

WALLACE COLLECTION FILMING GUIDELINES

Thank you for your interest in filming at the Wallace Collection.

We do our best to facilitate all filming and photography requests, however in order to understand your filming project and if there may be any costs, there are a number of logistical considerations to be aware of.

To protect and safeguard our collections, and ensure filming does not interfere with the day-to-day operation of the Museum, there are certain restrictions on filming at the Wallace Collection, so when requesting to film with us please bear in mind the following:

- Filming is only permitted within the Wallace Collection building outside of public opening hours, in order to ensure the best experience for our visitors. Therefore filming can usually only take place on weekdays from 8am-10am or 5pm-10pm, except on a Friday when there is a special late opening until 10pm.
- Any filming before 8am or after 10pm may incur extra charges.
- A trained member of staff must supervise all filming within the Wallace Collection, and all crew members must act as advised by that member of staff.
- The Museum has a busy schedule of journalists' visits and filming, so we kindly request all film crews to arrive in good time. Due to time constraints, the Press Office reserves the right to stop the filming if it appears to be over-running or the crew has arrived late to the Museum. This can be negotiated and will be subject to the press office availability.
- A very large proportion of the Collection is on display at all times, however we are unable to guarantee that the particular painting or object you wish to film is currently on display at the Wallace Collection.
- We are unable to guarantee that you will be able to film any works or objects which are on loan to the Wallace Collection. If you do wish to film loan works then this request must be made as soon as possible, as lenders may need to be contacted for permission.
- Only trained curators and conservators can touch or move objects in the Museum. Anything that needs to be moved must be arranged at least 10

working days in advance. No paintings, furniture or objects from the Collection may be moved or touched during filming, or moved or touched to accommodate filming, without prior arrangement with the Press Office.

- All electrical equipment being brought into the Wallace Collection will require a PAT test certificate to be provided in advance.
- All equipment brought into the Museum is the responsibility of the crew and must not be left unattended. Tripod legs must be folded up when moving around the Museum to avoid damaging objects.
- No food or drink is allowed in the galleries. If you need to stop for refreshments, we kindly request that you make alternative arrangements.
- No chemical products are allowed in the galleries (including but not limited to make-up, body sprays, hair sprays etc.)
- The filming or interviewing of children may only take place with the written permission of their parent or guardian.
- Wherever possible the Wallace Collection will aim to provide a parking space at the front of the Museum, but this cannot be guaranteed.
- You may be required to sign a copy of the Wallace Collection filming contract before your arrival at the Wallace Collection to undertake any filming.
- We kindly request that the Filming Request Form, completed in full, be returned to the Wallace Collection Press Office no less than 10 working days before you wish the filming to take place. If you return the form less than 10 days before your proposed filming date, we may not be able to facilitate your filming.
- We try to accommodate all filming requests that promote the Wallace Collection free of charge, however we are unable to give you an accurate cost for your filming until the Filming Request Form has been completed in full. Any additional filming requested later may be subject to a separate charge.