

## APPLICATION FOR PERMISSION TO FILM/PHOTOGRAPH AT THE NATIONAL MUSEUMS OF KENYA

We would like to apply for permission to film/do a photo shoot at the National Museums of Kenya. This application is made in accordance with the Terms and Conditions stipulated by the National Museums of Kenya. We have read and understood the said Terms and Conditions and agree to abide by them.

Name of Person-In-Charge & Designation: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Contacts: Telephone/email/Fax: \_\_\_\_\_

Title of Production: \_\_\_\_\_

Content of Production: \_\_\_\_\_  
*Please describe in detail and/or attach production information. Include nature of project, client, audience, etc*

Intended Release Date: \_\_\_\_\_

Estimated Screening Time: \_\_\_\_\_

Intended Distribution: \_\_\_\_\_  
*Please specify if this production or project is intended for broadcast, educational use, print, etc. Provide details if available, including dates.*

Date of Filming: \_\_\_\_\_

Time/Duration of Filming: \_\_\_\_\_

Location of Filming (NMK Location/Gallery): \_\_\_\_\_

No. of Cast and Crew\* : \_\_\_\_\_

\*Kindly fill up details of the cast and crew in the form provided.

Credit: \_\_\_\_\_  
*Please indicate how the National Museums of Kenya will be acknowledged in the production or project.*

Equipment: \_\_\_\_\_

Please provide details on the type of equipment to be used, including lighting specifications.

Additional Tech: \_\_\_\_\_

Please indicate if there is a requirement for any of the following (tick as appropriate):

- turn off exhibition lighting and A/V
- turn off ventilation
- open exhibit cases
- move objects (if permitted)

- plug into the museum's electrical panel
- use furniture or props
- use special effects

Note: All requests will be reviewed and additional fees may apply.

### Museum Expert

Please indicate if a museum expert or spokesperson is required.

Please indicate whether your intended use is

- Commercial
- Non-commercial

Please indicate (below) each type of media below where you intend to use the material

- Print  
For use in print, please provide the title of the publication, edition number and the name of the publisher (if applicable).  
\_\_\_\_\_  
\_\_\_\_\_
- Web  
For use on the World Wide Web, please provide the URL for the web site on which the Material will be used.  
\_\_\_\_\_
- Film  
For use in film, please provide the name of the production that will be using the Material.  
\_\_\_\_\_
- TV  
For use on TV, please provide the name of the series or production that will be using the Material  
\_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_

On behalf of \_\_\_\_\_, I will ensure that the terms and conditions for filming at the National Museums of Kenya are adhered to.

Name :

Signature :

Company Stamp:

Date :

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Fax: +254-20 374 1424 or email: [publicrelations@museums.or.ke](mailto:publicrelations@museums.or.ke)

For Official Use Only:

Attn: PR & Marketing

**Application approved/ not approved by:**

Signature:

Date:



## Terms and Conditions

- The Museum reserves the right to reject proposals that do not fall within its mandate, jeopardize the safety of collections, subject the collections or the cultures from which they come to misrepresentation or disrespect, and/or involve objects deemed sensitive
- All museums, sites and monuments 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 organizations prior to the filming
- While in the Museum, the crew shall be accompanied at all times 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/filming will require the creation of reproductions at the expense of the filmmaker.
- 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 filming 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 the on-the-spot cessation of filming and cancellation of agreement, with no refund of payment or any form of compensation
- The following credit line or lines must appear in the closing credits of the film or in the closing credits of each installment of the production in which the footage produced under the agreement appears: *(NMK shooting location- particular museum/site/monument)*

**Courtesy of National Museums of Kenya**

## **Film Shoots**

Commercial or Educational Projects

Generally, commercial/educational filming and photography at the museum are permitted only when the museum is closed, and if there are no conflicting events or activities.

Published images and footage must be accompanied by approved credit lines.

## **Rates**

100% payment is required. It is not refundable if the shoot is cancelled less than 48 hours before.

### **Commercial**

This includes feature films, television documentaries, commercial TV, commercial stills shoots and other productions intended for a non-educational market.

- \$1500 per four-hour day
- \$3000 per eight-hour day

### **Non-Commercial**

This also includes documentary productions and educational materials intended for an institutional market.

- Kshs. 30,000 per four-hour day
- Kshs. 60,000 per eight-hour day

### **Services Included in Base Rates**

- Security: one to two personnel, depending on the shoot
- Technical Coordinator:
- escorting of the crew
- A/V, light and ventilation adjustments
- specimen handling
- coordination of additional furniture and props
- troubleshooting.

### **Additional Security and Technical Coordination**

- Four-hour minimum
- Security: Kshs. 2500 per hour
- Technical Coordinator: Kshs. 3500 per hour

## **Film and Photo Shoot Questionnaire**

You must complete this questionnaire if you are applying for a location shoot.

### **Contact Us**

National Museums of Kenya  
Marketing & PR Department  
Facility Rentals  
Tel: +254-20-8164134/35/36  
Fax: +254 (0) 20 3741424  
Email: [events@museums.or.ke](mailto:events@museums.or.ke)

### **Museum Experts**

Museum scientists and other staff are available for interviews and/or content expertise. This service may be subject to an additional fee.

### **On-Site Guidelines**

Production equipment must be set up in areas approved by the museum's technical coordinator.

All cables must be taped down.

Lights must be placed a safe distance from objects. Lights must remain off when shooting is not taking place.

Note that power is limited in certain locations.

No objects may be moved without prior knowledge and authorization of the technical coordinator.

Production staff must remain in the shooting areas or other spaces assigned to the production.

Food and drink are not allowed outside of assigned eating areas.

Close-ups of museum visitors and staff are prohibited without their prior knowledge and consent.

### **Parking**

- Free ample parking available
- We may be able to accommodate vehicles longer than six metres (20 ft.) on site; to be discussed upon approval of your shoot
- We cannot guarantee parking availability

### **Loading and Unloading**

Equipment can be unloaded in the museum's loading dock. This will depend on which museum or historic site the location shoot will take place in.

Parking in the loading dock is not permitted.

**Parking**

There is no charge for parking at our research and collections facility.

**Loading and Unloading**

Equipment can be unloaded in the loading dock which you will be directed to upon arrival.

Parking in the loading dock is not permitted.

**Photo Shoots**

Visitors may take personal memento photos inside the museum during their visit, except where otherwise noted. Additional lights and tripods are not permitted.

**Weddings and Other Events**

During museum hours: 8am – 5pm

- Fee: Kshs. 8,000.00
- This privilege is available to a wedding or event party only, to a maximum of 20 guests. Additional guests must pay admission to the museum.
- Reservations: required within working hours Monday – Friday 8am – 5pm

Outside of museum hours:

- Fee: Starts at Kshs. 15,000.00
- Contact us to make arrangements.

Contact Us for Wedding/Event Photo Shoots  
+254-20-8164134/35/36 [events@museums.or.ke](mailto:events@museums.or.ke)