

UNIVERSITY OF PRETORIA MUSEUMS IMAGE ACCESS, PHOTOGRAPHY AND FILMING PERMISSIONS APPLICATION FORM

CONTACT DETAILS/PERSONAL PARTICULARS:

Name:

Institution/Agency/Organization/Department/Company:

Physical Address:

E-Mail:

ID Nos:

Contact numbers:

Collection name for access:

REQUEST FOR ACCESS AND PERMISSION TO FILM AND/OR PHOTOGRAPH:

- Archives Digital Images Filming Interview Information Old Arts Building Interior
 Other:

Images: Electronic via email (3 MB) Archival images High RES images

Filming Detail: Duration..... Nos. of film crew/photographers

Proposed Dates:

GENERAL TERMS AND CONDITIONS:

1. Acknowledgement for filming permission, reproduction of photographs, photocopying of material, supplied images and information must always be credited in writing as follows: "Courtesy of the University of Pretoria"
2. A copy of the film/documentary/publication/article/book must be forwarded to the University of Pretoria Museums for record, archive and reference purposes.
3. Filming and photography is only permitted inside the Museum's permanent collection gallery spaces under signed authorization once written official notification and permission have been granted.
4. Filming beyond the confines of museum spaces and on campus (i.e. outside of the Old Arts Building) the "Application for terms and conditions filming and/or taking photographs on campus" form must be submitted to the Department of University Relations and cc'd to the Museums email: museums@up.ac.za.
5. A filming appointment must be secured and notice of at least 14 working days must be given to the Museum prior to any filming or photography. Permission to reproduce photographs supplied by the Museum for any commercial or educational purpose must be obtained in writing from the Museum.
6. Official notification should include the date, the expected times and duration of the shoot/photography, and the estimated number of crew.
7. The University of Pretoria reserves the right of appropriate access to any of its Collections and may at any time place certain restrictions on fragile or sensitive objects of information. Handling of objects/historical material, artworks is not permitted and all objects/artworks are filmed in situ and may not be removed from displays or mounts for filming or photography purposes. No original sources may be removed from the Museums.

8. Care must be taken at all times to prevent damage to objects, display cases, and to prevent obstructing traffic flow and visitor accessibility during filming or photography.
9. All filming and photography should only be scheduled during regular museum hours weekdays only and preferably early mornings prior to 10:00.
10. Copyright resides in all printed information and photographic material to the University of Pretoria. No images, photographs, information or filming may be reproduced in any form or by any means, without the express written permission of the University of Pretoria.
11. No individual, name of a building or the University's name may be identifiable on the film, movie/documentary/ social media or photograph, unless specific prior permission has been obtained without appropriate acknowledgment.
12. Costs for permissions for images, filming, interviews may be incurred but will be decided on an individual basis, depending on the extent of the request and operation, in specific cases an additional contract may be required to be drafted by the Division: Legal Services.
13. The University of Pretoria reserves the right to decline any request and in its sole discretion.
14. Completion of this form by signature does not grant automatic permission. Official permission will only be granted by the University of Pretoria upon formal signature, and is subject to written and the agreed terms and conditions.

.....
 Signature of the Applicant
 conditions

.....
 I agree to abide by the terms and

Date:.....

Please attach all relevant and additional information details, as well as a comprehensive motivation and outline of usage to this application otherwise approvals cannot be granted in terms of UP Policy

OFFICE USE:

.....
 Designated Signatory: University of Pretoria

.....
 Date:

Approved

Not Approved