



NEW BEDFORD WHALING MUSEUM

FILM AND VIDEO PRODUCTION APPLICATION & GUIDELINES

Date: _____

Name of Production Company: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Name/Title of Project: _____

FILM DATE(S) requested: _____

Time(s) requested: Start Time: _____ AM / PM*
End Time: _____ AM / PM*

*includes setup, breakdown and full departure

GUIDELINES

The New Bedford Whaling Museum (NBWM), in order to protect its collection and avoid any potential infringement of copyrights related thereto, restricts all photography and filming intended for commercial use without written prior approval of this completed application. It is important that all groups planning film or photography at the New Bedford Whaling Museum understand and follow this policy to ensure the safety of our collection, as well as the experience of our guests.

Photographers or camera crews, whether hired by an outlet (private company, institution representative, media outlet, agency, studio or production house, independent film group, etc.) must first obtain written permission from the Marketing & Communications Department to conduct any photo shoots or film/video production in or on NBWM grounds. Areas used for filming interviews, b-roll or still photography must be approved prior to arrival. NBWM may not be able to fill all media/production requests pending other scheduled events. Receipt of this completed application at least three weeks in advance of filming date(s) is required.

NBWM reserves the right to deny or suspend filming privileges to any individual or group for any program which it deems inconsistent with its mission and reputation or for the reputation and well-being of the community it serves. The Marketing & Communications

Department shall have authority concerning all media and filming activities to take action and make decisions which are in the best interest of the NBWM's safety, security and public image.

FEES

All filming projects will be classified in one of the following three categories:

Fully museum-supported: Any non-commercial project deemed essential, valuable or supportive of NBWM's mission, whereas all fees related to filming are waived.

Partially museum-supported: Any project deemed related to NBWM's mission, whereas day rate charges may be reduced.

Commercial: The following charges apply: \$350 for any portion of a day, and \$50 per hour for museum staff, as determined by the museum. Special accommodation fees may apply. Additional charges may apply based on distribution characteristics of the production. If still images or existing movie footage are required, the applicant will contact the Rights and Reproductions Office (Photo) to arrange for delivery of requested material.

Payment:

For applicable charges, a check or money order – made payable to: New Bedford Whaling Museum. Payment must be presented at the time of the scheduled filming.

For Commercial Projects Only:

Day rate and staff time fees billed through the Business Office do not eliminate the requirement to negotiate distribution rights separately. These rights are based on the distribution characteristics as recorded on the *Application for Permission to Use and Distribute Images and Film*. This completed form should be submitted to the Rights and Reproductions Office.

With the assistance of museum staff, and at the discretion of the museum, applicants may be allowed to photograph individual objects or images currently on exhibit (and from our permanent collections) or in storage. The still image files created must be shared with the museum with no restrictions and as uncompressed TIFF's. Further, these files must be individually named with museum accession numbers and listed as part of the *Application for Permission to Use and Distribute Images and Film*.

If existing NBWM still images or existing movie footage are required, the applicant must contact the Rights and Reproductions Office to arrange for delivery of requested material, and these images or existing movie footage must also be named, listed and attached to the *Application for Permission to Use and Distribute Images and Film*.

At the discretion of the NBWM, images used in the final version of the production may be billed at one rate, and images that are taken or provided for reference, but not used in the final version, may be billed at a lower rate.

If final selections are not known at time of imaging or filming, the production company may complete the *Application for Permission to Use and Distribute Images and Film* with no distribution rights. Once a final list has been determined, a second version of this permission form should be submitted to:

Michael Lapidés
Director, Digital Initiatives / Curator of Photography
508-997-0046, ext. 131
mlapides@whalingmuseum.org

A credit line **MUST** appear within film credits and any production packaging: "Images and/or film footage courtesy of New Bedford Whaling Museum".

The NBWM shall receive two (2) complete complimentary copies of the resulting production to be sent to Marketing and Communications Department.

RULES FOR CREWS & EQUIPMENT

- Production personnel are expected to arrive on time; provide NBWM Front Desk staff with the names of attendees and a detailed list of equipment they will be bringing into the building, including lighting and its wattage.
- Production crews and cast should arrive through the Museum's main entrance, sign-in at the front desk and secure a visitor pass for each day of production. Drop-off parking of equipment adjacent to the museum entrance is available via metered public parking. All regulations of the New Bedford Traffic Commission apply to street parking. Special arrangements must be made in advance for large vehicles (i.e. equipment box truck, cast bus, etc). Vehicles on the Museum Plaza are strictly prohibited.
- All equipment, cases and bags may be security checked upon entering and exiting the premises by NBWM security and/or front desk staff. This may include opening oversize cases for inspection. All equipment bags and materials must remain with film personnel, unless prior arrangements have been made. The museum is not responsible for lost or damaged property.
- Crew visitors must be escorted by NBWM staff at all times during their visit.
- Production crews are limited to five (5) people, unless prior permission for larger groups is granted at the NBWM's discretion.
- Personnel must remain in predetermined filming and public areas and within line-of-sight of NBWM staff.
- A distance of at least three (3) feet from exhibits must be maintained for their safety and preservation.

- Monopods, tripods and other standing equipment must be placed away from all exhibits at a distance in proportion to their height or greater. Use of tripods and other large filming apparatus is subject to approval of at the discretion of the NBWM.

- Direct lighting or use of strobes is prohibited. Flash equipment is prohibited unless approved in advance.

- The use of lighting equipment may be restricted by the NBWM and all production lights must be turned off when not in use during actual filming.

For more information, contact: Tina Malott
Director of Marketing & Public Relations
tel. 508.997.0046, ext. 140
tmalott@whalingmuseum.org

AGREEMENT

I represent the production filming company making this film request and agree to all policies and procedures of the New Bedford Whaling Museum.

Signature: _____

Authorized signature for production company listed above:

Print name/title: _____

Date: _____

FOR OFFICE USE ONLY:

Project Classification: Fully museum-supported
 Partially museum-supported
 Commercial

NBWM Authorized Signature _____ Date _____