**Filming / Photography at Shakespeare Birthplace Trust Properties**

The Shakespeare Birthplace Trust is the independent charity that cares for the world’s greatest Shakespeare heritage sites in Stratford-upon-Avon, and promotes the enjoyment and understanding of Shakespeare’s works, life and times all over the world.

Requests to carry out filming or photography at all Shakespeare Birthplace Trust properties (Shakespeare’s Birthplace, Shakespeare’s New Place, Anne Hathaway’s Cottage and Gardens, Hall’s Croft and Mary Arden’s Farm) are welcome, and will be considered on a case-by-case basis and may be subject to a charge.

In order for the Trust to consider your request, please complete the following form and return it to **pressinfo@shakespeare.org.uk**A minimum of 10 working days' notice is required to confirm a booking.

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Company: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |
| Mobile: |  |

**Filming/ Photography Details**

|  |  |
| --- | --- |
| Project Title: |  |
| Proposal Outline:*Describe the project and explain why you would like to film/ take photographs at the venue* |  |
| Broadcast / Usage details:*Where and when will the photographs be shown / film be broadcast* |  |
| Proposed Date: |  |
| Proposed Time:*Include length of time required* |  |
| Proposed Venue(s): |  |
| Proposed space within venue(s): |  |
| How many in the group/crew: |  |
| Equipment Details: |  |
| Other requirements: *Include requests for interviews with staff.*  |  |
| Additional info: |  |

**Access and Charges**

Income generated from facility fees helps us to maintain and preserve Shakespeare's legacy for future generations.

Interior filming is usually only possible outside public opening hours.  Any filming (interior and exterior) on Shakespeare Birthplace Trust property is charged.  Exceptions may be made for press photographers and broadcast news crews. Additional charges may be applied for commercial projects.

Fees for filming and photography are available on request.

Filming will be booked in advance for a specific time period. Any filming that exceeds this time period will, at the discretion of the press office or house staff, be re-arranged to a convenient time or incur an additional charge.

The Shakespeare Birthplace Trust also cares for the UK’s largest collection of Shakespeare-related archives, library and museum items. Digitised images of collections where copyright is owned by the Trust is available for reproduction. If you wish to order images, please contact images.scla@shakespeare.org.uk. As a guide, fees range from £100 - £300 per item, depending on use.

**Conditions and Guidelines**

1. At least 07 business days notice is required for any filming/ photography/ radio broadcast recording appointments.
2. No filming, photography or radio broadcast will be allowed to take place without prior consent from the Trust Press Office.
3. On arrival, photographers / crews must report to the designated site contact.
4. All filming and photography will be supervised by a member of staff at all times. They have the right to stop filming if any conditions are not adhered to.
5. No object or item of furniture on display may be handled or moved without prior agreement and must take place under the direct supervision of collections or house staff.
6. Any costs arising from any damage caused by film crews or photographers or their equipment either to objects on display or to the fabric of the venue will be met in full by the film or photographic firm responsible. Film crews will provide a RISK ASSESSMENT stating such prior to arrival at the museum.
7. Film crews must provide evidence of PUBLIC LIABILITY INSURANCE (minimum £5M)
8. No food, drink, coloured water, food props, paint, stiletto heels are allowed on premises, except in areas specified/ agreed by staff.
9. Equipment must not scratch any fabric of the building. Any sharp equipment must be padded and extra care taken when moving around the site.
10. No part of any film containing our premises, locations, objects, experts or any other of our staff and property may be distorted or used within other programmes, re-used, lent or sold under any circumstances without our permission in writing
11. You shall take all reasonable steps to ensure that you do nothing that may bring us into disrepute or compromise our security systems; nor shall you do anything to prejudice or damage our logo, marks, brand or reputation.
12. All electrical equipment must have up-to-date PAT testing prior to it being brought onto site.
13. There are limited power points available at the sites. Therefore all equipment must be battery operated.
14. If filming objects - All light sources used to film objects must be fitted with UV light filters to reduce the UV content of light to below 50 microwatts per lumen; the light level measured on the surface of the object must not exceed 1000 lux; objects made from or including in the structure any vegetable matter or animal product (such as paper, papyrus, textile, wood, bone, ivory, fur, feather, leather, pigment, dye, resins) or semi-precious stones must not be lit for longer than 15 minutes during filming; all lights must be positioned at least one metre away from objects filmed.
15. All filming/photographic and associated equipment must not come into contact with any object, display panel, showcase, wall or other fitting or building structure. Any equipment found to be in contact with any of the above will be removed by staff at the expense/risk of the crew/company.
16. Filming / photographic companies are responsible for the security of their equipment and vehicles.
17. All filming and photography must be credited as the Shakespeare Birthplace Trust.
18. All intellectual property rights in the collections belong to and are reserved by the Shakespeare Birthplace Trust.
19. No material created as the result of photography or filming can be shared or distributed with any third party without the prior written consent of the Trust press office.

**Signatures**

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On behalf of the Shakespeare Birthplace Trust On behalf of the photographer / media crew

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Printed Name Printed Name

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Date Date