

**UBC MUSEUM OF ANTHROPOLOGY FILMING APPLICATION**

One week’s notice is required for all commercial, non-commercial, and public broadcasting institutions wishing to film within the Museum. No exceptions. To book, please contact the Communications Manager at 604.822.5950 or [jenwebb@interchange.ubc.ca](mailto:jenwebb@interchange.ubc.ca).

Date \_\_\_\_\_ Name \_\_\_\_\_  
Affiliation \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Requested filming date(s) and times (not approved until co-signed by Museum staff and returned to requestor with cc to Museum Security):

\_\_\_\_\_

Detailed description of project, including proposed use of building and/or collections, size of crew, and technical requirements. Feature films must submit a copy of the script. Please attach additional pages as necessary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

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

All commercial, non-commercial, and public broadcasting institutions creating promotional, educational and public interest programs are charged the cost of staff supervision. This fee is \$20 plus tax per hour per Museum attendant (min. 4 hours). If required, the fee for moving objects is an additional \$20 per hour plus tax (min. 4 hours). Fees for commercial productions such as feature films, paid promotional videos, television, and general entertainment programs are \$4,000 plus tax per 8 hours of filming or less, and \$600 plus tax for each additional hour or portion thereof. Not-for-profit and public network programs are charged \$400 plus tax per 8 hours of filming or less, and \$50 plus tax for each additional hour or portion thereof.

**Conditions Governing Use**

One week’s notice is required for all commercial, non-commercial, and public broadcasting institutions wishing to film within the Museum. The Museum 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 the Museum does not have adequate staff resources. Depending on the nature of the request and the object(s) selected for filming, the Museum may also require the applicant to seek written permission from relevant originating communities and/or organizations prior to filming. While in the Museum the crew shall be accompanied at all times by Museum staff. No objects shall be moved or touched except by qualified Museum personnel. No member of a film crew may place any equipment in any gallery or on any platform without express permission of the Museum’s supervisory staff. The Museum reserves the right to stop filming if the collections are deemed to be at risk or if the project deviates from the terms of the original agreement. In such cases, the applicant will still bear all costs originally agreed upon. Production agencies are required to contact Arlene Chan, UBC Admin Coordinator, (604.822.6555) for additional conditions and fees governing commercial filming on the UBC campus.

**Accreditation**

The Museum must be correctly identified in all productions. Unless otherwise specified, the credit should read: **Courtesy UBC Museum of Anthropology, Vancouver, Canada.**

**Agreement**

Sign and return by fax or email to Communications Manager ONE WEEK PRIOR TO REQUESTED FILMING DATE: [jenwebb@interchange.ubc.ca](mailto:jenwebb@interchange.ubc.ca) or F 604.822.2974.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Museum staff signature \_\_\_\_\_ Date \_\_\_\_\_