

**Rules for photography and filming
on the premises of Zachęta – the National Gallery of Art in Warsaw**

1. Taking photographs and videos on the premises of Zachęta is allowed on condition that:
 - a) applicable laws, rules and internal regulations in force at Zachęta are respected;
 - b) the exhibits, works of art, other items at the exhibitions as well as architectonic elements are respected;
 - c) the movement of visitors or guests around Zachęta is not disturbed;
 - d) there is no risk that the personal rights of Zachęta or the rights vested in it may be violated. Zachęta shall not be liable for any potential violations of personality rights of other individuals present at the Gallery at the time.
2. Taking photographs and videos or using such materials exclusively for private purposes, as a remembrance of the visit, does not require permission.
3. Photo sessions for purposes or on occasions related to image promotion, weddings, engagement announcements, bachelorette parties, christening events and similar occasions are prohibited.
4. Taking photographs and videos on Zachęta premises for non-private purposes, including commercial ones, is possible upon prior permission granted by the Director, Deputy Director or another duly authorised Zachęta employee. Permission is also required for using the image and logo of Zachęta in commercial materials, and for using the photographs and videos taken on Zachęta premises. In order to obtain permission to hold commercial photo sessions or to rent any spaces, please contact the communications department at wynajem@zacheta.art.pl. In order to obtain permission to take photographs or videos as part of media activities or for documentation purposes, please contact rzecznik@zacheta.art.pl.
5. The image of Zachęta or its indoor spaces, its name, and logo may not be placed in any publications (printed or digital, podcasts, films, photographs, posts, etc. or any other means of communication) that may be used in breach of anyone's personality rights or religious feelings, include discriminatory content, or present politically charged information.
6. The application for permission referred to in section (4) above should include a concise description of the purpose and nature of the planned session as well as where the material would be published, the estimated duration of the session, and a description of the equipment to be used for it. The need for additional lighting, tripods or other professional accessories must be included in the description, as Zachęta needs to confirm such equipment may be used in the context of safeguarding the exhibits. The application should be filed no later than 14 days prior to the planned session, by email to the addresses listed in section (4), or otherwise in writing.
7. For material reasons, in order to safeguard its statutory activity, Zachęta may refuse for the session to be held at the time indicated in the application, and may offer another time.
8. Individuals taking part in the photography or filming session on Zachęta premises should follow the guidelines, directions, and instructions given by Zachęta employees. Zachęta employees may intervene and ask individuals who do not follow the instructions or directions, do not follow the rules or the internal regulations of Zachęta, or otherwise violate applicable laws, to leave the premises.
9. Zachęta may prohibit taking photographs and videos of certain elements of exhibitions or in certain spaces.
10. The final material compiled for non-private purposes, including for commercial ones, must be marked with filming/photography location (with the name: "Zachęta – the National Gallery of Art"); Zachęta must be notified of the place and time of its publication. If the material includes images of the work of any artist, this may entail the need to obtain additional permission for

publication.

11. Zachęta reserves the right not to return the fee mentioned in section (4) if the applicant cancels the session or if anyone is asked by a Zachęta employee to leave the premises for reasons mentioned in section (6).
12. It is prohibited to take photographs or videos of any elements of security systems on Zachęta premises.