

## Rijksmuseum Film and Photography Protocol

Soon you will come to film or take photographs in the Rijksmuseum.

In order to ensure that the filming or photo session goes as smoothly as possible, there is a film and photography protocol with guidelines and rules that everyone who comes to film or take photographs in the Rijksmuseum must take into account.

### Chapter 1

#### General: definitions

- 1.1. Crew: anyone who is involved in the production of film recordings or photographs and is present during the filming or photo session in the Rijksmuseum.
- 1.2. Equipment: audio, film, lighting and photographic equipment, etc.
- 1.3. Resources: decor, clothing, baggage, etc.
- 1.4. Producer: the person and legal entity who enters into this agreement (including the corresponding additional (general) terms and conditions) with the Rijksmuseum.

### Chapter 2

#### Applicability

- 2.1 These terms and conditions apply to anyone who is involved in the production of film recordings or photographs in the Rijksmuseum and is present during the filming or photography session.
- 2.2 In addition to the current terms and conditions, the general visitor terms and conditions are applicable, insofar as the current terms and conditions do not deviate from them.
- 2.3 Deviations from these terms and conditions will only be valid if they have been agreed upon explicitly and in writing.

### Chapter 3

#### Filming and photography

- 3.1 The Rijksmuseum is a unique location full of fragile and irreplaceable objects. The safety of people, collection and buildings are paramount at all times.

---

For more information:  
[pressoffice@rijksmuseum.nl](mailto:pressoffice@rijksmuseum.nl)

Museumstraat 1  
Postbus 74888  
1070 DN Amsterdam, The Netherlands

- 3.2 Before filming or a photo session can take place, there must be (written) agreement about the date/dates, times, content and form of the film recordings or photographs in the Rijksmuseum.**
- 3.3 Any filming or photography occurs at the expense and risk of the producer and the members of the crew.
- 3.4 It is not permitted to film or take photographs in which visitors are clearly recognizable, without obtaining their explicit written permission.
- 3.5 We must be informed of which objects you want to film or photograph in advance.
- 3.6 The crew adheres at all times to the guidelines stated in Chapter 4 of these terms and conditions.
- 3.7 The filming or photo session must take place within the agreed time frames. Extensions will not be permitted.
- 3.8 The complete list of names of the crew members must be made known to the Rijksmuseum no later than two working days before the filming or photo session. Persons who have not been registered in this way will be refused entry.
- 3.9 All members of the crew must identify themselves with a valid ID upon arrival.
- 3.10 All members of the crew must wear a visible visitor pass during their presence in the Rijksmuseum. Deviations from this rule are only possible after consulting a Security team leader.

#### **Chapter 4**

##### **Guidelines**

- 4.1 A maximum of five crew members may be in the room at the same time. This number excludes guides from the Rijksmuseum. This rule does not apply to the Atrium West, Atrium East, Atrium South, the Front Hall, the Gallery of Honour, the museum gardens and any of the production spaces.
- 4.2 Emergency exits and escape routes must be kept clear at all times.
- 4.3 Instructions from security staff, the fire department and/or the location manager must be followed immediately.
- 4.4 Equipment must comply with NEN 1010, NEN 3140 and NEN 8020-20 (Dutch standards).
- 4.5 Equipment must be inspected by an electro-technical (inspection) company and have a sticker of approval.
- 4.6 Equipment and/or resources may not contribute to fire hazard.
- 4.7 Equipment and/or resources must be placed at least 90 cm from the walls in exhibition rooms, or if the subject is higher than 90 cm, the distance to the wall must be the height of the subject, where the above is also applicable.
- 4.8 Use of, or processes that cause smoke, mist or vapour are not permissible.
- 4.9 Film/photo lamps and/or other illumination may never be switched on longer than strictly necessary.
- 4.10 The provision in paragraph 4.9 also applies to objects that are not a subject of photo and/or film but are nevertheless located within the radiation surface of relevant light and/or heat source.

