

# PUBLIC PHOTOGRAPHY AND FILMING POLICY

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## 1. INTRODUCTION

### CONDITIONS ON FILMING, SKETCHING, PAINTING, DRAWING AND PHOTOGRAPHY AT THE ROYAL ARMOURIES MUSEUM

This document sets out the Conditions on which the Board of Trustees of the Armouries (the "Royal Armouries") is willing to permit you to create photographs, sketches, paintings, drawings and films within the premises at the Royal Armouries Museum (the "Museum").

## 2. PROCEDURE

It is a contractual condition of entry into the Museum that you accept these Conditions. If you are unwilling to accept these Conditions you must not enter the Museum. Furthermore, if you act in any way that is inconsistent with these Conditions you will be in breach of contract and may be required to leave the Museum or pay the Royal Armouries damages. It is important therefore that you take the time to read them.

1. The Royal Armouries welcomes visitors to create photographs, sketches, paintings, drawings and films at the Museum but you may only use the photographs sketches, paintings, drawings and films that you create at the Museum for your own personal and non-commercial purposes which must always be in accordance with these Conditions. You must not use the photographs sketches, paintings, drawings and films that you create at the Museum for any business or commercial or promotional purposes

2. Where any photograph, sketch, painting, drawing of film includes images of the Royal Armouries' logo you may only use those images for your own personal and non-commercial purposes.

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3. The collections within the Museum may contain works in which the copyright belongs to others. It is your responsibility to ensure that you do not infringe the copyright of those people when you make or use copies of those works. For that reason, photography, sketching, painting, drawing and filming may not be permitted in temporary exhibitions or displays with loans. Where photography, sketching, painting, drawing or filming is not permitted, clear signs will be visible letting you know.

The use of flash photography, lighting, tripods and selfie sticks is prohibited in gallery spaces.

4. Please be considerate of your fellow visitors and avoid obstructing their view or including them when creating your photographs, sketches, paintings, drawings and films.

5. You may not make any recording or take any photograph of any person without the authorisation of that person.

6. Photographs taken at any of the Royal Armouries sites may not be used for commercial purposes. Any commercial usage of images taken on our premises will be considered a breach of this agreement and we may take legal action. To request images or new photography of any of our pieces then please contact [licensing@armouries.org.uk](mailto:licensing@armouries.org.uk).

7. The use of drones is not permitted on or over the Museum site without prior approval – unauthorised drone flying is both illegal and potentially puts people at risk.

8. Exceptions at Fort Nelson - Flash photography is permitted in the Fort Nelson Tunnels and Selfie sticks may be use in outdoor areas.

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9. Exceptions at Tower of London. Terms all apply to Tower of London – White Tower in addition to any Photography policy in place by Historic Royal Palaces who operate this site.

\*. See also Photo and Film of Children Policy

### 3. DOCUMENTATION AND MATERIALS

3.1 Notice of this policy will be referenced online and at points of entry at our site.

3.2 All visitor facing staff will be briefed on the policy as part of their induction and on going training.

### 4. RISK MANAGEMENT

The associated risk of non compliance with this policy is:

Impact of non compliance: Low

Likelihood of non compliance: Low

### 5. EFFECTIVE DATE

5.1 This policy is effective from the date of signing.

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Director General & Master of the Armouries

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