



Bayerische Verwaltung der staatlichen Schlösser, Gärten und Seen

Bavarian Department for State-owned Palaces, Gardens and Lakes (Palace Department)

Postal address: P.O. Box 38 01 20, 80614 Munich, Germany

Address: Schloss Nymphenburg (Nymphenburg Palace), Eingang 16, 80638 Munich, Germany

General Terms and Conditions for Photo, Film and Television Shooting

While taking photos or filming in the area managed by Bavarian Department for State-owned Palaces, Gardens and Lakes (Palace Department), the Entrepreneur is responsible for ensuring that no damage is caused to the historic buildings, their contents and the gardens. To keep these intact, the greatest care must be taken while shooting and during any related work. Any instructions given by local offices must be followed at all times. The following rules must be observed, unless expressly otherwise specified or defined by the subject matter of the Licence Agreement on Film and Television Shooting, such as for advertising shots:

I) Curatorial concerns

- 1 a) Without the consent of the Palace Department (Munich headquarters) museum pieces may not be rearranged, additional pieces may not be erected nor the room changed in any other manner. The number of persons entering the room for shooting work and the requisites taken into the room is subject to approval by the Palace Department (Munich headquarters).
 - b) Without the consent of the Palace Department (Munich headquarters) no changes may be made to buildings or to outdoor facilities by sets, scaffolding, installations or mountings or similar. The exact conditions for any installations etc. must be coordinated with the Palace Department (Munich headquarters) in advance.
 - c) The equipment used for any kind of shooting must be of a nature that cannot cause damage to the flooring.
Working loads must meet the requirements of the building. In case of doubt, a static opinion must be obtained at the Entrepreneur's expense which is to be commissioned by the Head of Construction responsible at the Palace Department or by the state building authority. Above all, only stable, tilt-proof supports or tripods may be used. During the transport and erection of equipment, sufficient distance must be maintained to the museum pieces. Use of camera dollies and cameras on rails requires special permission.
 - d) Museum furniture or other works of art may not be used, not even as a surface for placing clothing or any other items. Glass cabinets, showcases and exhibited furniture may not be opened.
- 2 a) Flash lamps and artificial light may not be used in rooms with tapestry, historical textile wall coverings, textile works of art or works of art with textile parts (e.g. fabric-covered seating furniture) and with pastels or work on paper. Shots may only be taken using natural light or the light available in the room of the museum.
 - b) The intensity and duration of lighting is to be kept as low as possible for all works of art. A minimum distance between lamps and objects must be agreed with the Palace Department on a case-by-case basis. Above all, however, the surface temperature of the objects may not noticeably increase (a maximum of 5° C above the temperature before switching on the lamps or above the ambient temperature of the next room).
As a basic principle, when using artificial light the works of art to be shot may not be exposed to a lighting intensity of more than 500 lux of artificial light.
- 3) It is only permitted to drive into park grounds and courtyards etc. with vehicles if express permission was given to do so.

II) Safety concerns

- 1) Smoking is prohibited indoors. Compliance with this smoking ban is to be monitored reliably and responsibly.
- 2) During particularly complex shooting work inside buildings, it may be necessary to have firemen from the local fire brigade available with the fire extinguishers required according to an expert opinion on fire protection. The costs incurred for this shall be paid directly by the Entrepreneur.
- 3) If shooting work lasts more than one day, sufficient fire-watching must be set up during the shooting periods, particularly also at night, at the expense of the Entrepreneur.
- 4) The lamps or equipment required for shooting, which must comply with the applicable regulations of the German Electrical Engineering, Electronic and Information Technology Association (VDE), the Industrial Safety Regulation and the Technical Regulations on Industrial Safety, may be operated using the electrical installations of each building as far as possible. If large quantities of electricity are drawn, this must be coordinated in advance with the electrical department of the building authority responsible.
- 5) The Entrepreneur undertakes to observe fire rules and any other relevant regulations and to furnish proof of sufficient third-party liability insurance if this is considered necessary by the authorising authorities.

III) Organisational concerns

- 1) Preparations may only be started after prior discussion with the Palace Department (the directorate of the respective local office). If required, the Palace Department shall appoint a representative as a supervisor, the costs of whom shall be borne by the Entrepreneur.
- 2) Shooting must be completed before nightfall. Exceptions require prior authorisation.
- 3) Shooting on Saturdays, Sundays, on general public holidays and on days on which properties are closed is permitted only with the approval of the Palace Department.
- 4) The viewing of monuments may not be disrupted during opening hours. Closing individual rooms requires prior authorisation without exception.
- 4) The Entrepreneur shall provide sufficient staff for cordoning off and supervisory services.