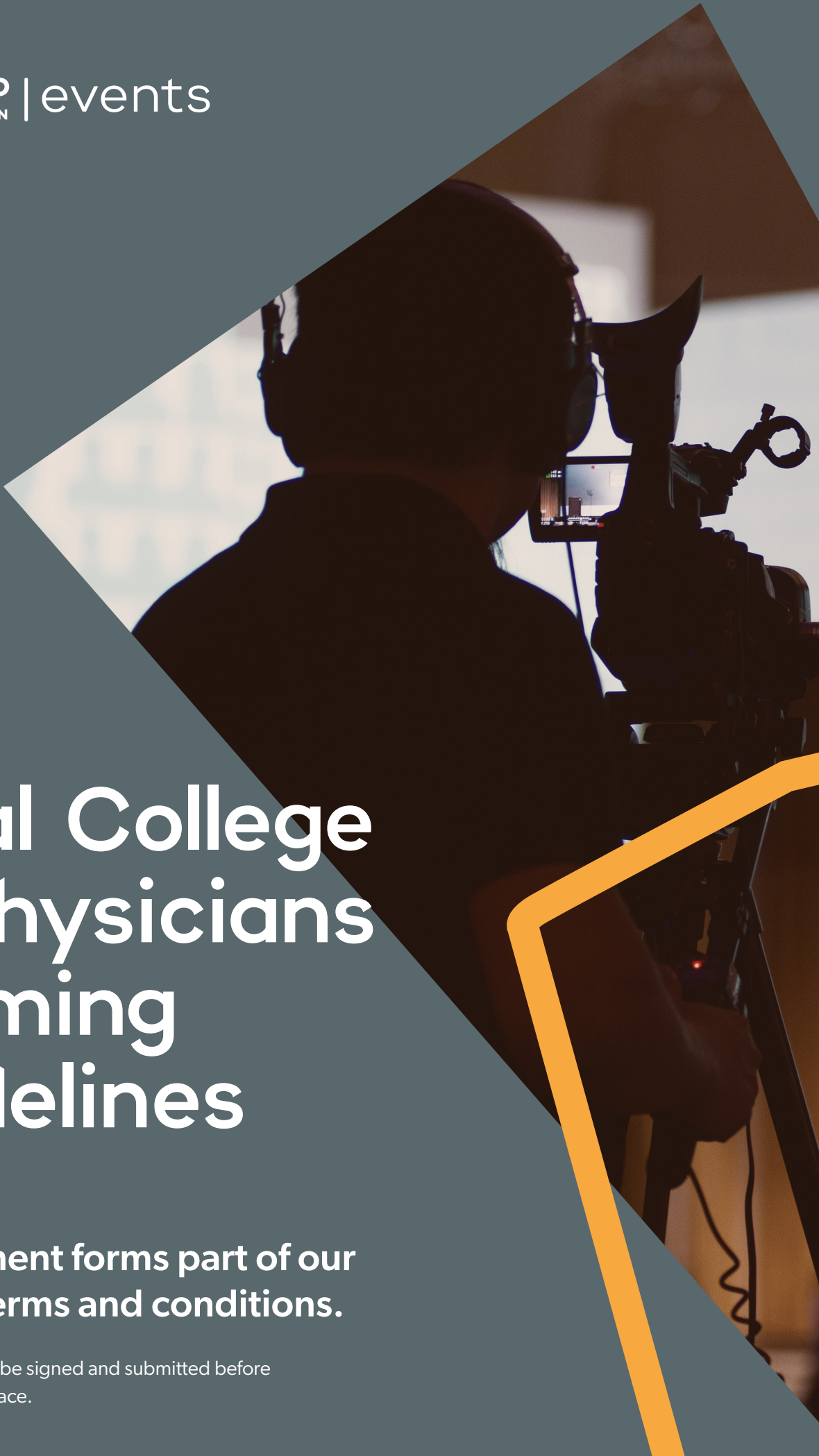




RCP | events
LONDON



Royal College of Physicians - Filming Guidelines

**This document forms part of our
standard terms and conditions.**

Both documents must be signed and submitted before
any filming can take place.

