

Location Shoot Requirements and Guidelines

The primary function of The Newark Museum of Art (the Museum) is to present, preserve and interpret our artistic and historical heritage through collecting, exhibitions, research, and education. Therefore, permission for film and photo shoots at the Museum may be granted only if production will not hinder operations, endanger the collections, or prohibit the general public from visiting and enjoying the facilities, grounds, and/or collections. It is extremely important that production companies respect the need to preserve and protect Museum property.

The following are guidelines for any party who wishes to use the Museum as the site for a film or photography shoot:

- The production company must provide the Museum with a Certificate of Insurance that gives evidence of the following coverages:

I. Liability Insurance

a) Comprehensive General Liability including Personal Injury, Broad Form Property Damage, Blanket Contractual Liability and Completed Operations.

Each Occurrence.....\$1,000,000

General Aggregate.....\$2,000,000

b) Comprehensive Automobile Liability

Each Occurrence.....\$1,000,000

c) Umbrella Liability

Each Occurrence.....\$1,000,000

The Museum needs to be named as an Additional Insured under the general liability policy.

II. Workers Compensation Insurance

Statutory Benefits in accordance with the laws of New Jersey.

- The production company must agree to make every reasonable effort to protect Museum facilities, collections, and grounds.
- Preferably, set preparation and shoots should happen on days when the Museum is not open to the public.
- If the Museum incurs costs related to disruptions caused by filming (cancelled events, delayed shipments, etc.), those costs will be borne by the production company.
- Production companies must provide a location manager to manage the shoot. They must have the experience and authority to monitor and intervene in the activities of the various crews on site and enforce the Museum guidelines and standards.

- At least one NMOA staff member will be assigned as liaison to the production company and will be physically present during the shoot. The staff member holds final say in how the museum facility is used and has the authority to stop the shoot if the guidelines are not being followed.
- The production company must provide some means for Security staff to identify crew members such as a list or visible badges.
- Production assistants must be provided at all entrances and exits at the cost of the production company to help identify shoot personnel.
- Emergency exits, stairwells, and other interior pathways must be kept clear during all set-up, filming, and wrap days. Signage indicating inaccessible areas should be posted by the production company and enforced by the production company and Museum staff. Note* signage should never be attached to historic surfaces or collections objects.
- Unless it is required for filming and has been pre-approved by the Museum Registrar any windows, shutters, internal or external doors and gates that are normally closed must remain closed. Walking or filming beyond barriers must be approved by the Museum Registrar.
- The Ballantine House, Old Stone Schoolhouse, and Ballantine and Ward Carriage Houses are historic spaces. The Ballantine House and Ballantine Carriage House are also National Historic Landmarks. For this reason, additional labor and supervision by Museum staff will be required at additional cost to the production company when using these spaces.
- Any construction plans must be pre-approved by the Museum's Director of Facilities and Registrar. Construction tools, especially those that cause excessive vibration, must be pre-approved by the Museum's Director of Facilities and Registrar. Use of tapes, glues, nails, staples, and other attachment methods for set dressing must be pre-approved by the Museum's Director of Facilities and Registrar.
- The cutting of wood or other materials that cause dust or debris may not occur in the galleries. The Museum's Director of Facilities and Registrar must be consulted for approval on the location of this type of activity.
- Crews must avoid coming into contact with the interior and exterior architectural elements of The Ballantine House, Old Stone Schoolhouse, and Ballantine and Ward Carriage Houses. No one may lean against the historic or gallery walls, place

equipment on furnishings or protruding ledges or touch the woodwork and decorative elements.

- Do not touch the art or, in the case of works on platforms, enter the artwork's installation space. Care must be taken not to knock equipment into walls, doorways or display cases. As a rule, equipment and crew must stay at least five feet away from artworks or historic structures.
- Use of lights must be pre-approved by the Museum Registrar. Hot lights must be at least five feet away from all artwork and walls and cannot be used on textiles, works on paper, and fragile organic objects. Lights or other kinds of equipment on stands should be weighted to prevent tipping. Lights should be turned off when not in use for filming.
- Crews must be aware at all times of any hanging objects on their person (tool belts, dangling cameras and straps, etc.) and remove such objects unless they are working tools that are necessary to the shoot. Crew members must be careful when moving, especially when backing up or swinging from side. Ladders larger than 8 feet must be carried horizontally by two people. Shorter ladders must be carried vertically.
- Any incidents involving works of art or the Museum's historic buildings must be reported at once to the Museum staff liaison.
- The Museum is not responsible for damage to production company equipment.
- There may be limited electrical power available. The Museum must approve any generators or other temporary power sources.
- Review the list of room restrictions to find the **maximum** number of people allowed in small gallery spaces, particularly small galleries and historic rooms. No one should be in a filming area who does not have a reason to be there.
- Storage of equipment, equipment cases, or personal gear is only allowed in the designated space(s) for equipment storage.
- Running, jumping or throwing things is not allowed anywhere in the Museum buildings. Smoking is allowed in designated outside areas only.
- Personal transportation devices (for example bicycles, scooters, roller blades, skateboards or other kinds of wheeled boards) are not allowed in the Museum or on the Museum campus.

- Food, drink/liquids (including water bottles or hot drink cups), open flame, and live plants and animals (except for Service Animals) are not allowed inside the galleries or historic spaces. Eating and drinking are only allowed in designated areas. The production company must install signage designating eating areas and enforce these boundaries with Museum staff.
- Filming of collection objects must be cleared separately with the Museum Registrar. Museum shall have the right to approve any copy related to Museum objects, collections, exhibitions, or galleries.
- Special effects such as smoke machines, fire, or explosives are not allowed in the galleries, The Ballantine House, Old Stone Schoolhouse, and Ballantine and Ward Carriage Houses. Permission to use such special effects in any other Museum location must be cleared by the Museum. Equipment that causes excessive vibration is not allowed.
- Production companies may not use any Museum equipment or supplies without prior authorization.
- If a fire or security alarm goes off, all film personnel must exit the building in accordance with Museum procedures.
- The production company is responsible for obtaining all necessary City permits.
- All rubbish is to be removed by the production staff or function's contractor before leaving the area. Hazardous materials must be removed and cannot be disposed of on site.
- Using any resultant photographic images or film where the Museum is visible in a way that is outside of the scope of the agreement is prohibited.
- Unless otherwise agreed to, use of the Museum's name is not to be used on the final product in a way that indicates an association with the final product, nor shall it be used in any way for advertising or publicity materials without prior consent from the Museum.
- The final product should not defame the Museum in any way.
- The production company must secure releases for any staff or visitors appearing in the final product.
- Any individual who fails to comply with the stated guidelines or whose behavior otherwise puts the Museum or collection materials at risk will be asked to leave the premises. If multiple violations are noted, fines or additional actions may be required.