

FILMING + PHOTOGRAPHY APPLICATION

Please direct all requests for commercial, non-commercial and public broadcast filming or photography at the Museum of Anthropology at UBC to communications@moa.ubc.ca. Requests must be received no less than three weeks from requested filming/photography dates.

Photography for personal use is permitted without submitting this application, unless the use of tripods, monopods, lights, etc. are required. In that case, this form must be completed and submitted. No unauthorized wedding photography or filming is permitted inside the Museum at any time.

Date of request:

Name:

Affiliation:

Address:

Phone:

Email:

Production type (please check one): Commercial Non-commercial Public broadcast

Production and/or broadcaster and/or publication name:

Requested date(s) and times:

Size of crew:

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Equipment and technical requirements:

Proposed use of building and/or collections:

Detailed description of project: Please indicate how and where the photograph(s) or video footage will be used. Feature films must submit a copy of the script; please attach additional pages/files as necessary.

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Fees

To be paid in Canadian funds by Visa, Mastercard or cheque, upon receipt of invoice. All commercial, non-commercial and public broadcast institutions creating promotional, educational or public interest programs are charged staff fees (a) in addition to applicable site fees (b).

a. Staff fees

Museum liaison	\$250.00 flat fee, plus tax
Museum attendant(s), min. 4 hours	\$30.00 each per hour, plus tax
Collections attendant(s) for moving objects (if required), min. 2 hours	\$75.00 each per hour, plus tax

b. Site fees

Non-commercial and public network productions; Productions for personal use	\$400 plus tax per 8 hours of filming/photography or less, and \$50 plus tax for each additional hour or portion thereof
Commercial productions	Determined based on production

Conditions Governing Use

Requests must be received no less than three weeks from requested filming/photography dates. Permission is granted for one-time use only and reproduction is limited to what has been approved specifically in the application.

Commercial productions may be subject to additional conditions and fee, as governed by the [University of British Columbia](#). Production agencies are required to contact Arlene Chan, UBC Film and Events Manager, (arlene.chan@ubc.ca; 604.822.6555) to determine additional requirements.

MOA reserves the right to reject requests 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.

While inside the Museum, the crew shall be accompanied at all times by Museum staff. No objects shall be moved or touched except by qualified Museum staff. No equipment may be placed or stored in any gallery or display area without express permission of the Museum's supervisory staff.

MOA has copyright to most of the objects in its collection. However, in cases where MOA 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. MOA may also require the applicant to seek permission from the originating community,

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depending on the nature of the request and/or the object(s) to be filmed/photographed. In photographs with identifiable people, it is the responsibility of the applicant to obtain from those individuals written permission to reproduce the image.

MOA reserves the right to stop filming/photography 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.

Accreditation

The Museum must be correctly identified in all productions and publications. Unless otherwise specified, the credit should read: "Courtesy of the Museum of Anthropology at UBC." If objects are featured, the artist, photographer and object ID number must also be acknowledged, when known.

Agreement

Sign and return by email **no less than three weeks** prior to requested filming/photography date.

Applicant signature

Date

Please retain one copy of this form for your records. Return one copy to:

MOA Communications

Museum of Anthropology at UBC

6393 NW Marine Drive Vancouver, BC, Canada V6T 1Z2

P 604-822-5950 | F 604-822-2974 | E communications@moa.ubc.ca

Application approval: This application is approved as per the use and terms outlined in the agreement.

Authorized signature

Date

Your personal information is collected under the authority of section 26 (c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for internal administrative purposes. Questions about the collection of this information may be directed to communications@moa.ubc.ca.