



MADISON MUSEUM OF CONTEMPORARY ART

PHOTOGRAPHY PERMIT

Guests visiting the Museum for posed photography must first submit this form for approval to the Visitor Engagement Manager at jason@mmoca.org and pay a photography fee; 48-hour turnaround time is recommended. Same day 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 (1-hour maximum) | _____
(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 only permitted in the MMoCA Lobby, glass Icon staircase, landings, and outdoor Sculpture Garden (weather permitting). Posed photography and/or photoshoots are prohibited in the galleries.
- Artwork may appear as incidental background elements but should not be the primary focus of the photos. Museum staff will notify the photographer of any additional photography/copyright restrictions upon arrival.
- All MMoCA guests are expected to behave respectfully and in accordance with MMoCA's policies. Guests onsite for the purpose of photoshoots are reminded to share the space with all other museum-goers.
- Guests should arrive prepared for their photo session. Restrooms are not to be used to change clothing, apply make-up, etc.
- Photoshoots should last no more than approximately 30-45 minutes. Additional fees will be applied after 60 minutes.
- Photographers booking multiple sessions with multiple clients within the requested time will incur additional fees.
- Additional charges will be assessed if shooting takes place outside of gallery hours.
- Large group photoshoots that impact general Museum operations require an event rental fee outside of regular operating hours.
- Photography fees are included in the rental rates for guests hosting their event at MMoCA.
- Photoshoots are not permitted during Museum or rental events.
- Whenever possible, only one photoshoot will be scheduled at a time.
- Completed form and payment must be submitted and approved in advance.
- Photography fees will not be refunded; you may reschedule your session once.
- 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 Communications Team at communications@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 MMoCA 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 | _____