



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

University of Pretoria • Department of UP Arts: Museums
Old Arts Building Lynnwood Rd • Hillcrest • Pretoria • 0002 • Gauteng
Tel: + 27 12 420 5450 Fax: +27 12 420 4918. • Email: museums@up.ac.za
Open Weekdays: Mon- Fri 08H30 -16H00

COLLECTION ACCESS, PHOTOGRAPHY AND FILMING REGISTRATION FORM

CONTACT DETAILS:

Name:.....
ID Nos. & Student Nos:.....
Institution/Agency/Organization/Dept:.....
Physical Address:.....
E-Mail:.....
Contact numbers:.....
Collection/Museum(s):.....

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

☐ Archives ☐ Images ☐ Filming ☐ Interview ☐ Information ☐ Old Arts Building Interior

Images: ☐ Electronic/Email (Max 10MB) ☐ Archival images ☐ High RES images

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

Information: ☐ Electronic ☐ Hard copy (*no original sources may be removed from the Museum*)

Please attach all relevant and additional information details, as well as a comprehensive motivation to this application.

GENERAL TERMS AND CONDITIONS:

- 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 Museums: Department of UP Arts"
- A copy of the film/documentary/publication/article/book must be forwarded to the University of Pretoria Museums for record, archive and reference purposes.
- Filming and photography is only permitted inside the Museum's permanent collection gallery spaces under signed authorization of the Museum Manager as well as Head of Department once written official notification and permission have been granted.
- A filming appointment must be secured and notice of at least 10 working days must be given to the Museum prior to any filming or photography. Permission to reproduce photographs supplied by the Museum for any purpose must be obtained in writing from the Museum.
- Official notification should include the date, the expected times and duration of the shoot/photography, and the estimated number of crew. The Museum reserves the right of appropriate access to any of the Collections and may at any time place certain restrictions on fragile or sensitive objects. Handling of objects 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.
- 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. All filming and photography should only be scheduled during regular museum hours weekdays only and preferably early mornings prior to 10:00.
- 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 Museums, University of Pretoria.
- Completion of this form by signature does not grant automatic permission. Official permission will only be granted in writing and by signature of the Museum Manager and Head of Department.

.....
Signature: Museum Manager

Date:

.....
Approval: Head of Department

Date:

.....
Signature: Applicant

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