

## FILMING AND PHOTOGRAPHY REQUEST FORM

**Thank-you for your interest in hosting a production on The Helix site.**

Please provide as much detail as possible to speed up the filming and photography request process. We require notice of at least 5 working days for filming and photography requests but as much notice as possible would be appreciated. Please return request forms to

[fct.events@falkirkcommunitytrust.org](mailto:fct.events@falkirkcommunitytrust.org)

**1.**

Lead Contact Name:	
Tel:	
Mobile:	
Email:	
Name of Production Company:	
Company Registration no.:	
Address of Production Company:	

**2.**

<b>Production type?</b>
<i>Please provide as much detail as possible on the type of production i.e. filming/stills photography/drone filming. What will the footage/images be used for and where will they be featured?</i>
<b>What images and actions will be captured? For what purpose will these images/actions be used?</b>
<b>Which specific location(s) will the production be using?</b>
<b>Risk Assessment and Public Liability Insurance</b>
Please attach a risk assessment to your request form. This risk assessment should note any risks associated with the production, both to participants and to regular users of the site, and identify sensible measures to mitigate these risks. If you require a risk assessment template please contact the events team who can supply an example matrix template.
If you are carrying out any activity as part of the production which differs from normal public use of the site or if you are bringing equipment to the site, for example filming equipment, pieces of set etc. you must supply proof of Public Liability Insurance (PLI) to the minimum value of £5 million (small scale productions) or £10million (large scale productions) before we can proceed. If you are unsure if you need to provide proof of PLI please contact the events team who will be happy to assist.

3.

Production date(s) requested:	
Timings details Set up: Production: Breakdown:	

4.

On which date(s) and channel(s) will the production/images be released?

5.

What disruption will be caused onsite during the production? <i>i.e. disruption to public footpaths, equipment set up, noise etc.</i>
Will vehicular access be required?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details: Description of vehicle(s) (make/model/reg): Width and length of vehicle(s) : Gross vehicle weight : Operator certification/competency:

6.

Expected number of participants?			
Crew: Performers:		Number and size of crew and performer vehicles:	
Is the production or any of the performers likely to attract a following?			
Will catering be required or brought onto site?			

**Falkirk Community Trust charge a fee for commercial and non-commercial filming and photography on our sites. Prices are available upon application.**

