

## ZEITZ MUSEUM OF CONTEMPORARY ART AFRICA FILM & PHOTOGRAPHY INFORMATION

Thank you for considering the Zeitz Museum of Contemporary Art Africa (Zeitz MOCAA) as a location for your shoot. Before you submit your application, please review the below information carefully.

### Applications & process

Applications for media covering exhibitions at the Zeitz MOCAA must be directed to the Communications Department on [communications@zeitzmocaa.museum](mailto:communications@zeitzmocaa.museum). For commercial productions where Zeitz MOCAA acts only as a location or where the use of a model is required, must be directed to the [filmshoot@zeitzmocaa.museum](mailto:filmshoot@zeitzmocaa.museum). Please note all applications must be accompanied by a full shot list and brief detailing the look and feel of the shoot.

Applications only refer to Zeitz MOCAA interior spaces as a location. All applications for exterior shoots need to be directed to Penny Randall at the V&A Waterfront Permit Office on [prandall@waterfront.co.za](mailto:prandall@waterfront.co.za).

### Operations & limitations

As Zeitz MOCAA is a fully operational museum, all shoots at Zeitz MOCAA, unless otherwise advised upon, can only take place before or after operating hours Mondays to Sundays, 8 am – 9:30 am and 6:30 pm – 2 am. Hours stipulated include setup and strike.

Additionally, other limitations on location/venue availability may be put in place. These include but are not limited to public and religious holidays such as Christmas, New Year, Easter, Freedom Day, Heritage Day, etc.; museum-mandated events such as Africa Day, First Fridays and Museum Night; and private events.

### Costs & payment

The starting costs for shoots at Zeitz MOCAA are (exclusive of VAT):

#### Photographic

- Half Day (four hours): R 20 000, include setup and strike
- Full Day (10 hours): R 75 000, include setup and strike

#### Production, filming and other

- Starts at R 75 000,00 for four hours

#### Personal Photography (i.e wedding, engagement, maternity shoots)

- Zeitz MOCAA is available as an exclusive location for personal photography
- The museum can be booked any day of the week between 07h00 - 09h00
- Location fee: R 2 500,00/ per hour, subject to availability and T&C's

**These rates are subject to change and based on final brief.**

Additional Fees:

- Surcharge of R5 500 per hour (0-60 minutes) applicable on shoots that run over the allocated period.
- Zeitz MOCAA curator and security personnel to be on-site during shoots. This will be billed at an additional R2 000 for four hours per personnel required and R500 per hour (0-60 minutes) thereafter.
- Refundable breakage deposit of R20 000 for stills shoots and R50 000 for film shoots.

**Zeitz MOCAA reserves the right, in its sole and absolute discretion, to decline a shoot application without prior notice.**

**APPLICATION FOR FILM & PHOTOGRAPHY  
 AT ZEITZ MUSEUM OF CONTEMPORARY ART AFRICA**

This form is to be completed and submitted by all parties who wish to conduct stills or film/video shoots within the areas administered by Zeitz Museum of Contemporary Art Africa (Zeitz MOCAA).

*Note: Potential applicants are encouraged to dialogue with the Zeitz MOCAA team at a pre-application stage to determine each party's needs and expectations, time frames, and approvals. Zeitz MOCAA will preliminarily pencil in bookings, which will automatically lapse after a 48-hour period. Applicants must complete the official application form below and submit this document 14 days before the intended shoot date along with detailed information about the shoot to facilitate the decision-making process across affected departments.*

Date of application \_\_\_\_\_

Applicant's full name \_\_\_\_\_

Physical address (in South Africa) \_\_\_\_\_

Company name \_\_\_\_\_

Company VAT number \_\_\_\_\_

Company registration number \_\_\_\_\_

Contact number \_\_\_\_\_

Email address \_\_\_\_\_

Production manager's name  
 (if different from above) \_\_\_\_\_

Total number of people on location  
 (cast and crew) \_\_\_\_\_

Shoot start time and date \_\_\_\_\_

Shoot end time and date \_\_\_\_\_

Total number of hours required  
 (for completion of shoot and clearance of area) \_\_\_\_\_

Type of shoot (production)

- Television show or programme
- Commercial
- Documentary
- Stills photography
- Other (please supply a brief description of what the shoot entails and where it will be published)

\_\_\_\_\_  
 Name/description of space required \_\_\_\_\_

Will members of the public be interviewed?

- No
- Yes (please supply details) \_\_\_\_\_

Will members of Zeitz MOCAA be interviewed?

- No
- Yes (please supply details and a list of questions) \_\_\_\_\_

Construction required

- No
- Yes (please supply details) \_\_\_\_\_

Use of generators

- No
- Yes (please supply details) \_\_\_\_\_

Use of living species (animals, plants, etc.)

- No
- Yes (please supply details) \_\_\_\_\_

Use of special effects (explosives, guns, smoke machines, etc.)

- No
- Yes (please supply details) \_\_\_\_\_

Is there a need for the removal/alteration of signage?

- No
- Yes (please supply details) \_\_\_\_\_

I, \_\_\_\_\_, in my capacity as the duly authorised representative of the Applicant herein, acknowledge having read the 'Standard terms and conditions' attached hereto and agree that by my signature I render the Applicant legally bound in the event the Access Agreement is granted by Zeitz MOCAA.

Signed at \_\_\_\_\_ (place) on \_\_\_\_\_ (date) for and on behalf of the Applicant, who warrants authorisation of the signee.