

MUSEUM OF ANTHROPOLOGY — FILM / PHOTOGRAPHY APPLICATION

All requests require three weeks' notice is required for all commercial, non-commercial, and public broadcasting institutions wishing to film or photograph within the museum. To book, please contact the Marketing & Communications Manager at 604.822.5950 or communications@moa.ubc.ca. Photography for personal use is permitted without having to sign this form, unless tripods, monopods, lights, etc. are required.

Date of request:

Name: _____

Affiliation: _____

Telephone: _____ **Email:** _____

Commercial, non-commercial, and public broadcasting (Please indicate)

Requested date(s) and times;

Size of crew

Technical requirements

Proposed use of building and/or collections,

Detailed description of project

Feature films must submit a copy of the script. Please attach additional pages as necessary

Requested filming date(s) and times:

Fees (to be paid in CAD 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.

Fees are: \$20 plus tax per hour per Museum attendant (min 4 hours), plus \$50 per hour (min 4 hours) for Museum Liaison. If required, the fee for moving objects is an additional \$75 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 (including setup and takedown time), 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. Fees for supervision of not-for-profit and public network programs are the same as for commercial productions (see above).

Conditions Governing Use

Three weeks' 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.

MOA 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. MOA may also require the applicant to seek permission from the originating community, depending on the nature of the request and the object(s) selected.

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 Museum of Anthropology at UBC, Vancouver, Canada.***

Agreement

Sign and return by email or fax to Marketing & Communications Manager THREE WEEKS PRIOR TO REQUESTED FILMING DATE: communications@moa.ubc.ca.

Applicant signature _____ Date _____

Museum staff signature _____ Date _____