

Application for Large Group & Commercial Filming/Photo Shoot

Person-In-Charge : *Name*

Designation

Company Name : _____

UEN/Registration No. : _____

Contact No. : *Office* *Mobile* *Fax*

Address : _____

Email Address : _____

Proposed Date of Filming/Photo Shoot : *Date*

Time/Duration

No. of Cast and Crew : *No. of Cast Members*
(To attach full details in Annex A below)
No. of Film Crew Members

Location of Filming/Photo Shoot : _____

Equipment List : *To attach full details in Annex B below*

Details of Advertisement/Publication/Programme/Others (as applicable)

Title : _____
Script/Outline : To attach full details in Annex C below
Manner of Broadcast/
Distribution : Platforms of Distribution

Broadcast/Distribution Date(s)

I, the undersigned, verify that the above information is accurate and understand that this application is subject to the approval of the National Heritage Board (as represented by the National Museum of Singapore). On behalf of _____
(company name), I hereby declare that I have read, understood and agree to the terms and conditions stipulated herein should the application be approved.

Name : _____
Signature : _____ Company Stamp: _____
Date : _____

For Official Use Only:

Business Development
Approving Officer : _____
Comments : Approved / Not Approved
Signature : _____

Annex A
Details of Cast and Crew

S/N	Full Name	Registration No.	Contact No./Email

Annex B
Equipment List

S/N	Equipment Description	Qty	Size (if unclear, please state handheld or bulky)

Terms & Conditions for Large Group & Commercial Filming/Photo Shoots

1. The museum reserves the right to approve of or reject any application for any reason and all requests will be assessed on a case-by-case basis.
2. Applicants are required to submit the duly completed Application Form to nms_bd@nhb.gov.sg at least 14 working days prior to the requested filming/photo shoot date.
3. Filming and photo shoots in the museum are charged at the rate of **S\$254.00 per hour** (inclusive of GST), and will only be allowed before or after operating hours of the museum ie.before 10am or after 7pm unless otherwise approved by the museum. All payments should be made by cash, NETS or credit card within 3 working days of the museum's approval of the application and before any photography/filming may take place on site. Please note that no refunds will be provided for cancellations received less than 3 working days before the requested filming/photo shoot date.
4. All location(s) required and approved for the filming/photo shoot or preparatory work for the same shall be provided as-is and the museum does not make any representation or warranty in relation to the same.
5. Styling, makeup and change of attire is strictly prohibited in all public spaces and are only allowed in the basement washrooms of the museum, unless otherwise approved by the museum.
6. Filming/photo shoots are not allowed in exhibition galleries, the admin office and outside level 1 washrooms of the museum.
7. Naked flames are not permitted in any part of the museum. All special effects, stunts, and use of additional props/materials and adhesives must be approved in advance by the museum.
8. No objects (including but not limited to any exhibits, furniture and other objects on display or located in the museum) shall be moved, removed or touched except by qualified museum personnel. The applicant (including any member of its cast or crew) must not place any equipment in any gallery or on any platform of the museum without express prior permission of the museum.
9. The cleanliness, beauty and integrity of the museum must be respected at all times. Please ensure that all equipment and any other props or items do not obstruct any public areas and are removed at the end of the filming/photo shoot.
10. The applicant and filming/photography crew shall address any queries of museum staff and shall adhere to the allocated timing for the filming/photo shoot. If an extension of time is required, please notify the Business Development Team and make the necessary additional payments. Security and exhibition restrictions and instructions as defined and required by the museum must be fully observed at all times.
11. The museum reserves the right to withdraw any approval granted and to stop any filming/photo shoot or related activities due to any breach of these terms and conditions or other requirements of the museum, and the museum shall not be liable for any loss in relation to the same.
12. The applicant shall indemnify the museum from and against all loss, damage, expenses, liability and costs suffered by the museum arising out of or in relation to the applicant's conduct of the filming/photo shoot and the breach of any of these terms and conditions. Without prejudice to the above, the applicant agrees to indemnify the museum against any loss or damage caused by the applicant or the filming/photography crew in respect of any property and the premises of the museum.

13. The applicant shall be responsible for the safe and responsible conduct of the filming/photo shoot in accordance with all applicable laws and regulations, including but not limited to the care, proper storage and transportation of any equipment and props or other items that the applicant may require in relation to the same and ensuring the proper conduct of the applicant's cast and crew. The museum accepts no responsibility for any third party claims, demands, losses, damages, penalties and injuries to persons or property in connection with the applicant's conduct of the filming/photo shoot.
14. Depending on the nature of the request, the museum also reserves the right to require the applicant to seek written permission from relevant authorities, communities and other organisations and/or effect insurance coverage for the conduct of the filming/photo shoot prior to the same.
15. The applicant is reminded that the museum may be open to the public during the shoot and must be mindful of human and vehicle traffic to prevent obstruction to traffic flow or disruption to museum visits and the business of its tenants.
16. Failure to abide by the above terms and conditions may result in immediate cessation of the filming/photo shoot with no refund of payment or any form of compensation.
17. The museum reserves the right to change any rates or terms and conditions contained herein at any time without prior notice.
18. If you require additional information or have any queries, kindly contact Business Development at nms_bd@nhb.gov.sg.