**APPLICATION FOR FILMING & PHOTOGRAPHY AT ROYAL HOLLOWAY**

Please return this completed form to the Royal Holloway Conference Sales Office via email:
sales-office@royalholloway.ac.uk (only as a **typed** Word document, not as a pdf.)

## Please note:

* All crews filming at Royal Holloway must hold at least £5m worth of public liability insurance. Please attach the document when submitting this form.
* There will be a location fee which will be advised on submission of this form. VAT will be chargeable on top of this fee.
* This application form is not a permit to film. Permission is granted if Royal Holloway can accommodate you and a contract is issued by this office and signed by both parties.
* This form is not applicable for feature films or drama productions. Please phone us in the first instance.
* Please do not recce before contacting us and filling in this form. Recces need to be arranged beforehand via this office.
* Drone use is agreed on a case by case basis. The drone operator’s CAA licence and PL and EL insurances will need to be provided to this office and 2 forms signed and returned a minimum of 14 days prior to the filming start date. A £200 processing fee will apply.

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| Date of application |  |
| Contact name  |  |
| Job title |  |
| Contact email address |  |
| Contact phone number |  |
| Programme/publication title (or working title) |  |
| Production company name (this will be used on the invoice) |  |
| Type of shoot (and if photo shoot then the use of the images) |  |
| Broadcast channel/publication and date |  |

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| Invoicing address (this will be used on the invoice) |  |
| Contact name (if different) |  |
| Contact telephone no. |  |
| Contact email |  |
| Purchase order number |  |

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| Which location(s)/area(s) required |  |
| Date(s) |  |
| Do you want to interview anyone from Royal Holloway? |  |
| Number of cast and crew |  |
| Presenter’s name |  |
| Recce date and time |  |

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| Details of camera equipment |  |
| Details of lighting equipment |  |
| Use of cherry pickers, cranes, lighting towers, scaffolding |  |
| Details of props / set dressings |  |
| Would you like to use our power or will you be bringing a generator? |  |
| Any marquees / easy ups? |  |

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| Number of vehicles and their sizes (including catering, make up, wardrobe etc) |  |
| If the shoot involves any of the following, please describe: drones, explosions, fire stunts, firearms, gunfire sounds, playback, wet down, wind machines, smoke machines, use of child actors, animals, nudity, actors dressed as members of the emergency services, any other special effect. |  |

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| Confirmation of Public Liability Insurance (please attach with the submitted form) |  |
| Confirmation that full Risk Assessments and method statements will be undertaken and submitted prior to the shoot taking place |  |

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| Please state if catering will be self-contained or if you require it to be provided by Royal Holloway |  |
| Please state if green room facilities will be self-contained or if you require them to be provided by Royal Holloway |  |
| If provided by Royal Holloway, please detail the nature of your requirements |  |
| Do you require a publicity embargo or extra security for any reason? Please give details. |  |
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| Office use only |  |
| Location, owner, date, ref no. location fee |  |