



ADVENTIST HERITAGE MINISTRIES

PROFESSIONAL FILMING AND PHOTOGRAPHY

Individuals and organizations wishing to film at an Adventist Heritage Ministries site (other than those recording for personal use) must first obtain permission from Adventist Heritage Ministries.

The application must be submitted as soon as possible before the scheduled filming!

Granting permission to film is at the sole discretion of Adventist Heritage Ministries based on the following conditions:

- (1) Recommendation by your local Conference, Union or Division that you should be granted permission;
- (2) Acknowledgement that your film will be used in harmony with the teachings of the Seventh-day Adventist Church and
- (3) That you are willing to follow all instructions of our site directors and staff to make sure that all our historic buildings, artifacts, etc. will be protected. Everything you want to film, or photograph must be discussed and approved with the site director.

Please mail your recommendation to Adventist Heritage Ministries at office@adventistheritage.org

After turning in your recommendation and the attached local release form, Adventist Heritage Ministries will proof the application and send back a written permission.

Thank you for your interest in the heritage of the Seventh-day Adventist Church!

We are looking forward to welcome you on one of our historic sites!

FILMING / PHOTOGRAPHY REQUEST FORM

Requests to carry out filming or photography at all Adventist Heritage Ministries venues are very welcome and will be considered on a case-by-case basis.

Please complete the form and return to:

Via E-Mail: office@adventistheritage.org

Contact Details

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

Filming/Photography Details

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

Conditions and Guidelines

1. At least twenty days' notice is required for any filming/photography appointments.
2. No filming/ photography will be allowed to take place without prior consent from the 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. All electrical equipment must have up to date PAT testing prior to it being brought onto site.
11. Electrical equipment must be under 110v and plugged into circuit breakers.
12. 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.
13. 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.
14. Filming/photographic companies are responsible for the security of their equipment and vehicles.
15. All filming and photography must be credited as Adventist Heritage Ministries.
16. 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.

17. 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.
18. The Requester agrees to hold AHM harmless and free from any and all liability and loss which the requester, and/or its agents, may suffer for any reason, except that directly caused by the negligent acts or deliberate misconduct of the owner of the premises or its agents.
19. 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; nor shall you do anything to prejudice or damage our logo, marks, brand reputation or the Seventh-day Adventist Church. You agree that the production will not be used in a way to harm the reputation of Adventist Heritage Ministries or the Seventh-day Adventist Church.

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)

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

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