

ENQUIRY FORM FOR COMMERCIAL FILMING OR PHOTOGRAPHY AT EVELYN GRACE ACADEMY

This application must be completed for all filming or photography enquiries.

Please complete this form as soon as possible and return with proof of Public Liability Insurance. Please note that a Risk Assessment and Method Statement may also be required.

This enquiry form is subject to contract.

Please note: We require 5 working days notice to process all applications

Date enquiry submitted:	
Company Name:	Production Title:
Shoot Organiser:	Mobile:
	Email:
Producer:	Mobile:
	Email:
Production Company name (if different from above):	
Please delete as appropriate: Film / TV / Commercial / Promo / Short / Student / Stills / Documentary / Drama-documentary / Ident / Viral / Corporate / Reality If TV please specify (soap / drama etc.).....	
Date of Shoot: (please advise if your dates are fixed or flexible)	
Timings of Shoot (including access and set up time):	
Production Budget:	Location Budget:
No. of Cast & Crew:	

Detailed Description of the shoot: (Please include scene content, the nature of the production, photography brief or recording)

Distribution: (Where will the film/photography be distributed):

Specific Locations Required:

Equipment (Please confirm what equipment you will be bringing if it is more than a Camera and Tripod):

Parking Requirements: (Please note parking is limited)

Number and type of Vehicles:

Please tick all of the below aspects that will be involved in your shoot. Please note the productions involving any of the below will be assessed on a case by case basis.

Stunts	Cherry picker	References to:	Catering facilities	Children
Wet down	Lighting tower	-Science	Honey wagons	Animals
SFX	Camera crane	-Horticulture	Make up	Playback
Pyrotechnics	Camera track	-Botany	Wardrobe trucks	Bringing plants and/or soil onsite
Firearms	Dolly	-Kew's history		
Gunfire	Generator	-Kew's core activities	Reconstruction of:	
Smoke effects	Scaffolding	-Royalty	-A crime	
Nudity	Crowd Control	-Public Figures	-Emergency	
	Security	-Politics or Politicians		
	Police assistance			

Please indicate if you require any of the following :

Classrooms		Premises Support	
Track		Water	
Building access		Electricity	
Collections access		Catering	
Other (please specify)			
Are there any key requirements that are essential to your shoot?			
This document is an application to film in Evelyn Grace Academy. It does not constitute a filming or location contract, nor does it confer permission to film or take photographs			
Signed:			
On behalf of production company			
Date:			