- 4.11 Film/photo lamps and/or other illumination must not be placed in such a way that palpable heat is generated on the surface of the painting, exhibit or any other object.
- 4.12 Film/photo lamps and/or other illumination must be equipped with UV film.
- 4.13 Film/photo lamps must be equipped with safety glass.
- 4.14 Equipment and/or resources must be anchored solidly by means of tripods or otherwise.
- 4.15 Equipment and/or resource cables must be protected. There may not be any tangles of wires or cables.
- 4.16 You must deliver the set in the condition in which you found it. If this does not occur, the Rijksmuseum can charge cleaning costs.
- 4.17 If catering is desired, this must be requested in writing in advance of the filming or photo session. The extra catering will be provided at the expense of the producer and/or crew.
- 4.18 Eating and drinking is only allowed in the production space indicated for this purpose.

## **Chapter 5**

### **Rijksmuseum liability**

- 5.1 The provision in the general visitor terms and conditions regarding liabilities applies fully to the equipment and/or resources and/or the film shot or photographs taken by the crew.
- 5.2 The producer will indemnify the Rijksmuseum at all times for third party liabilities based on damage to equipment and/or resources.

## **Chapter 6**

### **Liability**

- 6.1 The producer and all members of the crew are liable for damage to objects and/or persons in the Rijksmuseum resulting from the filming and/or photo session including the activities associated with the filming and/or photography.
- 6.2 The observance of the guidelines as stated in Chapter 4 of these terms and conditions never diminishes the crew's liability as stated in previous paragraph.
- 6.3 The producer must have covered the risks that stem from his/her aforementioned liability by means of sufficient business liability insurance.

## **Chapter 7**

### **Removal**

- 7.1 The Rijksmuseum expects the members of the crew to behave themselves properly.
- 7.2 The crew must adhere at all times to the guidelines stated in Chapter 4.
- 7.3 The Rijksmuseum reserves the right at all times to remove members of the crew from the Rijksmuseum (or to have them removed) if the Rijksmuseum is of the opinion that there is a violation of the provision in the previous paragraph.

- 7.4 The Rijksmuseum is authorised to stop the filming or photo session if the crew deviates without permission from the script agreed upon in advance.
- 7.5 The producer and each member of the crew agrees to comply fully with a security search of his/her person, equipment and resources carried out by the Rijksmuseum when leaving the museum premises.

## **Chapter 8**

### **Other**

- 8.1 The applicability of these terms and conditions will not prejudice the potential applicability of other Rijksmuseum contractual terms and conditions and/or regulations.
- 8.2 Dutch law is applicable to these terms and conditions and to the agreement between the producer and the Rijksmuseum. Each dispute regarding this agreement will only be submitted to the competent court in Amsterdam.
- 8.3 There may be no external communication about the filming or photo session in the museum without the consent of the Rijksmuseum.
- 8.4 The Rijksmuseum does not have its own parking facilities.
- 8.5 Loading and unloading of equipment and/or resources can be done via Q-Park Museumplein for buses (Paulus Potterstraat 1).
- 8.6 The producer guarantees that the members of the crew will fully comply with the terms and conditions of this agreement and the corresponding additional (general) terms and conditions and will be jointly and severally liable to the Rijksmuseum for damage suffered by the Rijksmuseum or third parties due to actions or negligence by members of the crew as a result of the filming or photo session in or outside of the Rijksmuseum.

## IMPORTANT INFORMATION

- The complete list of names of the crew must be made known to the Rijksmuseum no later than two working days before the filming or photo session. Persons who have not been registered in this way will be refused entry.
- The crew will report to the **Entreegebouw (Entrance Building), Hobbemastraat 23**, the white building in the museum gardens. Access via the main entrance is not permissible.



- All members of the crew must identify themselves with a valid ID upon arrival. No valid ID = no access.
- Loading and unloading of equipment and/or resources via Q-Park Museumplein for buses (Paulus Potterstraat 1) must be registered in advance.
- Unfortunately the Rijksmuseum does not have its own parking facilities, nor can it arrange parking on your behalf. For this purpose, we refer you to Q-Park Museumplein. Parking is at your own expense.
- Equipment that has to be plugged into an electrical socket and has not been inspected may not be used. No exceptions to this rule will be made.
- When using extra lighting during the filming, we prefer LED lighting.
- Prior written consent has been obtained regarding the duration, content and nature of the filming or photo session.
- If catering is desired, this must be requested in writing in advance of the filming or photo session. The extra catering will be provided at the expense of the producer and/or crew.
- The Rijksmuseum does not have carts for transporting equipment.

2016/Rijksmuseum Press & Publicity

For agreement,

Producer

Filming/photo session takes place on [date] from [start time] to [end time]

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_