

AUCKLAND ART GALLERY TOI O TĀMAKI

Application to undertake filming or photography in Auckland Art Gallery Toi o Tāmaki

This contract is to be completed by any person (the Applicant) applying to take photographs or film within the Auckland Art Gallery (the Gallery) building, for non-commercial purposes. Note a fee may be charged to cover staff and venue costs associated with your request, where appropriate.

This contract does not constitute permission to reproduce works displayed in the galleries. People wishing to reproduce artworks from Auckland Art Gallery's collections should apply to the Reproductions Coordinator on 09 366 2728 or email reproductions@aucklandcouncil.govt.nz.

APPLICANT'S NAME:

DATE:

INSTITUTION/COMPANY:

ADDRESS:

PHONE: HOME

WORK

MOBILE

EMAIL:

TYPE APPLIED FOR:

FILM/VIDEO

STILL PHOTOGRAPHY

Details

Planned date and time (times outside normal business hours may incur a fee):

Planned location (include gallery and non-gallery spaces): Only locations listed below will be approved for use.

Purpose and planned use of photography/film:

Details of crew and equipment (eg. no. of people, equipment including tracks/dollies and lighting to be used, power requirements, access to prep space): Only equipment and crew numbers specified will be approved for use on the day.

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Copyright Conditions

If filming or photography of artworks currently under copyright is requested, the Gallery will provide the Applicant with the copyright owner's contact details.

The Applicant undertakes to clear any copyright implications that may arise from filming or photography and is to obtain written permission from the copyright owner to photograph or film the work. This permission is to be provided to the Gallery. Once permission has been received, the filming/photography request will then be considered.

If filming or photography of artworks loaned to the Gallery is requested, the Gallery will forward the request to the owner for approval.

The Applicant will not reproduce any artworks from the Gallery's collection and accepts that reproduction is not authorised. The Applicant accepts that filming or photography in the Gallery does not give copyright in any images of artworks filmed or photographed.

The Applicant will supply the Gallery with a list of all works that appear in any photographs printed or in film/video footage after editing.

Filming/Photography Conditions

Works of art may not be touched or moved.

A maximum of two light sources are to be used, unless authorised by the Gallery. Lights must not shine directly onto an artwork and are to be shut off except when actual photography is taking place.

All light stands or similar equipment must be stabilised with sandbags.

All light stands or similar equipment are to be placed a minimum of 1.5 metres away from any artwork. All equipment on stands must be placed at a distance that is greater than their height away from any artwork.

All cables are to be positioned so as not to constitute a tripping or other hazard.

The consumption of food or drink is only permitted in the Auckland Art Gallery café.

No chemicals or hairsprays are to be used in the galleries.

If any extraordinary costs are incurred by filming or photography in the galleries, these costs will be on-charged to the Applicant.

The Gallery reserves the right to change any arrangement if our representative believes that works of art are being put at risk.

Health & Safety Conditions

I agree to observe all directions from the Gallery representative relating to Health & Safety, the security of the site, and the property of Auckland Art Gallery.

I accept my obligations under the Health & Safety in Employment Act 1992, and I agree that I will comply with the provisions of the Act while working in the Gallery.

Confidentiality Conditions

I agree that confidentiality about back of house areas, including storage areas will be strictly maintained by the photographer or film crew and that any footage not used in the final photograph or film will be destroyed so that security around back of house areas is not compromised. No information about back of house or storage areas will be disclosed by the photographer or film crew.

I agree to abide by the above Conditions:

Name:

Signed:

Date:

AUCKLAND ART GALLERY TOI O TĀMAKI

Approved by Auckland Art Gallery Toi o Tāmaki:

Name:

Signed:

Date:

Once approval has been received, please report to Auckland Art Gallery at the time and day specified in your Application, with a copy of this signed contract. An Auckland Art Gallery representative will accompany you at all times during photography or filming.

For internal use:

For approval

<input type="radio"/> Principal Conservator	Sign:	Date:
<input type="radio"/> Senior Registrar	Sign:	Date:

Copies to

<input type="radio"/> Visitor Experience Manager	<input type="radio"/> Security and Building Manager
<input type="radio"/> Marketing and Audience Research Manager	<input type="radio"/> Venue Hire and Events Coordinator
<input type="radio"/> Other (specify):	

Gallery resources allocated:
