

## Orlando Museum of Art

### On-Site Filming, Taping, and Photography Guidelines

The Orlando Museum of Art (OMA) wishes to extend every consideration to those wishing to film, tape, or photograph the OMA and its grounds. The OMA reserves the right to reject requests that, in the OMA's opinion, are not compatible with its mission, would interfere with the visitor's experience, or put undue burden on the OMA's property or staff. Preference will be given to documentary, news and educational projects. Generally there will be no charge for approved filming at the OMA, but occasionally a project will be subject to a location shoot fee.

This document relates directly to filming on the OMA's grounds. The scope includes filming of any locations, buildings both interior and exterior, exhibitions, artifacts and any other parts of the OMA. Filming and photography includes both still and motion footage and filming in any recognizable form.

#### I. Permission

Permission to film or photograph for commercial purposes will be granted subject to the following conditions: The project must be consistent with the OMA's image and may not hinder visitor enjoyment or disrupt operations.

Prior to all projects, an authorized representative of the production company must agree to and sign the OMA's On-Site Filming, Taping, and Photography Guidelines. The OMA reserves the right to grant or deny permission to shoot and to determine the terms under which shooting will be permitted. The OMA reserves the right to reject proposals that do not fall within its mandate or are inconsistent with its mission.

If you wish to film in Orlando Loch Haven Park (the area surrounding the OMA), please call the City of Orlando Economic Development Department at 407 246 2821 to obtain a permit or visit their website <http://www.cityoforlando.net/economic/index.htm> for basic information regarding regulations and guidelines.

#### II. Advance Notice

At least two weeks advance notice will be requested whenever possible. The OMA will make every effort to accommodate last-minute requests to shoot. Whenever possible, filming and photo shoots should be scheduled prior to public hours or after closing on days the OMA will be routinely open to the public. Please fill out the filming request form. The OMA will review the request and respond as soon as possible. The OMA reserves the right to require and review a script, where applicable. Request forms may be sent to the OMA, Marketing Department, 2416 N. Mills Avenue, Orlando, FL, 32803; phone 407 896 4231; fax 407 896 9920 or [lcegelis@omart.org](mailto:lcegelis@omart.org).

#### III. Location Contract

The OMA will require a signature of the head of the company on this document and on the completed OMA On-Site Filming, Taping, and Photography Permission Request Form prior to the project's start. The production company or photographer will agree to use the footage, audiotape, or images shot at the OMA only for the purpose listed on the permission request form.

**IV. Negative Impact**

If at any time the photographer's activities threaten to disrupt operations or pose a safety hazard to the visitors or to the OMA's art, the OMA will reserve the right to require the company to reschedule its activities. Also, the company will be required to make any changes or to discontinue filming if it is determined that undisclosed potential for damage to the building, exhibitions, etc. exists.

**V. Exhibits and Set Construction**

The OMA's exhibitions cannot be altered or moved in any way. Any sets brought in must be approved ahead of time. Nothing can be permanently attached to walls or other structures. No adhesive material can be applied to walls, floors or exhibitions. Any materials brought into the building must be removed by members of the production crew.

**VI. Damages**

The photographer or production company will be fully responsible for any and all damages occurring at the OMA as a result of the shoot, and for paying for any and all repairs deemed necessary by the museum. Please provide a certificate of insurance with these signed forms.

**VII. Trademarks**

The OMA's name and logo are trademarks that are owned by the OMA. The OMA grants permission to use its name and logo in the production company's final product only if the trademarks will not be altered. To use these trademarks in promotional or other material related to the final product, the production company must obtain written permission from the OMA.

**VIII. Ownership**

Except as otherwise agreed, the photographer or production company shall own all of the film and photographs that it shoots. The company shall provide a free copy of the final product to the OMA for archival purposes.

**IX. Use of Film and Photographs**

The production company can use film and photographs shot at the OMA only for the purpose stated in the filming request form. The company can sell its final product for broadcast by others, but may not sell individual images shot at the OMA or provided by the OMA separate from its product. In addition, the company cannot use images taken at or provided by the OMA in connection with productions that do not directly involve the OMA, without its prior written consent.

**X. Additional Information**

For additional information on location shooting, please contact:

**Michael Laderman**

Director of Marketing & Public Relations  
Orlando Museum of Art  
2416 N. Mills Avenue, Orlando, FL 32803  
407.896.4231 ext. 239  
mladerman@omart.org

I acknowledge receipt of the Orlando Museum of Art's (OMA's) On-Site Filming, Taping, and Photography Guidelines and confirm that the information supplied above regarding equipment to be used for the project will be as stated. I will assume full liability for damage to the OMA's building or any work of art on loan to or in the OMA's permanent collections, as a result of my negligence or the negligence of my crew while completing this project:

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Authorized Signature Date

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Print Name, Title, Company

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OMA Staff Signature Date

# On-Site Filming, Taping, and Photography Permission Request Form

## Contact Information:

Date \_\_\_\_\_

Company \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Project title \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check all that apply:

Print	_____	Film	_____
Television	_____	Cable	_____
DVD	_____	Video	_____
CD-ROM	_____	Web	_____
Other	_____		

Title of program \_\_\_\_\_

Producer (s) \_\_\_\_\_

Channel/Network

Scheduled airing date(s)

Schedules airing time(s)

Total length of program

Location(s) requested

Proposed date(s) for shoot

Alternate date(s)

Time(s) of day

Estimated length of time on site

Number of crew members

Person in charge at the shoot

Describe the specific nature of electrical equipment you will be bringing:

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Authorized Signature

Date

Print Name, Title, Company

OMA Staff Signature

Date



## Page on Website:

### Photography and Filming at the OMA

Any use of the OMA images, text and data will be governed by the OMA usage rights policy and the conditions printed on the OMA's On-site Filming, Taping, and Photography Guidelines. Contact the Marketing Department for more information.

Requests for photography and filming for news, publicity and promotional purposes will require advance notification. Members of the media should contact:

Public Relations & Marketing Manager

p 407 896 4231

f 407 896 9920

e [info@omart.org](mailto:info@omart.org)

Download the [On-Site Filming, Taping, and Photography Guidelines](#) and [On-Site Filming, Taping, and Photography Permission Request Form \[PDF\]](#) and mail or fax your completed form to the address below. ([link](#))

All requests, including requests to film or photograph in the collections, will require advance notification and approval. The OMA will reserve the right to refuse requests not appropriate to the OMA's mission.

Individual OMA Image Requests:

Download the [Rights and Reproductions Fee Schedule \[PDF\]](#) and [Rights and Reproductions Contract \[PDF\]](#) and mail or fax your completed form to the address below.

### Collections and Exhibitions Department – Rights and Reproductions

Orlando Museum of Art

2416 N. Mills Avenue

Orlando, FL 32803

p 407 896 4231

f 407 896 9920

e [info@omart.org](mailto:info@omart.org)