



Permission to film / take photographs at LAMH (For press & media use)

1. Terms for lighting and lighting equipment will be discussed with LAMH Archival Staff prior to shoot.
2. On no condition may the artifacts be touched. Please let the LAMH staff member that is accompanying you know if you wish to move to a different location within the museum. The artifacts may only be moved by LAMH staff. Please direct any questions or inquiries about the artifacts or museum exhibit to the Archival staff, including provenance, description, or moving artifacts for filming.
3. Images of artifacts, photographs, and other visuals from the Museum's exhibitions must be properly captioned and credited. Please note that many of the photographs in the Museum are copyright protected. Archival staff can provide contact information for copyright holders of items displayed in exhibition space.
4. Museum staff and volunteers may only be interviewed by making arrangements through the Director of Operations.
5. Film crew is responsible for any damage incurred on set to the exhibits.
6. Transport cases etc. must be given to LAMH staff for safe keeping.

We kindly ask you to follow the above safety regulations.

With your signature you accept the above safety regulations.

Head of crew: (surname, name): _____

Agency: _____

Agency Address: _____

Contact Phone Number: _____ Contact E-mail: _____

Crew (number of persons): _____

Location of shoot (i.e. area of collection, floor of exhibition building etc.): _____

Purpose of shoot: _____

Description of shoot: _____

Further comments: _____

Date of shoot: _____ Duration (cf. 8:00-10:00 am): _____

Date: _____ Signature: _____

Permission granted for the above purpose and duration

(Please retain a copy of this document. To be shown to museum staff and security upon request.)

Surname, name: _____ Department: _____

Date: _____ Signature: _____