



**SIR JOHN
SOANE'S
MUSEUM
LONDON**

13 LINCOLN'S INN FIELDS
LONDON WC2A 3BP

TELEPHONE: 1 44 (0) 20 7405 2107
EMAIL: admin@soanc.org.uk www.soanc.org
REG CHARITY NO: 313609

APPLICATION FOR FILMING & PHOTOGRAPHY AT SIR JOHN SOANE'S MUSEUM

- We strive to be a film-friendly environment and accommodate all reasonable requests from students, the media, and commercial productions
- Sir John Soane's Museum is an atmospheric house-museum, preserved as it was at the time of Soane's death in 1837. As a Grade-I listed building, the greatest care must be taken not to damage any museum surfaces or objects. All approved enquiries will be sent the museum's filming and photography protocols
- This application form is not a permit to photograph or film. Permission is granted if the property can accommodate you and a contract is issued by the museum and signed by both parties
- You may prefer to use an image from our extensive [Picture Library](#)

Students/Academic Purposes

- We can accommodate photography from students *by appointment only* between 9.30am and 4.30pm, Tuesdays to Fridays. Projects outside these hours will be subject to a fee
- The use of tripod or other equipment will require staff supervision and therefore will incur a fee of £25+VAT per hour
- Unfortunately, the Picture Room, Private Apartments, and New Courtyard are not available for photography
- The use of flash is not allowed and photography of museum visitors or staff is prohibited
- Students will be asked to sign a letter undertaking that any photographs taken will only be used for the purpose stated

Media/Commercial

- Filming or photography not directly covering the Museum, our exhibitions, or the collection will be subject to a fee with VAT
- Crews must hold at least £5m worth of public liability insurance; proof will be required before a booking is confirmed
- We recommend recesses of our unusual spaces, but please contact us to arrange one in advance

INSTRUCTIONS

Please fill out this form with all information relevant to your proposed project (please write 'N/A' where appropriate) and return to one of the following departments:

- Students: admin@soane.org.uk
- Media: mblowfield@soane.org.uk
- Commercial: events@soane.org.uk

Date of application:	
Contact name:	
Contact email address:	
Contact phone number:	
(Students only) University:	
(Students only) Course Title:	
(Students only) Project Description / Purpose:	

Museum Room(s) Requested:	
Requested Date(s) & Time(s):	
Equipment / Camera Type:	
Programme / publication title (or working title):	
Production company / company name: (this will be used on the invoice)	
Invoice addressee: (include phone number and email address)	
Purchase Order No:	
Type of Shoot: (and if photo shoot then the use of the images)	Commercial / Promo / Short Film / Editorial / Advertising / Documentary / Docudrama
Broadcast channel / publication and date:	
Number of cast and crew:	
Do you want to interview anyone from the museum?	
Details of props / set dressing:	
Use of cherry pickers / genie booms / cranes / lighting towers and equipment / scaffolding:	
Do you require mains power or will you bring a generator?	
Do you require a green room / hair & makeup space?	
If the shoot involves any action or nudity sequences, please describe: (please note we cannot accommodate shoots involving: drones, explosions, fire, stunts, firearms, gunfire sounds, playback, wet down, wind or smoke machines, or animals)	