

Summary of the main provisions (not part of the terms & conditions)

You must satisfy yourself that our premises are **fit and safe** for your purpose and carry insurance to cover your liabilities during the filming period;

You must satisfy yourself that you have the **intellectual property and other licenses and permissions** you require for your purposes. Your right to film in the Museum and to use the material you derive from filming will be limited to the purposes you describe in your application;

You must **not interfere** with the normal use of the Museum;

You must **not change our premises in any way** without our consent and you will be required to **clear all your equipment and litter** from the premises and fully restore them after filming or meet our costs in doing so. We will supervise any changes or restoration permitted or required;

You must **notify us immediately of any damage** you cause and meet our costs in making good;

You must **comply with our directions for the paramount safety of visitors, museum staff, our collections and premises**. We will direct you as to where you may smoke and consume food and supervise strictly the filming of any object in the collections. The handling of objects is prohibited;

You must seek our prior approval to bring equipment on site, for all power and other supplies and any other needs (such as access to WCs);

You must **supply in advance full details of the identities of members of your film crew and their consent for us to make security checks**. Members of your crew who have not been security cleared may be refused access;

You must **seek our prior approval for all vehicles, caravans, trailers and plant** that you intend to bring and park on site;

You must **seek our prior approval of your method statement and risk assessment under the Management of Health and Safety at work regulations 1999**;

You must ensure that all **light sources you use are fitted with UV light filters to reduce the UV content of light to below 50 microwatts per lumen and that the light level measured on the surface of any object does not exceed 1000 lux**. We will require that 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 are not lit for longer than 15 minutes during

filming; that shiny Objects are not sprayed with anti-reflection preparations; and that all lights are positioned at least one metre away from Objects filmed;

You should please **take particular care not to interfere with our fire detection/ prevention systems or to cause any unwarranted sounding of our fire alarm**. We lose about £20,000 every time our alarm is sounded and our premises are evacuated, and you may be liable for our loss if our premises are unnecessarily evacuated because of any negligent or reckless action on the part of your film crew.

You agree as our request to supply us without charge with **a master clone (format TBC) plus 2 DVDs of all rushes and the finished Film** which we may use for our own purposes;

We must be credited in the Film "[name of our Expert (if any) and] **The British Museum**"

If you cancel less than 48 hours before filming is due to commence you will still be liable for an administrative fee of £300 or 50% of the total fee that you otherwise have paid (whichever is the lesser sum). In cancelling you will need to take into account the notice periods in clause 11.

No part of any film containing British Museum locations, staff and items may be distorted, manipulated, used within other programmes, re-used, lent or sold under any circumstances without permission from a representative of the British Museum. If you contemplate that film taken at the Museum will be flipped, inverted, manipulated, altered or subject to special effects in any way whatsoever we will require to know your intentions in advance and reserve the right, without liability, to decline to permit filming to proceed.

No part of any film containing Royal Collection items may be used within other programmes, re-used, lent or sold under any circumstances.