

February 2022

Making film and/or sound recordings in Depot Boijmans Van Beuningen.

The museum regularly receives requests for permission to film in the building at Museumpark 24, Depot Boijmans Van Beuningen. In addition, the museum also commissions third parties to make recordings in the depot for the purpose of, for example, education, presentations and communications. In connection with the vulnerability of the art works and the privacy of the visitors, a film protocol has been drawn up, stating the conditions for making film and/or sound recordings in the depot. We would ask the applicants to read this document carefully in advance and to comply with the conditions it contains.

Application

In general, making film and/or sound recordings in the depot is only permitted after receiving written approval from the Head of Security. The application for making recordings should be submitted to the museum in writing (digital) preferably two weeks in advance, to the attention of the Head of Security. Specific press requests should be directed to the Head of Marketing and Communications.

The brief application must include at least:

- The name of the organisation and the contact person, with telephone number and e-mail address.
- The purpose of the recordings.
- The preferred date and preferred time of the recordings.
- The maximum duration of the recordings.
- The number of persons in the film crew.
- The equipment that will be brought along/used, such as: cameras, light, tripods, reels, etc.
- The name of a contact person within the museum known to the organisation making the application.
- A signed and dated film protocol.

Permission

The museum undertakes to respond as soon as possible after receipt of the application. Permission for making film and/or sound recordings and any further or supplementary conditions attached by the museum will be communicated in writing (on paper or digitally). In some cases, costs that the museum must make for enabling the recordings may be charged to the applicant. The applicant should present the written permission when arriving at the museum. If the applicant is making recordings at the request of the museum, the same information as that required for a normal application should be submitted to the contact person at the museum. On arrival in the depot, a film protocol with the house rules listed below will be provided, which the applicant must sign before commencing activities.

House rules (conditions)

- All members of the film/sound crew and other guests must be registered in the reception of the depot before the start of the recordings.
- Each person receives a badge that must be worn visibly in the depot.
- Coats, bags and items not needed during the filming should be stored in a locker in the entrance area.
- It is forbidden to bring food and drink into the depot and to consume it there.
- The film and/or sound crew shall only transport equipment under supervision of a museum employee. When the equipment is larger than the dimensions permitted in the museum for hand luggage, the equipment should, where possible, be transported on a cart by a museum employee.
- Art transport always has priority in the use of lifts.
- Tripods, lamps and other large equipment should be fully collapsed when being transported.
- It is strictly forbidden to touch the art works. Art works are unique, irreplaceable and highly vulnerable.
- Making recordings is exclusively permitted in the presence of a security employee or of another employee of the museum mandated by the Head of Security.

depot van boijmans beuningen

- Adjustments in lighting, closing sections in the depot and other interventions must be indicated to the museum in advance (in the written application) and shall, after approval, only be undertaken by a museum employee. It is not permitted to use rails or dollies in the depot without prior permission.
- No leads may be laid over the floor or along the walls without prior permission.
- Maintain sufficient distance from the art works when filming and setting up equipment (in consultation with museum employee). The minimum distance of equipment from an artwork is the length of the equipment + one metre. For example: a tripod with a height of 1.5 metres may not be placed closer than 2.5 metres from an artwork.
- The members of the film and/or sound crew must at all times follow the instructions of the (security) staff.
- In connection with (unexpected) changes, additional conditions may be imposed on the day of the recordings, such as: no permission to film a specific artwork in connection with extreme vulnerability, no permission to film from the artist, etc. The contact person of the museum shall inform the applicant of these conditions.
- When making professional film and/or sound recordings, the privacy of employees, guests and visitors should be respected. If persons are filmed for a lengthy period and appear recognisably in image, their permission must be requested in advance. If persons state that no recordings may be made of them, this request shall be immediately respected.