

Filming & Photography at the NLI Booking Form

Details of the person making the booking

Organisation name:	
Organisation address:	
Contact name:	
Telephone number:	
Email:	
Would you like the invoice sent as per the details above?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, then please provide name, address and email.	
Do you have public liability insurance cover?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Filming and photography details

Nature of the filming/photography:	
Intended audiences and transmissions:	
Location contact person & number of crew	
Car reg(s) for parking	
Proposed NLI location(s):	
Proposed date(s)	
Duration of filming /photography: (including set up and wrap up time)	

Collection items to be filmed/photographed: (please include call numbers)	

Terms & Conditions

- Not all original items may be suitable for filming or photography. Each item will be assessed by a member of NLI staff, and in the event that an item is unsuitable, we will advise you as soon as possible.
- A member of NLI staff will be present at all times, for security and conservation reasons. Depending on the scale of filming or photography, additional staff may be necessary. We would charge for any additional costs involved.
- The NLI's handling guidelines must be followed, including the use of supports and gloves where advised.
- A cancellation fee of 50% of the location fee and 100% of the retrieval fee will apply where the booking is cancelled within 48 hours of the appointment.
- You must provide a copy of your public liability insurance when making a booking.
- Separate copyright and permission fees may apply, see www.nli.ie for details.
- The NLI must be acknowledged in the film credits and photograph captions as follows: *Courtesy of the National Library of Ireland.*

Please acknowledge that you agree to the above conditions:

Staff use only:

Booking approved:	
Date agreed:	
Fee payable & invoice number:	
Collection material checked:	
Contact person on the day	