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**Filming and photography request form**

Cambridge University Library will consider requests to shoot for television, film, radio, print and other media providing that the project does not interfere with readers or staff. Production companies must work directly with the Communications & Events Coordinator plus other relevant members of Library staff, and their work is subject to fees. Production companies will need to read and agree to the Location Filming Agreement. Please give us at least 14 days notice of your filming or photography request.

***Email completed request form to:*** [***fh322@cam.ac.uk***](mailto:fh322@cam.ac.uk)***.***

**General information**

|  |  |
| --- | --- |
| **Date of request** |  |
| **Requester name**  *including title and full name.* |  |
| **Requester job title**  *e.g. Location Manager.* |  |
| **Production company**  *e.g. ABC Radio Ltd.* |  |
| **Full address**  *including post/zip/area code.* |  |
| **Email address** |  |
| **Telephone number**  *Please include international dialling code if outside the UK.* |  |
| **Is the production company able to provide evidence of Public Liability Insurance?** | Yes / No |

**Finance information**

*Please provide details for us to direct invoicing to below. Please state whether details above can be used.*

|  |  |
| --- | --- |
| **Contact name**  *if different to requester name above.* |  |
| **Company/business name**  *if different to production company above.* |  |
| **Invoice address**  *if different to address above.* |  |
| **VAT number** |  |
| **Email to direct invoice to** |  |
| **Any other details about your payment process** |  |

**Project information**

|  |  |
| --- | --- |
| **Type of production**  *Please delete as appropriate* | Television advert Television news Television (non-news program)  Documentary Feature Film Online video  Still photography Educational resource Other (describe) |
| **Preferred dates to scout the University Library**  *including date and time.* |  |
| **Title of project** |  |
| **Brief description of project**  *Please list here any:*  *location interests (e.g. rooms or spaces required)*  *collection items; or*  *persons of interest (e.g. for special advice or interviews).* |  |
| **Expected date/deadline for filming/photography to take place** |  |
| **Expected length of time to film/take photos needed** |  |
| **Broadcast/release date** |  |
| **Where this be broadcast/released?** |  |

**Production details - crew**

|  |  |
| --- | --- |
| **Lead contact name**  **on the day** |  |
| **Contact telephone number on the day** |  |
| **Number of crew attending** |  |
| **Number of cast members attending** |  |
| **Number of car parking spaces needed**  *Please let us know if any vehicle is likely to exceed the normal dimensions of a parking space* |  |
| **Production vehicle registration/s** |  |

**Production details – logistics and technical**

|  |  |
| --- | --- |
| **Details of filming or photography equipment to accompany crew** |  |
| **Details of lighting equipment to accompany the crew** |  |
| **Details of power source accompanying the crew**  *Please indicate whether you will need to use the Library’s*  *power supply/sockets.* |  |

***For office use only***

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| --- | --- | --- | --- |
| **Assigned reference** |  |  |  |