SOMERSET HOUSE
SOMERSET HOUSE TRUST
STRAND LONDON WC2R 1LA
TEL: +44 (0)20 7836 8686
INFO@SOMERSETHOUSE.ORG.UK
WWW.SOMERSETHOUSE.ORG.UK

Application: for Commercial Filming and Photography.

This form is to be completed and signed before any filming is permitted on Somerset House, private property.

Please complete this form in black ink using block capitals and return by post (or fax if agreed) with proof of public liability insurance to Communications Dept (fax no 020 7836 7613). Where there is not enough room to fully detail the requested information, please use additional sheets of paper and mark this accordingly on the form.

APPLICANT:

Company Name:.....

Address:.....

.....

Telephone No..... Mobile No..... Fax No.....

e-mail.....

Contact Name..... Position.....

Company status (sole trader, partnership, limited company) .....

PLEASE PROVIDE:

a) Public Liability document
b) Site specific risk assessment and method statement

TYPE OF FILM (Please circle as appropriate)

Film / TV / Commercial / Promo / Shorts / Student / Stills / Other:

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PRODUCTION TITLE.....

DESCRIPTION OF FILMING/ PHOTOGRAPHY / RECORDING (ie: interior / exterior, what scenes involve)

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LOCATION(S)

See web address for details:
http://www.somersethouse.org.uk/about_somerset_house/filming__photography/default.asp

Ice Rink	☐
Edmond J Safra Fountain Courtyard	☐
Upper Terrace	☐
River Terrace	☐
Lightwells & Deadhouse	☐
Navy Board Rooms	☐
Portico Rooms	☐
Seamens Hall	☐
Nelson Staircase	☐
Stamp Staircase	☐
Embankment Galleries	☐
Private Meeting spaces	☐

STILL PHOTOGRAPHS NATURE, PURPOSE AND USE:

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PRODUCER:.....

DISTRIBUTION

Where will the film/photography be distributed:.....

Distributor:.....

WILL SOMERSET HOUSE BE RECOGNISABLE AS A LOCATION

Yes / No

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LOCATION MANAGER.....

CREDIT(If applicable).....

DETAILS OF ACCESS

Dates: from..... to.....

Times: from..... to.....

No of crew:.....
No of extras: .....

PARKING REQUIREMENTS No. and type (s) of Vehicles

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DRESSING ROOM REQUIRMENTS How many rooms, do you require catering rooms(?)

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Please tick if your shoot may involve any of the following:

Temporary traffic Control	☐	Fire Effects	☐
Street dressing/disguising street	☐	Reconstruction of crime /	☐
markings	☐	emergency	☐
Hand held camera	☐	Animals	☐
Cherry Pickers	☐	Scaffolding	☐
Camera Crane	☐	Lighting Tower	☐
Camera Track	☐	Building Blackout	☐
Low Loaders	☐	Crowd Control / security	☐
Generator	☐	Stunts	☐
SFX	☐	Wet Down	☐
Gunfire	☐	Playback	☐
Pyrotechnics	☐	Children	☐

If you have ticked any of the above, or if you have any other equipment over and above just a camera and tripod, please give details:

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POWER SUPPLY REQUIRED

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PROPOSED DATE FOR TECHNICAL RECCE of LOCATIONS

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