

**APPLICATION FOR PERMISSION TO FILM/PHOTOGRAPH AT THE
NATIONAL MUSEUMS OF KENYA**

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

Name of Person-In-Charge : _____

Designation : _____

Company/Organization : _____

Telephone Number : _____

Fax Number : _____

Production : _____

Content of Production : _____

Intended Release Date : _____

Estimated Screening Time : _____

Date of Filming : _____

Time/Duration of Filming : _____

Place of Filming : _____
(NMK Location/Gallery)

No. of Cast and Crew* : _____

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

Please indicate whether your intended use is

- ☐ Commercial
- ☐ Non-commercial

Please indicate (below) each type of media below where you intend to use the material

☐

Print

For use in print, please provide the title of the publication, edition number and the name of the publisher (if applicable).

☐

Web

For use on the World Wide Web, please provide the URL for the web site on which the Material will be used.

☐

Film

For use in film, please provide the name of the production that will be using the Material.

☐

TV

For use on TV, please provide the name of the series or production that will be using the Material

☐

Other:

On behalf of _____, I will ensure that the terms and conditions for filming at the National Museums of Kenya are adhered to.

Name :

Signature :

Company Stamp:

Date :

Fax: +254-20 374 1424 or email: publicrelations@museums.or.ke

For Official Use Only:

Attn: PR & Marketing

Application approved/ not approved by:

Signature:

Date:

DETAILS OF CAST AND CREW

[illegible]

Please allow 1 week to process your request.

Send via facsimile to +254-20-374 1424 or email: publicrelations@museums.or.ke

Terms and Conditions

- The Museum reserves the right to reject proposals that do not fall within its mandate, jeopardize the safety of collections, subject the collections or the cultures from which they come to misrepresentation or disrespect, and/or involve objects deemed sensitive
- All museums, sites and monuments 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 organizations prior to the filming
- While in the Museum, the crew shall be accompanied at all times 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/filming will require the creation of reproductions at the expense of the filmmaker.
- 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 filming 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 the 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 closing credits of the film or in the closing credits of each installment of the production in which the footage produced under the agreement appears: *(NMK shooting location- particular museum/site/monument)*

Courtesy of National Museums of Kenya