Contents

1. Cabling	3	14. Night Filming	8
2. Catering & Removal of Litter	4	15. Parking	9
3. Charges	4	16. Prop or Mock Emergency Vehicles	9
4. Checking In and Out	4	17. Road Markings and Signs	10
5. Children	4	18. Sound Playback	10
6. Coning	5	19. Street Furniture, Lighting and other Property	10
7. Consultation	5	20. Stunts, Special Effects and Pyrotechnics	11
8. Cranes, Camera Cranes and Aerial Platforms	5	21. Track way	11
9. Health & Safety and Risk Assessment	6	22. Trees & Grassed areas	11
10. Height, Weight and Width Restriction	6	23. Wet downs & the spreading of "grit", "dust" or "dirt" on roadways	12
11. High Visibility Clothing	6	24. Utilities	12
12. Indemnity & Insurance	7	25. Waste disposal	12
13. Lighting, Scaffolding and Generators	7	26. Artwork and others	13
		27. Confidentiality of the agreement and related material	13



1. Cabling

- a. All cables used for any purpose in the course of filming must be made safe as they are laid and not at some later time.
- b. Outdoor cables should be laid in the gutter along roads or in the junction between a wall and the footway.
- c. Cables on steps should be taped down to avoid the risk of tripping.
- d. Wherever possible cables should be flown at a minimum of 17' (5.2m) above roadways and 8'6" (2.6m) above footways.
- e. Cables across footways should be laid at right angles under a taped mat. The matting should be:
 - i. a minimum of one metre wide and
 - ii. visible to the public by proper lighting, cones or high visibility hazard tape.
 - iii. Note - cable through the garden: 1 x run of cable round the edge of the gardens and straight across the grass but not under the tree and through door - rubber matted when crossing the walkway
- f. Cables across roadways should be covered using proper cable ramps unless otherwise agreed in advance.
- g. No attachments may be made to any street furniture without the prior written consent of the Royal College of Physicians or affixed to the building in any way, inside or out.



2. Catering & Removal of Litter

- a. All catering arrangements must be agreed in advance.
- b. No catering vehicles other than those specifically agreed in advance will be given access.
- c. It is the responsibility of the producer/location manager to ensure that all litter is removed before the end of filming each day.

3. Charges

- a. All charges will be agreed, and an invoice sent out, in advance of filming.
- b. Please note that any work undertaken without signed agreement will incur extra charges.

4. Checking In and Out

- a. The location manager or notified person responsible for filming should contact the Account Manager and/or the Event Manager in charge of overseeing the filming on arrival and again on departure. These times will form the basis for charges.

5. Children

- a. Producers/location managers must make adequate provision for the health & welfare needs of any children employed when filming.
- b. A child is considered to be a young person of less than 16 years old or still subject to full time education.
- c. Any filming involving the employment of children (whether paid or unpaid) must be specifically agreed in advance of filming.



6. Coning

- a. Any areas to be coned off must be agreed in advance

7. Consultation

- a. The Royal College of Physicians will, at its own discretion, consult with residents and professional tenants before agreeing to filming.
- b. No contact should be made with residents or professional tenants without the knowledge and permission of the Royal College of Physicians.

8. Cranes, Camera Cranes and Aerial Platforms

- a. Use of cherry-pickers or cranes must be agreed in advance of filming. The exact position of such equipment will be agreed and the producer/location manager will ensure that the position is maintained. Access for emergency vehicles must be maintained at all times.
- b. At night, or at times of poor visibility, warning lights must be placed around any cranes or cherry-pickers whether parked on a roadway or not.

Note: cones around the crane instead of warning lights

- c. Rigging and de-rigging must only be carried out at times agreed with the Royal College of Physicians in advance of filming.
- d. Please note the section on height and weight restrictions in this document. The Royal College of Physicians is not responsible for otherwise notifying production companies or location managers of these restrictions.



