsis of project/plot/script:

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Number of crew and their roles:

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Onsite parking is limited and must be pre-arranged with the Horniman prior to filming. Parking spaces will incur an additional charge per vehicle. Please outline your vehicle and access requirements here.

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**EQUIPMENT**

Please list all the equipment you will be bringing including any special props/power supply to be used:

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Do you require any electrical equipment from the Horniman including power supply? If so, please list here:

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**Please read very carefully the terms and conditions which must be agreed to prior to filming:**

**The client must adhere to the following:**

* All light sources used to film inside the Museum are fitted with UV light filters to reduce the UV content of light to below 50 microwatts per lumen.
* That the light level measured on the surface of the object does not exceed 1000 lux
* That objects made from or including in the structure any vegetable matter or animal product (such as paper, papyrus, textile, wood, bone, ivory, fur, feather, leather, pigment, dye, resins) or semi-precious stones are not lit for longer than 15 minutes during filming.
* That shiny objects are not sprayed with anti-reflection preparations; and that all lights are positioned at least one metre away from objects filmed/photographed.
* Stands, tripods, trailing cables/wires etc. must be secured and protected with rubber mats.
* No drone photography is permitted anywhere in the Museum and Gardens.
* No food, drink or smoking are allowed in the Museum.

**The client must provide or undertake the following:**

* Proof of public liability insurance worth a minimum of £5,000,000.
* A risk assessment which addresses COVID risks.
* Names of all crew and cast attending the shoot. This must be kept on file by the client for 21 days after the shoot date in accordance with GDPR for COVID track and trace.
* Registration details of vehicles to be parked onsite, plus driver name(s) and vehicle make.
* **Pantechnicons/**winnebagos can be driven on-site but full details (including size/weight) are required prior to the shoot to ensure they can be accommodated. Please note that onsite parking is limited and must be pre-arranged with the Horniman.

**Fees:**

* Fees for commercial filming/photography will be charged at an hourly rate plus VAT and expenses. Additional expenses can include the use of multiple spaces for filming/photography, parking, staff costs, night shoots/filming, late notice applications.
* If the shoot runs over the agreed time, then an additional hourly fee will be charged.
* Filming/photography will not commence onsite if payment has not been received.
* Fees for editorial filming/photography may apply and can include the use of multiple spaces, parking, staff costs, nightshoots/filming, late notice applications.

**Please note that all filming and photography requests will be evaluated individually and quotes given in accordance to the information provided above. The Horniman Museum and Gardens reserve the right to decline filming and photography requests.**

Please email this completed form to:

Commercial filming/photography: VenueHire@horniman.ac.uk

Editorial filming/photography: Press@horniman.ac.uk

**All proceeds from our commercial activities support the Horniman’s extensive learning programme and maintenance of the Museum and Gardens**