



HAWAII
STATE FOUNDATION on
CULTURE and the ARTS

PHOTOGRAPHY AND FILM REQUEST FORM

Requester: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Project Title: _____

Description: _____

Purpose of Use: _____

Date of Project: _____ Time of Project (to/from): _____

Requested location(s): _____

List lighting needs, electrical needs, or props and/or equipment to be used:

Total number of people on location (including cast and crew): _____

The Requester agrees that this permission, if granted, shall be subject to the TERMS AND CONDITIONS listed on the back of this form.

The request is for one-time usage. Requester must furnish the State Foundation on Culture and the Arts with two (2) gratis copies of the end product within thirty (30) days of production, if applicable.

Permission will be granted on a case by case basis. The State Foundation on Culture and the Arts reserves the right to deny permission for facility use if the requested use is deemed inappropriate or potentially damaging to the facility or the collection.

Signature of requester: _____ Date: _____

TERMS AND CONDITIONS

1. The requesting entity shall state its specific needs, desires, reasons for the request, and provide detailed information explaining the specific use(s) and significant public purpose, which will be served through the granting of the reproduction. Permission to reproduce and all photography and film requests are for one time use as specified; images may not be reused without additional written permission. Duplicates may not be made of images supplied by the SFCA.
2. The SFCA can grant permission requested only to the extent of its ownership of the rights relating to the request. Certain works of art owned by the SFCA may be protected by copyright, publication rights, or related interests not owned by the agency. The responsibility for ascertaining whether any such rights exist and for obtaining all other necessary permissions remains with the requester. The requester must provide written documentation from the artist(s) if photographing specific artwork. The SFCA assumes no responsibility for royalties or fees claimed by the artist or other third parties.
3. If the image includes artwork from the APP Collection, the following documentation must be included in the caption for each reproduced artwork: **title, artist, media, date of completion, installation site (if permanent)**. This information must appear either directly under the reproduction, on the page facing, or on the reverse.
4. In the reproduction process, images may not be cropped, bled off the page, printed on colored stock, overprinted or altered in any way without prior written consent of the SFCA. If consent is given to use a detail of image, it must be identified as a detail.
5. Ownership credit of SFCA property, including APP Collection: The credit line shall be included in the caption or in the production. Unless otherwise specified, captions shall credit: **Hawaii State Foundation on Culture and the Arts.**
6. Requester must provide all equipment and staffing; SFCA resources must not be used. A Hawaii State Art Museum representative must be present during the activity when the project takes place in the galleries.
7. Flash photography is not allowed. Existing light sources must be used unless otherwise arranged.

For use by HSFCFA

Received by: _____ Date: _____

Approved/Disapproved by: _____ Date: _____

Copies sent to: Applicant DAGS Film Office

Comments/Notes:

HiSAM Rental Request Form submitted: yes no not applicable