9. Health & Safety and Risk Assessment

- a. Full consideration of Health & Safety issues must be taken and proven by the producer or location manager.
- b. The producer or location manager must appoint a competent person to act as the Health & Safety representative (with a minimum of NVQ level 3) and a full risk assessment of the location must be carried out in accordance with the Health & Safety at Work Act (1974) and the Management of Health & Safety at Work Regulations (1992)
- c. The Health & Safety representative must be on location at all times to co-ordinate and monitor Health & Safety systems and any control measures put in place as a result of the risk assessment.
- d. The instructions of the Royal College of Physicians should be followed at all times

10. Height, Weight and Width Restrictions

- a. Please note the following restrictions:
 - i. Height & Width
 - Height
 - Width
 - Curb Line

11. High Visibility Clothing

- a. Crew members and production personnel working on any open sections of roadway must wear high visibility clothing to standard EN471.
- b. Please note that all roads and paths will remain open unless specifically agreed in advance of filming. No section of road or path may be closed at any time without prior agreement.



12. Indemnity & Insurance

- a. The production company will be expected to indemnify the Royal College of Physicians, its officers and employees against any claims or proceedings arising from any injury to persons or damage to property as a result of activities of the production company or its agents with the exception of the Royal College of Physicians, its officers' and employees' negligence or wilful misconduct.
- b. All production companies filming in the Royal College of Physicians must carry adequate public liability insurance and this cover must be proved to the Royal College of Physicians' satisfaction before filming commences.

13. Lighting, Scaffolding and Generators

- a. The construction and position of lighting towers must be agreed in advance of filming.
- b. Any scaffolding constructed must be certified as safe.
- c. The following considerations should be taken to prevent any risk to the public, production company employees or agents:
 - i. All lights and lighting stands must be properly secure;
 - ii. Lighting stands placed on open footways must be attended at all times;
 - iii. Lights should not dazzle motorists or pedestrians
 - iv. Lights should not be shone towards residential or professional properties without the specific permission of both the Royal College of Physicians and the tenant.
- d. Any generators used should comply with the specific requirements of the Environmental Protection Act (1990) and be positioned as agreed in advance.
- e. Generators must be sited exactly as agreed and should be run only at agreed times. Running a generator outside agreed times would constitute a material breach of the Agreement.



14. Night Filming

- a. Night filming is defined as any filming between 20:00 and 08:00.
- b. Any activity is subject to the provisions of the Environmental Protection Act (1990) regarding noise and nuisance.
- c. In general all filming involving noise above that of conversation level should be completed before 22:00.
- d. It is unlikely that permission to film will be granted past 23:00. In the event that filming is agreed beyond this time the Royal College of Physicians reserves the right to offer alternative accommodation in a nearby 5 star hotel to any affected resident at the production company's cost.
- e. Excessive noise, or filming, rigging or de-rigging involving noise outside agreed times, will be treated as a material breach of the Agreement entitling the Royal College of Physicians to terminate filming, without prejudice to its right to receive payment in full and its other rights under the Agreement. Alternatively at its discretion the Royal College of Physicians may impose further charges for such use.
- f. Where vehicles are left overnight to avoid noise of de-rigging they must be left "in situ" and attended by the production company's security. Vehicles may only be left by prior arrangement or at the discretion of the Royal College of Physicians.



15. Parking

- a. All parking plans, including temporary access for vehicles, must be agreed in advance.
- b. Resident and Tenant parking bays will rarely be suspended. Any such suspension must be agreed in advance and will carry an additional charge.
- c. The passage of pedestrians should not be impaired nor should access to buildings.
- d. Access for emergency vehicles should be maintained at all times.
- e. Instructions from the duty security officer with regard to parking should be followed at all times.
- f. On occasions it is possible for car parks to be cleared for filming. In this case each space cleared will be charged at the normal daily or hourly rate as separately published.

16. Prop or Mock Emergency Vehicles

- a. The Royal College of Physicians must be informed in advanced if there are to be actors dressed in a specific uniform (Police, ambulance etc). The relevant emergency service should also be notified. A copy of the notification should be provided to the Royal College of Physicians.
- b. Uniforms and vehicles resembling emergency services must be covered whenever possible and in particular between takes.
- c. Sirens should not be used without specific permission and flashing lights should be switched off when not in shot and covered when not in use.

Note: the crew will have an extra as a PC and a police vehicle and will have a Met police with them. The Met police have been made aware.



