



Filming Guidelines and Requirements

Please read carefully and initial each guideline and requirement below.

____ 1. The Anchorage Museum collects, preserves, exhibits and interprets the cultural materials that illustrate the art and history of Alaska and the circumpolar North. Filming is a privilege and courtesy extended to projects that contribute to the mission of the Museum.

____ 2. Permission for filming at the Museum may be granted if the production will not hinder operations or prohibit the general public from visiting and enjoying the collections and exhibitions. Generally, filming will be permitted only on days or during the times of day when the Museum is closed the public.

____ 3. Unless other arrangements have been made, the Museum will charge a filming fee. The fee will be determined and agreed upon with the film production company/agency prior to filming. Actual costs incurred by the Museum will be billed and will include: security and employee service charges and charges for any special cleaning or repair work required for the building or collections as a result of filming activity.

____ 4. While every effort will be made to accommodate production companies on short notice, it is suggested that reservations for filming dates be made as much in advance as possible. Because the periods available for filming are limited, the Museum cannot always oblige last-minute requests.

____ 5. A script or filming plan must be submitted with shooting scenes and production schedules noted prior to granting permission to film. The purpose of the review is to determine the impact the scenes to be filmed at the Museum would have on its operations. Any change to this plan may result in a new contract.

____ 6. It is required that, prior to filming, the film production company/agency get written approval from any artist (or the artist's estate) whose work is included in the photo/film shoot. The Museum requires a copy of the written approval for their records before filming can begin. No artwork may be filmed without proper consent.

____ 7. A walk-through with all necessary parties (Museum representative, Collections staff and appropriate film crew members) should be scheduled as far in advance as possible. Immediately after the walk-through, the production company is expected to supply the Museum with a written outline of the specific areas they wish to use, as well as building access, electrical power requirements, and parking needs. The production company must state the size of crew and number of talent, number of equipment and support vehicles, and names of key personnel to be present on filming day. The production company or agency will be billed \$20 per hour for scouting appointments exceeding 2 hours.



____ 8. The Museum reserves the right to document any film shot occurring on its property and to use such photographs in informational, promotional, and educational publications.

____ 9. The production company will provide the Museum with a videotape copy of the production (film, television series, commercial, etc.) filmed at the Museum. It will be used strictly for archival purposes.

____ 10. Equipment may not be stored on Museum premises before or after day of filming without authorized permission from Museum representative. The Museum is not responsible for items stored on premises and filming company understands storage is at own risk. A storage fee of \$500 per day will be charged for any items stored before or after filming.

11. On-Site Requirements

Failure to comply with museum staff directives regarding the below requirements once on-site will result in cancellation of the photo/film shoot.

- ____ • The HVAC system will not be turned off for filming. No exceptions.
- ____ • The production company may not move or remove existing cases and exhibits. Only Museum collections staff are authorized to approve or move objects. Any object movement must be agreed upon in advance of filming/photography.
- ____ • No set dressing allowed unless approved by the Museum Director/CEO or Chief Collections Officer in advance.
- ____ • Nothing may be attached to existing museum walls or structures.
- ____ • Laying down track in galleries is prohibited.
- ____ • No lounging, sitting, standing, or leaning on any exhibit furniture, object, case, etc.
- ____ • Do not place equipment on, next to, or leaning on any exhibit furniture, object, case.
- ____ • Filming will only be allowed in agreed upon areas.
- ____ • In all exhibition areas, there are lighting restrictions. The registrar's (or conservator's) presence may be required. General lighting restrictions:
 - Some objects are too sensitive or fragile to photograph, film or videotape with additional light source; these objects will be identified by a museum conservator.
 - Light sources must be at least ten (10) feet away from the artwork.
 - Lights may not be left on continuously. Whenever possible, set-up and focusing will be done using available light only. Lighting on any one object will be for no more than ten (10) minutes at a time with a fifteen (15) minute rest period before relighting. Film crews must turn off lights if there is heat build up near sensitive objects or if there is a measurable increase in ambient temperature.



- Equipment such as light standards must not be within falling distance of objects.
- _____ • Smoking is not allowed on Museum premises, including the parking garage and restrooms.
- _____ • Food and drink are not allowed in the exhibition galleries.
- _____ • Museum identification badges must be worn by each member of the production team while on-site. Badges must be signed out with security and returned to security when filming is complete.

_____ 12. Fees

Interior Photography or Filming: \$4,000 per day or any part thereof
(8 hours maximum, including set-up/breakdown time)

Exterior Photography or Filming on premises: \$1,000 per day or any part thereof
(8 hours maximum, including set-up/breakdown time)

Overtime: Interior at \$500 per hour; Exterior at \$250 per hour

Attendant(s): At least one security attendant is required to accompany all photo or film crews while on our properties. There is a charge of \$20 per hour, per attendant between the hours of 10am and 6pm. There is a charge of \$30 per hour, per attendant for overtime hours before 10am or after 6pm.

_____ 13. Non-Disparagement

13.1 The Production Company agrees not to disparage or defame the Anchorage Museum at Rasmuson Center or Anchorage Museum Association (AM/AMA) in any respect or to make any derogatory comment or implication, whether written, recorded, or oral, regarding the AM/AMA, its operations, activities, programs, services, sponsors, supporters, and/or its employees as part of the production content. Also, the Production Company agrees not to disparage or defame the AM/AMA in any respect or to make any derogatory comment or implication, whether written, recorded, or oral, regarding the AM/AMA's business or related activities or relationship between the production company and the AM/AMA.

13.2 The Production Company acknowledges that any disparagement or defamation against the AM/AMA, its sponsors, supporters, and/or its employees and contractors is a violation of the terms of this contract, and may bring an appropriate legal action to enjoin such breach, and shall be entitled to recover from the breaching party reasonable legal fees and costs in addition to other appropriate relief.



____ 14. Warranties

The Production Company warrants that the activities granted under this Agreement shall be performed in a professional manner conforming to generally accepted museum facility standards and practices. The production company also warrants that no harm or damage will occur to the museum facility, fixtures, collections, and/or or museum employees or its contractors as a result of the production company's negligence or carelessness during the course of its activities at the facility.

By signing below, the agent of the production company represents that s/he has the authority on behalf of his organization to commit to, and hereby agrees to, follow the guidelines and requirements set forth above.

Signature Date

Print Name Title

Organization Address

Telephone/fax/email

Received for the Anchorage Museum

By Date



I, _____, agent of the production company, agree to the below outlined fees associated with filming at the Anchorage Museum. I further understand that additional fees associated with the filming may accrue such as cleaning, repair work, overtime charges, etc. A final invoice for all fees associated with filming will be submitted by the Anchorage Museum to the production company within 60 days of filming.

- \$ _____ Filming rate (up to 2 hours)
- \$ _____ Overtime filming rate
- \$ _____ Security attendant rate (per hour)
- \$ _____ Equipment storage fee
- \$ _____ Scouting fee
- \$ _____ Additional fees as stated:

TOTAL \$

Signature Date

Production Company Address

Received for the Anchorage Museum

By Date