

**WAR HERITAGE INSTITUTE**

Parc du Cinquantenaire, 3  
1000 – Brussels  
☎: +32 (0)2 737.78.11  
Fax: +32 (0)2 737.78.02  
e-mail: com@whi.be



**Authorization to film or photograph in the galleries or on  
the premises of the War Heritage Institute**

Between on the one hand :

The War Heritage Institute (WHI), represented by  
Piet Veldeman, Director of the sites.

&  
on the other hand:

The user:

Address:

Tel:

Fax:

Represented by:

Function:

**1. USAGE**

The user wishes to film or photograph in the following gallery: .....

The WHI accepts the event for the following period: .....

Preliminary conditions:

- The War Heritage Institute has to be explicitly mentioned in the photographic or audio-visual document as followed: Thanks to the War Heritage Institute.
- a copy of the shooting will be made available to the War Heritage Institute, who can use it for promotional purposes.

The user promises to scrupulously respect all clauses and conditions in this convention.

**2. WHI OBLIGATIONS**

2.1. The WHI ensures the supervision of the event by a technical manager and by the service security.

2.2. The WHI does not assume any liability in case of damage or disappearance of the user's equipment, or of its physical damage as well as its subcontractors or its guests.

### **3. USERS RESPONSIBILITIES**

3.1. The user is civilly liable for its guests, personnel and any subcontractors it might bring into the RMM.

3.2. The user must inform the persons mentioned in point 3.1. of all the terms of this agreement. The user will ensure that these persons comply with the aforementioned terms. If a violation to these terms is observed the WHI has the right to stop the shooting immediately.

3.3. The user agrees to take all necessary precautions and to follow the RMM guidelines so as to prevent any damage to the galleries and their contents. The user will require its personnel and subcontractors, and inasmuch they are concerned, its guests to comply with the same obligations.

3.4. Before the beginning of the event, the user will provide a telephone number through which he (or a designated manager) can be reached at all times in case of questions or problems during the set-up, the actual event or the move-down.

The contact persons at the WHI are:

For matters of organization and administration: Mrs Elsje Bogaert 02/737.78.40

For matters of communication : Mrs Marie-Hélène Billwatsch 0473/ 78 41 71

### **4. INSURANCE**

As the organizer of an event, the user is required to have a specific insurance for each event. This insurance covers injury to third parties, to buildings and to their contents. The amount of the coverage has to be communicated to the WHI and endorsement has to be obtained. Before the beginning of the event, a certified copy will be provided to the WHI.

### **5. USER OBLIGATIONS AND SECURITY MEASURES**

5.1. The user has to supply a complete list of all crew members in order to ascertain their evacuation in case of incident.

5.2. Any room decoration, including any signs inside the WHI, must in all cases respect the collections and the appearance of the building and may only be put up after consultation with the WHI technical manager and with prior agreement from the Museum management.

5.3. The WHI waste containers are not at the user's disposal; the user is responsible for removing all waste evolved out of his event.

5.4. Smoking is officially prohibited on the premises made available and in any other museum gallery. This ban is applicable not only to guests, but also to the set-up and move-down crews, as well as the catering service. If the WHI staff observes that this ban is not respected, they may immediately terminate the filming.

5.5. Guests and personnel not employed by the museum must follow instructions from security guards and museum personnel in general. It is expressly specified that the security guards and the museum personnel in general may take all necessary measures to ensure compliance with these instructions, including expulsion of persons who do not comply.

5.6. Any use of open flames (candles, alcohol burners, etc.) is formally prohibited inside the museum.

5.7. It is formally prohibited to use gas equipment at the WHI, except outdoors and then only after the preliminary, formal acceptance of the equipment by the WHI technical staff. Prior to the event the user has to submit a fire permit.

5.8. It is forbidden to touch the collection pieces, to open showcases or to enter the dioramas. Under no circumstances can the user; its personnel or its subcontractors move collection pieces without the approval of the WHI technical staff.

5.9. If any decorative elements have been set up these have to comply with the general safety measures and be taken down after the event. If the user has to use electrical supplies, he will comply with the General Regulation for Electrical Equipment. Temporary installations have to be viewed by a controller.

5.10. The décor elements must in no way block access to passage ways or stairs, as ordered by the Brussels fire brigade. The WHI has the right to call on the Brussels fire brigade to evaluate safety measures if necessary. This inspection will be charged to the user.

5.11. The shooting must respect the ICCROM (International Committee of Conservation and Restoration in Museums) regulations: sudden changes in temperature and UV or IR light are prohibited.

5.12. For security reasons the War Heritage Institute may forbid photo-shoots and filming on the roofs and the arcades in case of bad weather conditions (rain, wind, snow...). The WHI declines all responsibilities if the film crew does not respect the aforementioned interdiction.

## 6. FINANCES

The rent requested by the WHI is subdivided as followed:

Expenses surveillance	€
-----------------------	---

The user will pay the amount of the fee to de account of WHI:

BE44 6792 0080 4245

**War Heritage Institute**

**Parc du Cinquantenaire 3 – 1000 Brussels**

## 7. DISPUTES

All disputes that cannot be settled amicably will be brought exclusively before the courts of Brussels.

## 8. SIGNATURE

The user must return a copy of this agreement duly signed for agreement.

Convention drawn up in two copies,  
In Brussels, on .....

In agreement,  
The user  
(Name + function)

For the WHI  
Piet Veldeman  
Director of the sites

**War Heritage Institute**  
Parc du Cinquantenaire, 3 1000 - Brussels  
T.: +32 (0)2 737.78.11 Fax: +32 (0)2 737.78.02  
e-mail: [infocom@warheritage.be](mailto:infocom@warheritage.be)