



MADISON MUSEUM OF CONTEMPORARY ART

PHOTOGRAPHY PERMIT

Madison Museum of Contemporary Art (MMoCA) guests are encouraged to take photos of their visit for personal use and to share on social media, using our hashtags: #mmocamadison or @mmocamadison.

A photography permit is required for wedding, family, engagement, graduation, headshots, maternity, prom, senior photos, or other types of photoshoots at MMoCA, regardless of whether the photographer is a family member, friend or professional.

Guests visiting the museum for posed photography must first submit this form for approval to the Director of Public Operations at bob@mmoca.org and pay a photography fee; 48 hour turnaround time is recommended. Day-of requests and walk-ins may not be permitted.

NAME | _____
 SUBJECT PHOTOGRAPHER OTHER _____

EMAIL | _____ **PHONE |** _____

TYPE OF PHOTOS | _____ **# OF PEOPLE IN GROUP |** _____
(WEDDING, ENGAGEMENT, SENIOR, FAMILY, ETC.)

DATE REQUESTED | _____ **TIME REQUESTED |** _____
(MUSEUM STAFF WILL EMAIL CONFIRMATION OF DATE AND TIME.)

I AM A MUSEUM MEMBER: YES **NO**
SEND ME INFORMATION ABOUT BECOMING A MMoCA MEMBER

PHOTOGRAPHY GUIDELINES

- Posed or portrait photography is permitted in the MMoCA Lobby, glass staircase, landings, and outdoor Sculpture Garden.
- No posed photography is allowed in the galleries. Artwork in the lobby or other public spaces may appear as incidental background elements but should not be the primary focus of the photos. Museum staff will notify photographer of any additional photography/copyright restrictions upon arrival.
- Completed form and payment should be submitted and approved in advance.
- Whenever possible, only one photoshoot will be scheduled at a time.
- Photoshoots are not permitted during museum or rental events.
- Additional charges may be assessed if shoot takes place outside of gallery hours.
- Guests should arrive prepared for their photo session. Restrooms should not to be used to change clothing, apply make-up, etc.
- Photography fees will not be refunded; you may reschedule your session once.
- Be mindful not to disturb museum guests or block passageways.
- Photography fees are included in the rental rates for guests hosting their event at MMoCA. Events hosted at Fresco must fill out the form and pay the fee.
- Catalog shoots, product commercials, videography and other commercial photography fees vary and may require membership to the museum’s Business Council. Contact the museum’s Director of Communications, Marni McEntee at marni@mmoca.org for more information.

Upon permit approval, you will be sent a link to pay the photography fee online (\$35 for non-members, \$20 for museum members). Upon arrival at the museum, you must check in at the lobby desk and show receipt.

I have read and understand the Photography Guidelines, agree to abide by all museum policies and time restrictions, and ensure that all members of my group do the same.

SIGNED | _____ **DATE |** _____