

KINGSTON MUSEUM AND HERITAGE SERVICE
Photography and Filming Application Form

*Customers seeking permission to photograph or film items held by Kingston Museum and Heritage Service for whatever purposes must fill in this document. You are required to comply with the regulations contained in the leaflet: **Terms and Conditions for the use of material supplied by Kingston Museum and Heritage Service.***

Declaration

1. I request permission to photograph/film* the items listed overleaf for the purposes of research and private study/other purposes* described on the *Reproduction Application form*. (*delete as appropriate)
2. I have read and understood the terms and conditions set out in the leaflet *Reproduction and Photography* and confirm my acceptance of them.
3. I agree with and undertake to pay all charges and fees set out in the leaflet *List of charges and fees*.
4. I undertake not to circulate, reproduce, publish (including on-line publishing) or broadcast this material without obtaining prior written permission from the Archivist/Local History Officer/Curator* (*delete as appropriate)
5. I accept full responsibility for any injury to persons or damage to property caused whilst using the facilities.
6. I understand that, as Kingston Museum and Heritage Service may not be the owner of all the rights in the material supplied, it is my responsibility to ensure that all necessary rights to publish (including on-line publishing) or broadcasts are properly cleared in advance at my expense.
7. I acknowledge that Kingston Museum and Heritage Service shall have no liability, however arising, from any photography, filming, reproduction, publishing (including on-line publishing) or broadcast of Kingston Museum and Heritage Service material by me and I indemnify Kingston Museum and Heritage Service in respect of all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto arising from such activities.

Name and position
(in block capitals) _____

Signature _____ Date _____

Authorised representative of
(in block capitals) _____

Address _____

Name & address for invoice (if different)

Email _____

Items for which permission is sought to photograph or film

Ref	Description	Amount due
	Postage	
	VAT	
	TOTAL	

For office use only

Application received		Permission granted	
Enquiry number		Invoice number	
Authorised by		Negatives etc received	