

**APPLICATION FOR PERMISSION TO HOLD WEDDING PHOTOSHOOT AT
THE NATIONAL MUSEUM OF SINGAPORE**

We would like to apply for permission to film or conduct a photoshoot at the National Museum of Singapore. This application is made in accordance with the Terms and Conditions stipulated by the National Museum of Singapore. We have read and understood the said Terms and Conditions and agree to abide by them.

Name of Couple : _____

IC no. : _____

Telephone Number : _____

Email : _____

Address : _____

Date of Photography session : _____

Time / Duration of photography : _____

Location of photography _____ Interior / Exterior

No. of Crew* : _____

*Kindly fill up details of the crew in form provided

For Photography/Bridal Studios Completion Only (if applicable)

Please acknowledge the terms and conditions by signing below.

I, _____ (state name) of _____ (state company name),
on behalf of the couple whose names are stated above, will ensure that the terms and
conditions for filming/shooting at the National Museum of Singapore are adhered to.

For Couples Submitting Application

By signing this contract, you agree to abide by the terms and conditions attached.

Name :

Signature :

Date :

Fax: 6332 3587 or Email: lucas_chiew@nhb.gov.sg

For Official Use Only:

Attn: Business Development

Application approved / not approved by:

Signature:

Date:

DETAILS OF CREW

(Maximum 10 Allowed, including crew, friends and family)

S/N	Name	IC No.	Contact No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Terms and Conditions

- The Museum reserves the right to reject proposals that do not fall within its mandate, jeopardise the safety of collections, subject the collections or the cultures from which they come to misrepresentation or disrespect, and/or involve objects deemed sacred or sensitive.
- Wedding photoshoots are charged at **\$150.00 for 2 hours**. Payments can be made via cash or crossed cheque payable to **National Heritage Board** before any photography/filming may take place on site.
- Changing rooms are not provided. Washrooms located at the basement level may be used for changing.
- All sites and areas required for filming or behind-the-scenes work will be defined and approved in advance.
- All special effects, stunts, materials and adhesives must be approved in advance by the Museum.
- Depending on the nature of the request and the object(s) selected for filming, the Museum may also require the Hirer to seek written permission from relevant originating communities and/or organisations prior to the filming.
- While in the Museum, the crew shall accept queries by Museum staff. No objects shall be moved, removed or touched except by qualified Museum personnel. No member of the film crew may place any equipment in any gallery or on any platform without express permission of the Museum's supervisory staff. Use of 'artefacts' in the script/photos will require the creation of reproductions at the expense of the photographer.
- For the safety of our priceless exhibits, naked flames are not permitted in any part of the Museum.
- Security restrictions and instructions as defined and required by the Museum must be fully observed. All lighting and other restrictions for conservation reasons, as defined by the Museum staff, must be fully observed.
- The Museum reserves the right to stop the photoshoot if the collections are deemed to be at risk or if the project deviates from the terms of the original agreement.
- Hirers assume responsibility for and will compensate the Museum for any loss and/or damage to Museum collections or property which may occur as a result of filming work, crew and equipment movement.
- All equipment brought in must not obstruct the Museum's public access areas.
- The Museum accepts no responsibility for injuries to persons and loss or damage of your property, incurred in the course of filming at the Museum premises. The Museum reserves the right to request that you leave the premises before the agreed time due to security reasons or unforeseen circumstances.
- Hirers are reminded that the Museum is open to the public and Hirers must ensure that the enjoyment of the Museum by our general visitors is not disrupted.
- Failure to abide by the above terms and conditions will result in on-the-spot cessation of filming and cancellation of agreement, with no refund of payment or any form of compensation.