# MUSEUM OF THE HOME

### Filming and photography request form

If you would like to film or take photographs at Museum of the Home for professional, educational or promotional use, please complete the below form and ensure you have permission from the Museum before you arrive on site to film.

For commercial filming inquiries and pricing, submit the form to <u>hires@museumofthehome.org.uk</u>.

NB: We typically permit filming on Mondays when we are closed to visitors. If a Monday is not possible we will do our best to accommodate.

For no-fee filming, where the focus is on the Museum's work, submit the form to <u>press@museumofthehome.org.uk</u>. If your request has limited publicity value and requires Museum resources, it will be referred to our Hires team for paid arrangements. No-fee filming is only available for coverage directly related to the Museum, its collections, current exhibitions or for news.

You can search information about our collections and objects at <u>https://collections.museumofthehome.org.uk/home</u>

You can find information about our Museum site, programming and events, team, access etc. at <u>www.museumofthehome.org.uk</u>

### Please provide a brief outline of what you want to film and why in the form below.

#### Considerations

Why do you wish to film at Museum of the Home?

Give a brief outline of what you wish to film / shoot and specify if you want to film inside the rooms, or just from the side of the rooms.

Rooms Through Time – please specify which ones Home Galleries – please specify what/which part Gardens Through Time – please specify what areas Kingsland Road Gardens - please specify whether a section or the whole garden Objects – please specify what, you can find this on our <u>collections database</u>.

# MUSEUM OF THE HOME

What is the filming / photography to be used for?

When and where will it be shown or used (webpage, TV or online, blog, YouTube channel, podcast, Powerpoint presentation, book chapter, periodical, marketing brochure, social media channel, other?)

### People and kit

How many crew will be present?

Will you require parking in our Loading Bay? If so, for how many vehicles

Give a brief outline of the equipment you will be using, if you will need to plug in to our electricity sources, if you will be using trailing cables. \*Please ensure that your equipment is PAT tested.

Will you look to film any staff member – if so, who and why?

Will you conduct any interviews – if so, with whom? Please also give a brief outline of questions.

### Timings

Proposed dates / times



Estimated duration of filming

### Costs

Is this a charity project?

What is your budget?

Do you have public liability insurance?

Please share your risk assessment documents

Would you recognise the Museum of the Home in the credits of the production?