

# RIJKS MUSEUM

## FILM & PHOTO PROTOCOL

You will shortly be coming to film or take photographs in the Rijksmuseum.

In order to ensure that the film and/or photo production runs as smoothly as possible, there is a film and photography protocol with guidelines and rules that you need to take into account.

The Rijksmuseum is a unique location full of fragile and irreplaceable objects. The safety of people, collection and buildings is paramount at all times.

### IMPORTANT INFORMATION

- Before the start of the Film or Photo production there is agreement about
  - The date(s) of filming;
  - The time of filming;
  - The content of filming;
  - The objects to be filming;
  - And the form of filming.

### ENTRANCE



- The crew must report to the Entreegebouw (Entrance Building), Hobbemastraat 23, the white building in the museum gardens. Access via the main entrance is not permitted.
- The complete list of names of the crew must be made known to the Film Desk no later than 48 hours before the film and/or photo production.
- All members of the crew must be able to present valid ID upon arrival. Anyone not carrying valid ID may be refused entry.

### PARKING & LOADING DOCK

- The Rijksmuseum does not have parking facilities. For these you are referred to Q-Park Museumplein. Parking is at your own expense.
- In order to unload apparatus and equipment, use may be made of our Loading Dock. Application for this must be made at least 72 hours prior to the commencement of the film and/or photo production.
- The Rijksmuseum does not have carts for transporting equipment.

### **APPARATUS AND EQUIPMENT**

- The (complete) apparatus and equipment list must be made known to the Film Desk at least 48 hours prior to the commencement of the film and/or photo production.
- Apparatus that has not been approved in accordance with NEN stipulations may not be used. There can be no exception to this.
- No use may be made of static production units for monitor screens/laptops in galleries with artworks (including the Front Hall). A portable production unit (PPU) may be placed on a trolley, but the presence of an approved CO2 extinguisher is then mandatory. The production staff must themselves supply this extinguisher.

### **FILM SCRIPT/SHOT LIST**

- The complete film script and the shot list must be made known to the Film Desk at least 48 hours before the commencement of the film and/or photo production.
- Extension of the film and/or photo production is not possible.
- Catering at your own expense can be arranged via Food Fantasy/Vermaat. You must request this yourself. This is possible no later than 48 hours before the commencement of the film and/or photo shoot.
- Eating and drinking is permitted only in the room indicated for this purpose.

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### SECTION 1

#### General: definitions

- 1.1. Crew: anyone who is present during the film and/or photo production in the Rijksmuseum.
- 1.2. Definitive version: the version of the film and/or photos produced in the Rijksmuseum that will be published by the producer.
- 1.3. Equipment: audio, film, lighting and photographic equipment, etc.
- 1.4. Resources: decor, clothing, baggage, etc.
- 1.5. Producer: the person and legal entity entering into this agreement (including the corresponding additional (general) terms and conditions) with the Rijksmuseum.

### SECTION 2

#### Applicability

- 2.1. These terms and conditions apply to anyone who is involved in the film and/or photo production in the Rijksmuseum and is present during the filming or photography session.
- 2.2. In addition to the current terms and conditions, the general visitor terms and conditions are applicable, insofar as the current terms and conditions do not deviate from them.
- 2.3. Deviations from these terms and conditions will only be valid if they have been agreed upon explicitly and in writing.

### SECTION 3

#### Filming/photography

- 3.1. Before the commencement of film and/or photo production, there must be (written) agreement about the date/dates, times, content and form of the film recordings or photographs in the Rijksmuseum.
- 3.2. The film and/or photo production is carried out at the expense and risk of the producer and the members of the crew.
- 3.3. It is not permitted to film or take photographs in which visitors are clearly recognizable, without obtaining their explicit written consent.
- 3.4. It is not permitted to film or photograph tour guides without their explicit prior written consent.
- 3.5. It is not permitted to film or photograph guided tours without prior written consent from the Rijksmuseum Film Desk.
- 3.6. Before the commencement of film and/or photo production, we must be informed as to which objects you wish to film.
- 3.7. The crew adheres at all times to the guidelines stated in Section 4 of these terms and conditions.
- 3.8. The film and/or photo production must take place within the agreed time frames. Extensions will not be permitted.
- 3.9. Please notify us as soon as possible if you wish to cancel the film and/or photo production. The film and/or photo production must be cancelled at least 48 hours in advance.
- 3.10. All members of the crew must wear a visible visitor pass during their presence in the Rijksmuseum. Deviations from this rule are only possible after consultation with a Security team leader.

