PHOTO + FILM USE POLICY

The Museum of Contemporary Art Detroit reviews all filming/photography requests on a case-by-case basis. A review of requests for the Museum to be featured in advertising commercials depends on the nature of the product and context. A request for the Museum to be featured in films depends on the nature of the film.

• The Museum may not be used as a background shot for a generic museum or gallery to be fabricated later in film.
• Location fees vary. Fee may vary depending and according to the type of publicity/identification the Museum receives. Fee does not include Museum guard/staff costs, which are $40 per person, per hour. Location fees are not charged for shoots that are part of newspaper/magazine editorials that promote the Museum.
• Shooting set-up may not prevent Museum patrons from entering or exiting any entrance of the Museum.
• Works of art may not be moved or altered in any manner.
• Certain works are protected by an artist’s copyright and can only be photographed in a general gallery view, in which the copyright-protected artwork is not the primary focus or predominant element in the photograph. Should you wish to photograph works that fall into this category, advance permission is required. Some works may only be available for photography by agreeing to pay fees instituted by the copyright holder.
• Proof of $1 million insurance policy is required prior to the shoot.
• Catering must be contracted through Café 78 and/or a vendor from MOCAD’s Preferred Vendors list for any on site food and beverage service. No other catering service may be brought on the premise, with the exception of individual bottled.

All requests must be submitted in writing 10 business days in advance of requested date.

Completion of your request does not imply permission. Permission will be contingent upon review of answers to requested information below. You will be notified of Museum approval for your plans in advance and informed of any direct costs related to security, cleaning crew and/or electrical, in addition to location fee.

Submit your completed request to Leto Rankine, Marketing + Sales Manager at lrankine@mocadetroit.org.

If you have additional questions about the Museum’s policy, please contact 313-832-6622.
PHOTO + FILM USE REQUEST

CONTACT INFORMATION

Date ______________________
Company ______________________________________________________________________
Project title _____________________________________________________________________
Contact person __________________________________________________________________
Address _________________________________________________________________________
________________________________________________________________________________
Phone ______________________ Email_________________________
Person in charge at the shoot ______________________________________________________

PROJECT DESCRIPTION: (attach script, outline or proposal)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Location(s) requested ____________________________________________________________
Proposed date(s) for shoot _____________ Alternate date(s) _________________________
Time(s) of day _____________________________________________
Estimated length of time needed _________________________________________
Describe the specific nature of electrical equipment you will be bringing and what will be required for the shoot (to determine MOCAD’s electrical and personnel needs):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

___Print  ___Television  ___Cable  ___Film  ___DVD  ___Video  ___CD-ROM  ___Web

Other _____________________________

When/where plan to publish or distribute__________________________________________

Producers/Production Company____________________________________________________

Channel/Network ________________________________________________________________

Scheduled airing date(s) ____________________________

Scheduled airing time(s) ____________________________

Total length of program __________________________________________________________

Amount of time MOCAD’s material will appear ____________________________

Requested By ______________________________________ Date ________________

Approved By ______________________________________ Date ________________

Approved By ______________________________________ Date ________________