



## BARTOW-PELL MANSION MUSEUM

### Commercial Film and Photography Guidelines

The preservation of the museum, the collections, and the grounds are our first priority. Risks are not acceptable. The procedures and conditions stated by the museum personnel must be respected.

No objects may be moved or touched without the presence and approval of an appointed museum representative. As much as possible all requests for removal of collections objects must be made no less than 24 hours prior to the schedule start of shooting.

If required, the production company is responsible for paying an additional fee to PEP (Parks Enforcement Patrol) and arranged through the NYC Department of Parks and Recreation and the Pelham Bay Park Administrator.

**Insurance:** The Production Company must provide Comprehensive General Liability Insurance and submit a Certificate of Insurance prior to the first day of the shot. Insurance must be provided as follows: Commercial General Liability, Products, Personal Injury, each occurrence all at the \$1,000,000.00 level. Bartow-Pell Mansion Museum and the City of New York Department of Parks & Recreation, The Arsenal 830 Fifth Avenue New York, NY 20021, MUST be named as additional insured parties.

No food is permitted in the Museum areas of the building. Smoking is not permitted anywhere inside the museum, its grounds or Pelham Bay Park. Craft services may be set up in a location agreed upon in advance. The production company is responsible for proper disposal (double-bagged and placed in a designated area) of garbage throughout their work day and/or at the end of the day.

All rooms not designated, in advance, for filming are out of bounds for the location crew personnel.

Floors in the museum portion of the house must be protected from heavy equipment with moving blankets, building paper, or other approved materials.

**Parking:** Onsite parking for production vehicles is limited and the number and type must be specified and agreed upon in advance. The Front Entrance Gate MUST be kept clear for emergency access. Plentiful off-site parking is available by prior arrangement with the Pelham Bay/Split Rock Golf Course across the street and the Pelham Bay Park Administrator's office. All parking rules and regulations will be strictly enforced.

Hazing or fog producing devices of any kind are prohibited from use inside Bartow-Pell Mansion Museum or within ten feet of the doors and windows. No aerosol or water-based sprays are permitted in the period rooms.

The use of tapes, glues, nails, staples and other types of methods of attachment is strictly prohibited anywhere on the historic fabric of the museum. This includes, but is not limited to, both the exterior and interior of the site.

The use of the gardens and grounds requires sensitivity to plant materials, lawns, etc. Please avoid setting heavy equipment in these areas and keep traffic patterns to the gravel and wood chipped path as much as possible. Should the production require the use of heavy equipment on the grounds, plywood is required to reduce damage as much as possible. Any damage to grass, shrubbery, gardens and other planted areas must be restored by the production company at the end of shooting.

A Bartow-Pell Museum staffer will review the condition of the site with the production company's representative prior to shooting. The production company will be responsible for any clean up, damage, or loss of museum property both inside and on the grounds of the Museum.