**Application to film, photograph and/or audio record in Jesus College**

|  |  |
| --- | --- |
| **Name of individual(s) and/or organisation(s) requesting permission** |  |
| **Name of main contact** |  |
| **Email address and phone number of main contact** |  |
| **Booking reference and/or event dates (if applicable)** |  |
| **Does your request cover filming, photography, and/or audio** |  |
| **Information on the purpose including:*** **Will anyone commercially benefit**
* **What is the aim**
* **What you are planning to cover/include**
* **If applicable, how long the final film will be**
* **If you have a draft shot list, script, or list of interview questions, please attach them when you return this form**
 |  |
| **Please indicate:*** **why you wish to film, photograph or record audio in Jesus College**
* **whether you wish to mention the College in the final production/credits and if so, how it will be mentioned**
 |  |
| **Please list where the film, photographs or audio will be publicly broadcast or available to view, including media, websites, blogs, social media, events** |  |
| **Please list how many people will be involved on site, including crew, actors, extras** |  |
| **Do you require a room for crew or equipment? Do you wish to include crew in catering numbers?** |  |
| **Please list the names and positions of any people you wish to film, photograph or audio record in College** |  |
| **Please list the College locations that you wish to use, both internal and external** |  |
| **Please indicate a schedule including dates and start and finish times** |  |
| **Please confirm whether you have an insurance policy in place to indemnify the College against damage** |  |
| **Please list any extra requests or details not covered above** |  |

Please note that applications should be submitted as far in advance as possible. Except for news media requests, a lead-in time of at least ten working days is required. While we try to be flexible, short-notice requests may not be granted due to availability and the need to consult with various College departments to avoid clashes.

**Submission of this application form confirms that you have read and accepted the College’s** [**Filming, photography and audio recording policy**](https://www.jesus.cam.ac.uk/conferences-and-events/filming-and-av/apply-film-photograph-and-audio-record-jesus-college) **and** [**all other relevant College policies**](https://www.jesus.cam.ac.uk/college/about-us/freedom-information-and-publication-scheme/policies-and-services) (such as the Health and safety policy)**.** Anyone engaging an outside supplier to film, photograph and/or record audio on their behalf is responsible for informing them of these policies and ensuring that they are followed. The College is not responsible for any equipment or people brought onto site and you should arrange appropriate insurance.

Please note that [Filming, photography and audio recording fees may be applicable](https://www.jesus.cam.ac.uk/college/about-us/freedom-information-and-publication-scheme/policies-and-services#Filming%20in%20College) and must be discussed and agreed in advance.

Representatives of the College reserve the right to view the draft edit and ask for changes before publication or broadcast.

Room hirers are responsible for GDPR requirements for the area(s) they have booked, including notifying attendees in writing in advance and/or providing printed A4 portrait perimeter signs to slot into provided sign holders or display boards on the day. [Templates are provided](https://www.jesus.cam.ac.uk/conferences-and-events/filming-and-av/apply-film-photograph-and-audio-record-jesus-college) on the College website.