17. Road Markings and Signs

- a. By prior arrangement road markings and/or signs may be painted out *on a temporary basis*. Full restitution must be made before the end of the agreed filming to the satisfaction of the Royal College of Physicians.
- b. The producer or location manager is responsible for road safety while road markings are covered.

18. Sound Playback

- a. The filming of artists to sound play-back can only be undertaken by prior arrangement.

19. Street Furniture, Lighting and other Property

- a. No furniture may be removed, covered or altered in any way without the prior written agreement of the Royal College of Physicians.
- b. Nothing should be attached to property without the prior written agreement of the Royal College of Physicians



20. Stunts, Special Effects and Pyrotechnics

- a. All stunts, special effects (including weather effects and wet downs) and pyrotechnics must be under the direct control of a named qualified co-ordinator or operative and must comply with the Environmental Protection Act (1990) (as amended).
- b. All plans for stunts, special effect or pyrotechnics must be agreed by the Royal College of Physicians in writing in advance.
- c. No firearms or replica/mock firearms should be used without the consultation and prior consent of the Royal College of Physicians and, where appropriate, the Police. The production company must ensure the safe custody of such weapons at all times.

21. Track way

- a. All matters with regard to the laying of track way must be discussed with the Royal College of Physicians in advance of filming.

22. Trees & Grassed areas

- a. No damage may be caused to trees.
- b. No attachments may be made to any tree without prior agreement.
- c. In the event that you deliberately destroy a tree or part thereof on the property you will be liable under the legislation governing protected trees which could mean a fine of up to £20,000.
- d. No damage may be caused to grassed or lawned areas.
- e. in the event that any damage is caused to the grassed or lawned areas the Royal College of Physicians reserves the right to require the entire lawn or section thereof to be returfed at the producer's expense.



23. Wet downs & the spreading of “grit”, “dust” or “dirt” on roadways

- a. Wet downs may only be carried out with the approval of the Royal College of Physicians after a proper evaluation of the forthcoming weather conditions and with the proper signage.
- b. “Grit”, “Dust” or “Dirt” may only be spread on the ground with prior approval of the Royal College of Physicians

24. Utilities

- a. Only domestic utilities services are available.

25. Waste disposal

- a. The client is responsible for its own waste disposal, unless previously agreed, in which case additional charges may be incurred.



26. Artwork and others

- a. The RCP's historical collections are defined for the purpose of this agreement as paintings, sculpture, silver, medical collections, historical furniture, fittings and books whether free standing, wall mounted or in a case.
- b. Historical collections in the RCP and their cases must not be moved or touched by filming crew. Any changes or movement requests to historical collections or affecting historical collections must be agreed in advance of filming as it will not be possible to move or make changes to historical collections during filming.
- c. All instructions and conditions for working around the historical collections remaining in filming areas are to be adhered to at all times to ensure their safety.
- d. We, the RCP cannot move collections ourselves, or authorize any of the crew to do so. We can however advise on safely covering a work if this is suggested. Particularly with regard to any free standing screen/signage.
- e. Any damage to the wallpaper graphic on the 1st floor, or to any other part of the RCP's historical collections will be charged for. This also includes any damage to the fabric of the building, furniture, fitting, signage, etc

27. Confidentiality of the agreement and related material

- a. The RCP will not disclose any particulars of the filming to outside parties, nor post footage etc. on social media.



Please note:

- In these guidelines, any reference to a statute or statutory provision includes references to the same as from time to time re-enacted, amended or modified unless otherwise stated.
- The description “filming” refers to every type of filming. In particular feature films, television productions, commercials, music promotion videos, corporate filming and stills.
- The description “production company or location manager” includes any person or organisation responsible for filming in the Royal College of Physicians.
- This document is intended as a guide to the requirements of filming in the Royal College of Physicians. It is not exhaustive and film makers, location managers and production companies must enter into a specific agreement before filming can be done. The Royal College of Physicians accepts no liability for loss, financial or otherwise, alleged to have incurred as a result of these guidelines.

Date of Event:	Film Title:
Company Name:	Name and position of Authorised Client:
Signature:	Date:

