

**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.
* 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.
* 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.
* You may prefer to use an image from our extensive [Picture Library](http://www.soane.org/collections-research/picture-library).

**Students/Academic Purposes**

* We can accommodate photography from students *by appointment only* between 9.30am and 4.30pm, Wednesdays to Fridays. Projects outside these hours will be subject to a fee.
* We define student photography as projects involving a single student and a handheld camera. Projects involving multiple students, crew, props, and/or models are subject to our commercial terms and fees.
* The use of tripod or other equipment requires staff supervision and 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 stating 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 recces 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](mailto:admin@soane.org.uk)
* Press: [mtidby@soane.org.uk](mailto:mtidby@soane.org.uk?subject=Application%20to%20film)
* Commercial: [events@soane.org.uk](mailto:events@soane.org.uk)

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| **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) |  |