

Hawaii State Art Museum
250 South Hotel Street, Second Floor
Honolulu, HI 96813

For professional filming / still photography at the Hawaii State Art Museum, either in the galleries or around the exterior, please complete the following:

1. Submit a *Hawai'i State Foundation on Culture and the Arts Photography / Film request Form* to the Visitor Services Manager via email or fax (586-0308).
2. If you will be photographing specific works of art in the museum's collection, read the *Terms and Conditions for Permission to Reproduce Artwork* and submit a *Photographic Material Request* to the Visitor Services Manager. The museum's Collections Manager must approve this request.
3. Once permission has been granted by the Hawaii State Art Museum, contact the Hawaii Film Office (who oversees filming on all State property). Submit to them the necessary *Film Permit Application* and proof of insurance (note: Productions are required to carry \$1,000,000 liability insurance coverage with \$2,000,000 in the aggregate, Auto \$1,000,000 bodily injury per person, \$1,000,000 bodily injury per accident, and \$1,000,000 in property damage per accident).

Hawaii Film Office

Phone: (808) 586-2570

Email: info@hawaiifilmoffice.com

Website: www.hawaiifilmoffice.com

4. After approval from the Hawaii Film Office, please confirm and coordinate the time and date of your photo shoot or filming with the Visitor Services Manager. If you will be shooting in the museum galleries, an escort will be scheduled to accompany you.

For questions or concerns, contact the Visitor Services Manager at (808) 586-9959.