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| **FILMING REQUEST** | | | | | | | |
| Name of  Applicant: | Mr / Mrs / Miss / Ms\* | First Name: | | | Surname: | | |
| Production/Film Company: |  | | | | | | |
| Film Name: |  | | | | | | |
| Production Company Address: |  | | | Invoice Address (if different): | | | |
| E-mail address: |  | | | | | | |
| Tel. No’s: | Daytime: | | Mobile: | | | | |
| Purpose of filming/photoshoot (please include details of the subject matter): |  | | | | | | |
| Possible Dates/Times Required: |  | | | | | | |
| Which areas of the College would you like to use? |  | | | | | | |
| Who would you like to speak to/interview for your filming? |  | | | | | | |
| Special facilities/requests: |  | | | | | | |
| Numbers involved in filming/photoshoot (include cast and crew): |  | | | | | | |
| What equipment will be brought to site? |  | | | | | | |
| Do you require any equipment? If yes, please give details: |  | | | | | | |
| Distribution of film/photoshoot: |  | | | | | | |
| Will this film be released to the public domain? | | | | | | Yes | No |
| If yes, please provide details including the release date: | | | | | | | |

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| Will you provide release forms for participating subjects? | Yes | No |
| If yes, please provide details: | | |

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| **Charity Number & name of charity (if applicable):** | | |
| **Insurance:**  Organisers are required to hold current policy insurance in respect of Public Liability or 3rd Party risks. The relevant limit of indemnity shall be **£5 million** and the College reserves the right to require a higher limit if deemed necessary. Organisers will be required to produce evidence of their insurance cover. | | |
| Name of person responsible for Health & Safety:  *(This must* ***not*** *be the main film applicant)* |  | |
| Will there be any children involved in the filming? | Yes | No |
| Some items may require individual licensing and may have a cost associated with them.  **All applications must be accompanied by a Risk Assessment and a copy of your Public Liability Insurance (£5 million).** | | |

Please note that, generally, parking is not available but in exceptional circumstances a request may be granted.

Request forms should be submitted at least **two weeks’** prior to the proposed filming date(s). It is often difficult to accommodate short notice requests but these are considered where possible.

**Please submit all completed request forms to the Head of Website and Communications, e-mail: comms@wadham.ox.ac.uk**