## **SECTION 4**

### **Richtlijnen**

- 4.1 Emergency exits and escape routes must be kept clear at all times.
- 4.2 Instructions from security staff, the fire service and/or the site manager must be followed immediately.
- 4.3 Equipment must comply with NEN 3140 (Dutch standards).
- 4.4 Equipment must have been inspected annually by an electrotechnical (inspection) company and bear a certification sticker.
- 4.5 Equipment and/or resources may not constitute a fire hazard.
- 4.6 Equipment and/or resources must be placed at least 90 cm from the walls in galleries, or if the object is taller than 90 cm, the distance to the wall must be the height of the subject, where the above is also applicable.
- 4.7 Use of, or processes that cause smoke, mist or vapour are not permitted.
- 4.8 Film/photo lamps and/or other illumination may never be switched on for longer than strictly necessary.
- 4.9 The provision in paragraph 4.9 also applies to objects that are not a subject of photo and/or film but are nevertheless located within the radiation area of the relevant light and/or heat source.
- 4.10 Film/photo lamps and/or other illumination must not be placed in such a way that palpable heat is generated on the surface of the painting, exhibit or any other object.
- 4.11 Film/photo lamps and/or other lighting must be equipped with UV film.
- 4.12 Film/photo lamps must be equipped with safety glass.
- 4.13 Equipment and/or resources must be anchored solidly by means of tripods or otherwise.
- 4.14 Equipment and/or resource cables must be protected. There may not be any tangles of wires or cables.
- 4.15 You must leave the set in the condition in which you found it. If this is not done, the Rijksmuseum can impose cleaning costs.

## **SECTION 5**

### **Rijksmuseum liability**

- 5.1 The provision in the general visitor terms and conditions regarding liabilities applies fully to the equipment and/or resources and/or the product of the crew's film and/or photo production efforts.
- 5.2 The producer will indemnify the Rijksmuseum at all times for third-party liability arising from damage to equipment and/or resources.

## **SECTION 6**

### **Liability and indemnity**

- 6.1 The producer and all members of the crew are liable for damage to objects and/or persons in the Rijksmuseum resulting from the film and/or photo production, including the activities associated with the filming and/or photography.
- 6.2 The observance of the guidelines as stated in Section 4 of these terms and conditions never diminishes the crew's liability as stated in the previous paragraph.
- 6.3 The producer must have covered the risks that stem from his/her aforementioned liability by means of sufficient business liability insurance.

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### SECTION 7

#### Removal

- 7.1 The Rijksmuseum expects the members of the crew to behave properly.
- 7.2 The crew must adhere at all times to the guidelines stated in Section 4.
- 7.3 The Rijksmuseum reserves the right at all times to remove members of the crew from the Rijksmuseum (or to have them removed) if the Rijksmuseum is of the opinion that there is a violation of the provision in the previous paragraph.
- 7.4 The Rijksmuseum is authorized to stop the film and/or photo production if the crew deviates without permission from the script agreed upon in advance.
- 7.5 Each member of the crew agrees to comply fully with a security search of his/her person, equipment and resources carried out by the Rijksmuseum when leaving the museum premises.

### SECTION 8

#### Miscellaneous

- 8.1 The applicability of these terms and conditions will not prejudice the potential applicability of other Rijksmuseum contractual terms and conditions and/or regulations.
- 8.2 Dutch law is applicable to these terms and conditions and to the agreement between the producer and the Rijksmuseum. Each dispute regarding this agreement shall be submitted exclusively to the competent court in Amsterdam.
- 8.3 There may be no external communication about the film and/or photo production in the museum without the consent of the Rijksmuseum.
- 8.4 The producer guarantees that the members of the crew will fully comply with the terms and conditions of this agreement and the corresponding additional (general) terms and conditions and will be jointly and severally liable to the Rijksmuseum for damage suffered by the Rijksmuseum or third parties due to actions or negligence of members of the crew as a result of the film and/or photo production inside or outside the Rijksmuseum.

For agreement,

Producer

Filming/photo session takes place on [date] from [start time] to [end time] Signature:

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_