

**APPLICATION FOR COMPLIMENTARY FILMING/PHOTOSHOOT
AT THE NATIONAL MUSEUM OF SINGAPORE**

We would like to apply for permission to film/do a photoshoot at the National Museum of Singapore. This application is made in accordance with the Terms and Conditions stipulated by the National Museum of Singapore. We have read and understood the said Terms and Conditions and agree to abide by them.

Name of Person-In-Charge : _____

Designation : _____

Company / Organisation : _____

Contact Numbers : _____ (phone) _____ (fax)

Email : _____

Photos' Publication Site : _____

Purpose of Photoshoot : _____
(Please attach separate write-up if space is insufficient)

Intended Publication Date : _____

Date of Photoshoot : _____

Time / Duration of Photoshoot : _____

Place of Photoshoot : _____
(Location / Gallery at Museum)

No. of Cast and Crew* : _____

*Kindly fill up details of the cast and crew in form provided.

Name : _____

Signature : _____ Company Stamp: _____

Date : _____

Fax: 6332 3587 or Email: tan_ru_yi@nhb.gov.sg

For Official Use Only:

**Application approved / not approved
by:**

Signature: _____ Date: _____

Terms and Conditions

- The Museum reserves the right to reject proposals that do not fall within its mandate, jeopardise the safety of collections, subject the collections or the cultures from which they come to misrepresentation or disrespect, and/or involve objects deemed sacred or sensitive.
- All sites and areas required for filming or behind-the-scenes work will be defined and approved in advance.
- All special effects, stunts, materials and adhesives must be approved in advance by the Museum.
- Depending on the nature of the request and the object(s) selected for filming, the Museum may also require the Hirer to seek written permission from relevant originating communities and/or organisations prior to the filming.
- While in the Museum, the crew shall accept queries by Museum staff. No objects shall be moved, removed or touched except by qualified Museum personnel. No member of the film crew may place any equipment in any gallery or on any platform without express permission of the Museum's supervisory staff. Use of 'artefacts' in the script/photos will require the creation of reproductions at the expense of the photographer.
- For the safety of our priceless exhibits, naked flames are not permitted in any part of the Museum.
- Security restrictions and instructions as defined and required by the Museum must be fully observed. All lighting and other restrictions for conservation reasons, as defined by the Museum staff, must be fully observed.
- The Museum reserves the right to stop the photoshoot if the collections are deemed to be at risk or if the project deviates from the terms of the original agreement.
- Hirers assume responsibility for and will compensate the Museum for any loss and/or damage to Museum collections or property which may occur as a result of filming work, crew and equipment movement.
- All equipment brought in must not obstruct the Museum's public access areas.
- The Museum accepts no responsibility for injuries to persons and loss or damage of your property, incurred in the course of filming at the Museum premises. The Museum reserves the right to request that you leave the premises before the agreed time due to security reasons or unforeseen circumstances.
- Hirers are reminded that the Museum is open to the public and Hirers must ensure that the enjoyment of the Museum by our general visitors is not disrupted.
- Failure to abide by the above terms and conditions will result in on-the-spot cessation of filming and cancellation of agreement, with no refund of payment or any form of compensation.
- The following credit line or lines must appear in the credits of the photography site/medium or in the closing credits of each instalment of the production in which the photography produced under the agreement appears:

National Museum of Singapore
Courtesy of the National Museum of Singapore