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|  | Irish Linen Centre & Lisburn MuseumMarket SquareLisburnBT281AGLisburnmuseum.com |

**Filming Enquiry**

Name of person completing the form:

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Client’s Name:

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Company:

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Address:

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Telephone:

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Email:

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Website:

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**Filming or Production Details**

Name of programme/production

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Author/producer/director:

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| --- |
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Background to the production:

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| --- |
|  |

Approximate date of release/showing:

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| --- |
|  |

Countries of distribution:

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Please outline editorial benefit to the Museum, or Lisburn & Castlereagh Council, if any:

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Area(s) to be filmed

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Do you require the galleries to be closed to the public during filming?

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Proposed dates/times:

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Brief synopsis of project/plot/script:

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Number of crew and their roles:

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| --- |
|  |

The museum does not have dedicated parking. Please outline your vehicle and access requirements here:

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Please list all the equipment you will be bringing including any special props:

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Do you require any electrical equipment from the museum including power supply? If so, please list here:

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**Please read very carefully the terms and conditions which must be agreed to prior to filming:**

**The client must adhere to the following:**

* All light sources used to film inside the Museum are fitted with UV light filters to reduce the UV content of light to below 50 microwatts per lumen.
* That the light level measured on the surface of the object does not exceed 1000 lux
* That objects made from or including in the structure any vegetable matter or animal product (such as paper, papyrus, textile, wood, bone, ivory, fur, feather, leather, pigment, dye, resins) or semi-precious stones are not lit for longer than 15 minutes during filming.
* That shiny objects are not sprayed with anti-reflection preparations; and that all lights are positioned at least one metre away from objects filmed/photographed.
* Stands, tripods, trailing cables/wires etc. must be secured and protected with rubber mats.
* That filming in the museum does not grant exclusive rights to the galleries, unless agreed beforehand.

**The client must provide five working days before the shoot date:**

* Proof of public liability insurance worth a minimum of £5,000,000.
* A risk assessment and method statement, completed and signed.
* Names of all crew and cast attending the shoot.

**Fees:**

* The museum reserves the right to waive fees for non-commercial projects, or where there is a clear benefit to the museum
* Fees for commercial filming/photography will be charged at an hourly rate plus VAT and expenses. If the shoot runs over the agreed time, then an additional hourly fee will be charged.
* Fees for editorial filming/photography may apply

**After the shoot:**

* The museum should be provided with a copy of the finished film for its archive (rights to be agreed on deposit).

**Please note that all filming and photography requests will be evaluated individually and quotes given in accordance to the information provided above. The museum reserves the right to decline filming and photography requests for operational or others reasons.**

I have carefully read, understood and agree to the terms and conditions outlined above:

**Name and Date:**

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Please email this completed form to: Paul.allison@lisburncastlereagh.gov.uk