



**Adventist Historic Properties, Inc.  
Adventist Heritage Ministries**

12501 Old Columbia Pike  
Silver Spring, Maryland 20904

**FILMING / PHOTOGRAPHY REQUEST FORM**

Requests to carry out filming or photography at all Adventist Heritage Ministries venues

- Historic Adventist Village, Battle Creek, MI
- William Miller Farm, Low Hampton, NY
- Joseph Bates Boyhood Home, Fairhaven MA
- Hiram Edson Farm, Clifton Springs, NY

are very welcome and will be considered on a case-by-case basis.

Please complete the form and return to **[office@adventistheritage.org](mailto:office@adventistheritage.org)**

**Contact Details**

Name:	
Position:	
Company:	
Address:	
Email:	
Telephone:	
Mobile:	

## Filming/Photography Details

Proposal Outline: <i>(Describe the project and explain why you would like to film/take photographs at the venue)</i>	
Broadcast details: <i>(Where and when will the photographs be shown/film be broadcast)</i>	
Proposed Venue(s):	
Proposed space within Venue(s):	
Project Title:	
Proposed Date:	
Proposed Time: <i>(Include length of time required)</i>	
How many in the group/crew:	
Equipment Details:	
Other requirements: <i>(Include requests for interviews with staff.)</i>	

## Conditions and Guidelines

1. At least seven days' notice is required for any filming/ photography appointments.
2. No filming/ photography will be allowed to take place without prior consent from the PR and/or Property Manager.
3. On arrival, photographers/crews must report to the designated site contact.
4. All filming and photography will be supervised by a member of staff at all times. They have the right to stop filming if any conditions are not adhered to.
5. No object on display may be handled or moved without prior agreement and must take place under the direct supervision of conservation or curatorial staff.
6. Any costs arising from any damage caused by film crews or photographers or their equipment either to objects on display or to the fabric of the venue will be met in full by the film or photographic firm responsible. Film crews will provide a RISK ASSESSMENT stating such prior to arrival at the museum.
7. No food, drink, colored water, food props, paint, stiletto heels are allowed on premises, except in areas specified/agreed by staff.
8. Equipment must not scratch any fabric of the building. Any sharp equipment must be padded, and extra care taken when moving around the site.
9. No part of any film containing our premises, locations, objects, experts or any other of our staff and property may be distorted or used within other programs, re-used, lent or sold under any circumstances without our permission in writing.
10. You shall take all reasonable and proper steps to ensure that you do nothing that may bring us into disrepute or compromise our security systems or relationships with other regional or national museums/entities and galleries; nor shall you do anything to prejudice or damage our logo, marks, brand reputation or the Seventh-day Adventist Church.
11. All electrical equipment must have up to date PAT testing prior to it being brought onto site.
12. Electrical equipment must be under 110v and plugged into circuit breakers.
13. If filming museum objects - All light sources used to film objects must be fitted with UV light filters to reduce the UV content of light to below 50 microwatts per lumen; the light level measured on the surface of the object must not exceed 1000 lux; objects made from or including in the structure any vegetable matter or animal product (such as paper, papyrus, textile, wood, bone, ivory, fur, feather, leather, pigment, dye, resins) or semi-precious stones must not be lit for longer than 15 minutes during filming; shiny objects must not be sprayed with anti-reflection preparations; all lights must be positioned at least one meter away from objects filmed.
14. All filming/photographic and associated equipment must not come into contact with any object, display panel, showcase, wall or other fitting or building

structure. Any equipment found to be in contact with any of the above will be removed by staff at the expense/risk of the crew/company.

15. Filming / photographic companies are responsible for the security of their equipment and vehicles.
16. All filming and photography must be credited as Adventist Heritage Ministries.
17. All intellectual property rights in the collections belong to and are reserved by Adventist Heritage ministries and other lenders to the museums and venues. The photographer/ film crew must ensure that all necessary rights and consents to publish or broadcast are properly cleared in advance at the applicant's expense. Any fee payable to the holder(s) of intellectual property rights is addition to any fee due to Adventist Heritage Ministries museums.
18. No material created as the result of photography or filming can be shared or distributed with any third party without the prior written consent of Adventist Heritage Ministries PR Manager.

## Signatures

On behalf of Adventist Heritage Ministries

On behalf of the film/photography crew

Printed Name

Printed Name

Date

Date

## Supporting Documentation Checklist

- Public Liability Insurance certificate of currency - \$ million  
(noting Place Adventist Heritage Ministries as an interested party)
- Workers Compensation Insurance
- Tenant Notification Letter
- Site Map
- Authorized Safety Report (when required)
- Traffic/Pedestrian Management Plan (when required)
- Parking Plan/Unit Base Map (when required)
- Environmental Management Plan (when required)