



WOODLAND
CULTURAL CENTRE

PHOTO & VIDEO POLICY

Thank you for your interest in filming at the Woodland Cultural Centre! We receive many requests from interested individuals and organizations, and while we try to accommodate every request, sometimes this is not always possible. We request that all interested parties submit a **Photography/Filming Request Form** to Woodland so that we can process and accommodate your filming opportunity. All Applicants must meet our **Photo & Video Policy** conditions as outlined below. Please review before submitting your application. Please send all applications to the Executive Director, Paula Whitlow, at pwhitlow@woodlandculturalcentre.ca.

CONDITIONS

1. Photo and Video productions must be booked in advance through the Woodland Cultural Centre (WCC) on behalf of the WCC Board of Governors and support communities of Mohawks of Wahta, Mohawks of the Bay of Quinte and Six Nations of the Grand River.
2. Among the considerations for booking are;
 - That WCC (inclusive to ALL aspects of the site including staff, landscape, built resources, collections, visitors and tenants) are treated with care and respect and that the well-being of WCC will always be the first consideration.
 - That the production may have publicity value for WCC.
 - That the fees earned will contribute directly to WCC revenues.
 - That the production may contribute to an appreciation of First Nations history and/or WCC.
 - That the production is not meant for commercial purposes.
3. Precise location of filming set-ups must be outlined and approved in advance. Any changes to locations must be authorized by WCC. Lighting requirements to be discussed. WCC reserves the right to make changes/adjustments to the filming location at any time.
4. All furnishings, artefacts, museum objects, and equipment belonging to WCC may only be handled or rearranged by, or under the supervision of WCC staff.
5. Filming of tenants, tenant guests and WCC guests/visitors is prohibited unless approved prior to filming.
6. Specific insurance requirements as laid out in the Contract must be met, prior to filming.
7. Filming at WCC may only take place during operating hours and when appropriate staff is available, unless arranged prior to the filming date.
8. In lieu of a Usage Fee, WCC requests a donation be made to the Centre. If filming in the Mohawk Institute Residential School building, all donations will go towards the Save The Evidence fundraising campaign.
9. Smoking is absolutely forbidden inside the site buildings and its perimeter. Smoking outside should be controlled, and ashtrays and clean-up provided by the Applicant if applicable. Food and drinks are not allowed in the site buildings, unless in designated areas.
10. The cost of any damage incurred as a result of filming activities shall be charged to the Applicant. A credit card must be provided before filming can commence.
11. Immediately after publication, two copies of the project must be provided to WCC, at no cost, for use in our divisional and library files.
12. Copyright or other restricted materials will require additional clearance before they can be released by the WCC. If copyright is held outside of the institution, it is your responsibility to obtain any necessary



WOODLAND
CULTURAL CENTRE

releases. Credit should acknowledge ownership. Unless otherwise specified, credit Woodland Cultural Centre.

- 13. WCC reserves the right to prohibit the filming of any objects or areas within the property.
- 14. Without the express written consent of WCC, the visual materials used in the publication cannot be used to show/imply the WCC endorses any product, service or enterprise.
- 15. All footage may be retained in your files, however subsequent use in any other manner is restricted and requires additional permission authorization. Reproduction shall not be lent to or used by another party beside the one stated in this agreement.

PHOTOGRAPHY/FILMING REQUEST FORM

Filming Agreement made this _____ day of _____, 20_____

BETWEEN

Woodland Cultural Centre

-AND-

Applicant: _____

Address: _____

Contact Name: _____

Phone: _____ Email: _____

Permission is given by the Woodland Cultural Centre for filming/photography on the premises for the purposes of documentaries/films/movies/news media based on the following:

Proposed Use: _____

Date/Time: _____

Locations/Objects To Be Utilized:	<input type="checkbox"/> Collection (Please attach list of required pieces)	<input type="checkbox"/> Exhibits
	<input type="checkbox"/> Photographs/Negatives/Slides of the Collection	<input type="checkbox"/> Art Gallery
	<input type="checkbox"/> Exterior of Grounds/Buildings	<input type="checkbox"/> Interiors
	<input type="checkbox"/> Other: _____	

This form covers only the specified use above, for one time only. Written permission from the Woodland Cultural Centre is required for any future use. Any third party requests to use the photos/film must be reviewed and approved in writing by the Woodland Cultural Centre. When in use, any photos or video must be credited as *Courtesy of the Woodland Cultural Centre*. This permission form does not include usage for commercial making ventures.



WOODLAND
CULTURAL CENTRE

For use of the facility, a donation is requested to be made to the Woodland Cultural Centre in lieu of a Usage Fee. Donations can be made by cash, debit, credit or cheque. Please make cheques payable to Woodland Cultural Centre (184 Mohawk St, Brantford, N3S 2X2). If utilizing the Mohawk Institute Indian Residential School building, donations will go towards the Save The Evidence fundraising campaign. Donations shall be payable on the signing of the agreement and the balance must be paid at the time of filming.

CONTRACT

The Applicant releases the Woodland Cultural Centre from any all claims and demands which it may have as a result of any injury or damage suffered to or occasioned to the applicant or any property of the Applicant and the Applicant agrees to indemnify and hold harmless Woodland Cultural Centre from all loss, costs and damages which Woodland Cultural Centre may suffer or incur by reason of injury or death or any person or damage to any property arising out of or in any way connected with the Applicant's activities pursuant to any approval or consent granted hereunder.

The Applicant will contact Woodland Cultural Centre in advance of the time for the proposed filming and make the detailed arrangements for the project. Woodland Cultural Centre, or its designate, may limit the types of uses made of the property under this permit, if, in its opinion any of the proposed uses are not in the best, safest and most orderly use of Woodland Cultural Centre, having regard to the conservation and restoration of the site.

All rules and regulations for Woodland Cultural Centre will be observed by all parties at the site pursuant to this agreement and in particular the applicant will ensure that none of its servants, agents, contractors and invitees will smoke in or near the buildings on property.

The Applicant shall be responsible for any and all damage caused to any property at Woodland whether belonging to the Woodland Cultural Centre or third persons caused as a result of, or in any way connected with, the taking of photos/video as requested herein. Notwithstanding the granting of any approval by the Applicant, the Woodland Cultural Centre may, it is subsequently considers such activities to be dangerous to persons or property, either terminate this agreement or require further security prior to such activities continuing or commencing.

Prior to the commencement of filming, pursuant to this agreement, the Applicant shall supply proof of public liability insurance in any amount not less than \$1,000,000.00 per occurrence or such greater amount as Woodland Cultural Centre may require showing the Woodland Cultural Centre as named insured with such insurance being primary and with cross liability and waiver of subrogation features. Proof of insurance shall include a certificate from the Applicant's insurance agency certifying that insurance in accordance with the foregoing is in full force and effect and identifying the policy. The policy shall be in type form and content reasonably satisfactory to Woodland Cultural Centre.

All furnishings, artefacts, museum objects and equipment belonging to Woodland Cultural Centre or on the site premises are to be handled only by Woodland Staff. Such furnishings, artefacts,



WOODLAND
CULTURAL CENTRE

objects, and equipment shall not be handled, touched, or interfered with in any way by the Applicant, its servants, agents and contractors, unless under direct supervision of Woodland Cultural Centre Staff.

The site will be left in the same condition it was found in, unless otherwise arranged ahead of the time of filming/photography. The Applicant must supply a credit card that will be kept on file to be charged in the event of any damage.

I, as the Applicant, agree to the above conditions, as well as agree to adhere to the Photo and Video Policy.

Signature

Date