

PHOTOGRAPHY/FILMING GUIDELINES FOR PROMOTIONAL AND COMMERCIAL USE

The purpose of this directive is to provide guidelines for requests for commercial use of both the exterior and interior of the Tacoma Art Museum.

The application/agreement governing the use of the Museum must be completed and returned at least seven business days before the commencement of photography or filming. Shorter application periods will be considered dependent upon the project. No filming will be allowed without receipt of a signed agreement, full payment of fees, contract completion, and certificate of insurance provided.

The production company agrees to pay all costs as described in the guidelines. In addition, the production company shall maintain a \$1,000 damage and safety deposit with the Museum. The deposit will be refunded upon the completion of the project and inspection of the film location by the facilities department staff member of the Museum.

Should any guidelines be violated or restrictions overlooked, the Museum has the right, at any time, to discontinue the photography or filming session and refuse further arrangements.

Museum Public Operation Hours

Tuesday - Sunday 10 am to 5 pm

Thursday open until 8 pm

Closed Mondays

Exact explanation of filming/photography activity and/or script pages will be required. Again no filming will be allowed without receipt of a signed agreement, full payment of fees, contract completion, and certificate of insurance provided.

Tacoma Art Museum reserves the right to limit or not allow filming of artwork.

APPLICATION FOR COMMERCIAL PHOTOGRAPHY/ FILMING

Company _____
Address _____

Contact _____ **Phone** _____
Email _____ **Cell** _____

Type of Shoot: _____
(Catalog, Commercial, Television, Movie, Etc.)

Anticipated Date(s) of Shoot: _____

Areas of Interest: Lobby Classroom 2 Parking Lot
 Event Space Classroom 3 Pac Ave Sidewalk
 Atrium Other: _____

Number of Crew: _____ **Number of Cast:** _____

Type/Quality of Equipment: _____

Props Being Used: _____

Anticipated Power Source: _____

Number and Types of Vehicles: _____

Signature _____ **Date** _____

TAM Signature _____ **Date** _____

Please complete and return to:
MBS Department 1701 Pacific Avenue Tacoma, WA 98402
Email: PrivateEvents@TacomaArtMuseum.org

FEES

Because photography/filming session required extra staff time and disrupt Museum routines, fees are charged to offset these costs which cover Facility Staff and Security. Additional fees may be necessary for electrician, curator, etc. if required. Fees may change depending on needs and scope of project.

After-Hours of Operations (Mondays, Tues - Friday before 10am and after 5pm except Thursday; special request for weekends)

Full Day	Half Day
\$4,000	\$3,600

Outside Only (no access to interior facility)

Full Day	Half Day
\$3,000	\$2,500

Full day is 4 - 8 hours including load-in and load-out time.

Half day is 4 or fewer hours including load-in and load-out time.

Staffing

Security: Required

MBS Staff: Required

Curator, Registrar, & Marketing: As needed

Additional fees may be required for overtime staffing and other expenses. Pre- and post-filming work (set-up and break-down) will be included in determining the number of hours spent on each project.

CREDITS

Client acknowledges that Tacoma Art Museum does not have the authority to grant full copyright permission to artwork in the museum and confirms that the Client takes full responsibility for obtaining the required copyright permissions from artists, artist estates, or any known artist heirs.

Tacoma Art Museum and any artwork reproduced in the film must be properly credited at the end of the film.

To the fullest extent permitted by law to defend (with attorneys acceptable to the indemnities), indemnify, protect, and hold harmless the Museum, Museum Board of Trustees, all officers, employees and agents of the Museum against any third-party claims and liabilities, including, without limitation, reasonable attorney fees and costs, regardless of the form of action or claim that arises out of or is in connection to the copyrighted work. Client further agrees to defend against claims of misappropriation, infringement, and invalid licensing of the copyrighted work.

GUIDELINES

Prior to Arrival

- Final use of the material obtained during filming/photography must be determined prior to the commencement of the shoot.
- Requests should include the number of persons and equipment involved in the shoot, the activities you wish to film/shoot and the date, time and estimated amount of time required, any special needs, as well as an alternative date in case of rain or poor weather conditions.
- There will be one Museum staff person assigned for every ten (10) production crew/cast members present for interior facility usage.
- No filming will be allowed without receipt of a signed agreement, full payment of fees, contract completion, and certificate of insurance provided.
- No production vehicles should park in or block driveways. The cast and crew should not bring pets or guests to the location, unless authorized in advance by the Museum.
- General Liability Certificate of Insurance will be requested by the Museum prior to arrival. Client (Production Company) shall purchase and maintain a policy of general liability insurance with per-occurrence coverage of not less than one million dollars (\$1,000,000.00) naming the Museum, and its trustees, officers, agents, and employees as named as additional insured, as well as protect the Client from claims which may arise out of or resulting from the activities of Client or Client's guests. Prior to event Client shall deliver a certificate of insurance to the Museum evidencing that such coverage is in full force and effect and cannot be cancelled prior to the event. The limits of such insurance policies shall not be considered a limit on Client's liability.
- The client agrees to indemnify and hold harmless the Museum and its respective trustees, directors, officers and employees for any claims, lawsuits, losses, costs, expenses, damages and liabilities claimed by any person, organization, association or otherwise arising out of any act or omission of the production company, its agents, contractors or employees.
- When at all possible, catering services required should be arranged through the Museum's internal catering service.

- Any special permits required for exterior shots are the responsibility of the client, as is the hiring of any security, police or fire services if required.
- Changing/makeup areas must be scheduled in advanced, and an additional rental fee may be required.

During the Shoot

- There is absolutely no drug use or smoking of any kind tolerated in the Museum or within 25 feet of the building at any time during the event.
- The Museum staff member in charge has the right to stop the production without penalty of any kind if the Museum's building, grounds, or collections are being threatened by filming activities.
- For the duration of the production, the producer shall provide one on-site staff coordinator who shall act as a liaison between the Production Company and museum staff, facilities and security.

Equipment

- All grip equipment must be kept at a distance sufficient to prevent it from falling on to the art if tipped over. All supports and tripods must be weighted with substantial sandbags, and any supports over eight feet must be double weighted.
- Camera crews, and/or talent, and/or equipment may not enter into or onto exhibitions without prior approval from and the presence of the curatorial staff.
- If approved by curatorial in advance, lights must be placed at least ten feet, or the distance of the tripod if it exceeds ten feet, away from art and walls. Lights may not be turned on for more than ten minutes at a time, with at least a fifteen-minute interval between lightings.
- No exhibits, toe rails, stanchion, or the like may be moved or otherwise altered in any way without the prior approval and the presence of the curatorial staff.
- No set dressing is permitted without permission from the Museum. Requests for set dressing will be considered on a case-by-case basis.
- The photographer or production company is responsible for providing protective coverings for the floor surface protection.

Effects

- No chemical special effects are allowed inside or outside the facility.

- No mechanical special effects (including but not limited to wind machines, rain machines, or aerial photography) are allowed inside the facility. Mechanical special effects are allowed only outside the Museum on a case-by-case basis.
- Tape of any kind is not allowed on floor, ceiling, or wall surfaces.

COMMON QUESTIONS

Are some times and days better than others?

Yes. The Tacoma Art Museum is closed to the public on Mondays and during operation hours the public are present.

Can we shoot/film the Chihuly Bridge of Glass?

The City of Tacoma owns and manages the Chihuly Bridge of Glass. You will need to secure the proper permission from the City of Tacoma to include it in your project.

Can Tacoma Art Museum visitors be used in the filming/photography?

Not without the express permission of the visitor.