

85 Sultan Gate Singapore 198501

**APPLICATION FOR PERMISSION TO FILM AT
THE MALAY HERITAGE CENTRE**

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

Name of Person-In-Charge : _____

Designation : _____

Company/Organisation : _____

Contact Numbers : _____

Email : _____

TV Programme/Production : _____

Content of Programme : _____
(Please attach separate write-up if space is insufficient)

Intended Televised Date : _____

Estimated Screening Time : _____

Date of Filming : _____

Time/Duration of Filming : _____

Place of Filming : _____
(Location/Gallery at Museum)

No. of Cast and Crew* : _____
*Kindly fill up details of the cast and crew in form provided.

On behalf of _____, I will ensure that the terms and conditions for filming at the Malay Heritage Centre are adhered to.

Name : _____

Signature : _____ Company Stamp: _____

Date : _____

Fax: 6299 4316

For Official Use Only:

Approved / Reject* / Waiver*: (*please state reasons or provide supporting documents)

Authorised Officer(s):

Date:

General Manager
Malay Heritage Centre

Terms & Condition

- The Centre reserves the right to reject proposals that do not fall within its mandate.
- A minimum charge of \$250 per hour applies. Subsequent hours of filming will be pro-rated.
- All payments should be made via crossed cheque payable to **National Heritage Board** before any photography/filming may take place on site.
- 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 advanced by the Centre.
- Depending on the nature of the request and the object(s) selected for filming, the Centre 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 may 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 exhibits and other properties, naked flames are not permitted in any part of the Centre.
- Security restrictions and instructions as defined and required by the Centre must be fully observed. All lighting and other restrictions for conservation reasons, as defined by the Centre staff, must be fully observed.
- The Centre reserves the right to stop filming if the collections or other properties within the Centre 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 Centre for any loss and/or damage to Museum collections or Centre properties which may occur as a result of filming work, crew and equipment movement.
- All equipment brought in must not obstruct the Centre's public access areas.
- The Centre accepts no responsibility for injuries to persons and loss or damage of your property, incurred in the course of filming at the Centre premises. The Centre 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 Centre is open to the public and Hirers must ensure that the enjoyment of the Centre 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.

