



FILMING & PHOTOGRAPHY CONDITIONS IN HOVE MUSEUM

Film/photographic crews must comply with the following conditions when working in Hove Museum of Creativity.

General

- Film/photographic crews should make a site visit to Hove Museum prior to the day of the shoot to meet a member of staff who can advise on filming and photography in the building.
- Shoots taking place during opening hours must not disturb visitors or cause blockages in the passageways.
- There is no on-site parking. Street parking is readily available around the museum.
- No food, drink or smoking are permitted.
- All interior shoots must be supervised by a member of staff.
- Film/photographic crews must provide a copy of their public liability insurance (minimum 10 million pounds) prior to the day of the shoot.
- Any areas/artefacts/decorations that are damaged in the course of the shoot must be made good at the cost of the film/photographic company.
- Preferably, complex filming/photography should be scheduled for Tuesdays and Wednesdays when the museum is closed to the public.

Lights

- Photographers should use an electronic flash where possible.
- Trailing cables and wires must be secured with gaffer tape or non-slip mats.
- Any use of on-site power supplies must be agreed in advance with the museum.
- Lights should be switched on for a minimal amount of time only and should be kept well away from artefacts and cases.
- Lights must be switched off if requested.

Objects

- Film/photographic crews are not permitted to touch, move, lean or sit on any artefacts, displays or cases, except those which are intended for interactive use.

Equipment

- Film/photographic equipment must be taken with the crew when moving around the building or deposited out of public view in an allocated space.
- Tracking must be laid if cameras are on dollies so that the wheels do not damage flooring.

- Lamp stands and tripods must be stable and in good condition. All feet must be taped if not plastic or rubber.

Facility Fees

- A facility fee, based on standard rates, is charged for all filming and photography unless it is of direct promotional benefit to the museum.
- Fees are calculated individually, depending on the number of locations, size of crew, duration of shoot, preparation of objects etc.
- An over-run fee is charged if agreed timings are exceeded.
- Please notify the Marketing Office at Brighton & Hove Museums of the dates when the images or film captured will be aired or published. Email marketing@rpmt.org.uk
- Facility fees are subject to VAT.

Reproduction Rights

- Copyright in our buildings and artefacts remains with Brighton & Hove Museums.
- Film/photographs must only be used in the agreed publication/programme and promotion directly for it. They must not be used out of context, within other publications/programmes, re-used, lent or sold under any circumstances.
- The usual wording for a credit will be 'Thanks to Brighton & Hove Museums'.

For further information contact:

Marketing Team
Brighton & Hove Museums
Royal Pavilion Garden
Brighton BN1 1FN

Telephone 03000 290906
Email marketing@rpmt.org.uk

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