



OLD ROYAL NAVAL COLLEGE

The Greenwich Foundation for the Old Royal Naval College

It is important that these rules are fully understood and communicated to all staff, contractors and others authorised to be on site.

Please note that failure to comply fully with the rules may lead to the cancellation of filming.

If you require information or assistance – ask us. We will always try to help you.

RULES FOR FILMING

The parties involved:

- The Old Royal Naval College (ORNC) is a site open to the public and is also the campus for the University of Greenwich and for Trinity Laban Conservatoire of Music and Dance. The Greenwich Foundation for the Old Royal Naval College has ultimate responsibility for all activities within the site. For the purpose of these rules, it is referred to as GF.
- The company undertaking filming on the site and all their employees, contractors, suppliers, and any others authorised by them will for the purposes of these rules, be referred to as the Film Company.

Purpose:

- The Greenwich Foundation is here to maximise public benefit and understanding of the buildings and grounds of the ORNC by working with our partners to conserve them for, and share their significance with, present and future generations.
- In respect to filming, we wish to optimise our income, ensure the business of our site partners is not unduly affected and create opportunities for the public to enjoy the process of movie making in this spectacular site.
- Ultimately we want filming here to be efficiently undertaken, successful and enjoyable for all parties.

People on Site:

- A person, designated by the Film Company, must be on site at all times to ensure strict compliance by all contractors and film staff with H&S legislation and with the Risk Assessment supplied prior to filming.
- GF will likewise designate an individual to represent the Foundation and be the point of contact on all matters
- Security personnel must have a current Security Industry Authority (SIA) Licence.
- Smoking is not permitted inside or within five metres of any building. Please supply sand buckets for cigarette butts.
- Eating or drinking (except bottled water) in any building is not permitted unless agreed beforehand with GF. If an area has been designated as an eating area, food should be kept to that area and not taken outside of it.
- Full briefing of stewards and crew to be given in the presence of GF staff. The safety of the general public and politeness to them must be a priority for all attached to the Film Company including bodyguards and personal protection officers.
- An adequate number (as defined by GF) of suitably briefed and trained stewards must be provided by the Film Company at all times while on site.

Vehicles on Site:

- The speed limit on site is 5 mph. maximum and all vehicles should proceed with their hazard warning lights on. You will need to provide drip mats for all film vehicles parked on site.
- Every vehicle entering the site will require an authorisation from GF in advance of entry. GF does not undertake to allow all vehicles associated with the Film Company on site.
- All vehicles are to park in designated areas only and vehicles not doing so will be required to leave site and reapply for permission to re-enter.

- GF does not have facilities for additional parking of cars for crew, extras etc beyond that specified at the time of agreement.
- No vehicles must drive on to the pavements or kerbs anywhere on site.
- Vehicles, carriages, cranes or other heavy mobile equipment requiring to be driven onto roads/walkways that surround or cross the lawned areas can only do so if this access has been specifically agreed with GF in advance of filming.
- Access for Emergency Services vehicles is to be maintained at all times.
- Traffic bollards are placed to restrict vehicle movement on site. Should vehicle access be required in restricted areas permission must be agreed with GF to remove the bollards.
- Should permission be granted to bring horses and carriages on site then horses hooves and carriage wheels must be rubber clad.

The Buildings and Grounds:

- Access to those areas of the site occupied by tenants is only permissible with their permission and may be subject to a further fee. This includes the running of cables and equipment through areas even though they are open to the general public. (Tell us what you require in good time and we can normally arrange).
- There will be no digging or staking into the ground anywhere on site without full consultation with GF who reserve the right to refuse permission as necessary.
- No attachments are to be made to any walls or surfaces without full method statement and prior consent from GF.
- All cables must be made neat and safe and covered with cable ramps where appropriate.
- Candles and naked flames will not be allowed anywhere on site without prior agreement of GF.
- Smoke or special effects are to be used only if agreed with GF beforehand.

- Fire escape routes to be maintained at all times.
- All electrical equipment must be PAT tested and run from a 110 voltage supply where appropriate. No electrical equipment is to be plugged into the site supply unless agreed by GF.
- Any filming within buildings requires all equipment to have rubber bases/legs or should be placed on protective matting in order to protect the floor.
- Permission should be sought from GF before any item of furniture is moved.

While on site:

- Filming signs, barriers and cones to be provided as required by GF which reserves the right to also install barriers and signage to explain what is happening to the public, enable access and control the spread of filming activities on site.
- Noise to be kept to an absolute minimum (radios etc. are not allowed to be played on site). Noise levels during filming must be discussed beforehand with GF. From time to time further reduction in noise level may be enforced in consequence of other events on site, examination periods, graduations etc.
- Only those areas specifically agreed for filming beforehand are to be used. If changes are required, GF should be notified immediately before any movement of equipment etc. is made. It may not be possible to accommodate these requirements at short notice but GF reserves the right to specify extra conditions and fees as necessary.
- Rubbish should not be allowed to build up on site and is to be removed regularly as and when requested by GF. Clearing of the site should begin immediately filming ends. If equipment cannot be taken away immediately options need to be discussed with GF at the earliest opportunity.
- GF reserves the right to require the Film Company to inform local residents about the filming on site and provide times and dates (in the form of a leaflet drop for example). GF will assist with this by use of GF website etc if feasible.
- The Film Company will be required to have a final 'walk round' with GF to ensure all areas are returned to their previous state and to the satisfaction of the Greenwich Foundation.

PLEASE NOTE:

The Greenwich Foundation also requires the following before any filming commences:

1. Signed Licence Agreement.
2. Insurance Certificate as mentioned in the Licence Agreement
3. Payment for the full amount.
4. Risk Assessment & Method Statement

I have read the above rules and agree to fully comply with them and will ensure that all employees, representatives and any other personnel employed for whatever reason in the production of this film are aware and comply with them and acknowledge that failure to do so may result in the event being cancelled.

.....Signature

.....Print Name

(Duly authorised to sign for and on behalf of the Production Company)

Name:

Date:

Company:

Address:

January 2013