



WORCESTER COLLEGE

UNIVERSITY OF OXFORD

Guidelines for filming, recording and broadcasting

These guidelines have been prepared for crews filming in the buildings and grounds of Worcester College, Walton Street, Oxford, OX1 2HB. They should be read in conjunction with the *Terms & Conditions for Venue Hire* which we will provide.

General principles

- Worcester College is a collection of historic, listed buildings (Grade I and II) set within a Grade II* listed landscape. All crews should be aware of the historic nature of the setting and take extra care when setting up, recording and removing equipment to avoid any damage.
- As a constituent college of the University of Oxford, Worcester College is a home and working environment for students, academics and staff throughout the year. Noise should be kept to a minimal level at all times to avoid disruption to academic activities, including lectures and examinations.
- You must ensure that Worcester College is kept fully informed of the intentions of the production company and their filming schedule at all times.
- We cannot guarantee quiet areas or exclusive access to outdoor shared spaces, including the Cloister, Quadrangles or Gardens. You are welcome to display freestanding 'Quiet, Recording in Progress' signs and/or place staff on the boundaries of your filming area to temporarily pause pedestrians but fair access must be maintained for College members at all times.
- Filming is restricted to those areas and locations agreed in advance. A general 'right to roam' and to decide what space to use on the day is not permitted.
- You should keep within the agreed hire period. Should this be exceeded, charges may be incurred as set out in the *Terms & Conditions for Venue Hire*.
- There is no access to water or electricity onsite unless otherwise agreed.

Physical changes and alterations

- Furniture, artwork, fixtures or fittings may not be moved without prior written consent. These items may be moved only by our staff or under their direct supervision and at your additional cost.
- You must take precautions to prevent damage to floors or floor coverings, including areas of turf. Appropriate protective boards or coverings must be in place when using equipment on delicate or historic floor surfaces including wood, stone, tile and mosaic.
- You may not erect scaffolding or affix screws or nails to any building, structure or object without our prior written consent.

- If permission is granted to make any temporary changes or installations to interiors, all items must be returned to their original positions or condition at the close of filming.
- In the event of damage, we shall undertake any repairs, reinstatements or restorations ourselves and pass all costs incurred on to you, which may include the costs of specialist craftspeople or consultants.

Vehicular access

- Any vehicular access must be with our prior written consent and confined to such routes as are approved by us in advance.
- Pavements and roadways adjacent to Worcester College are not College property. Any usage or closures must be agreed separately with Oxfordshire County Council.

Equipment

- Drone cameras may only be used with prior written permission and by an operator with a valid CAA licence.
- Smoke and atmospheric haze must not be used except with prior written permission. No smoke alarms may be blocked or disabled without our consent.
- All electrical equipment should be PAT tested and at the correct voltage. LED lighting is strongly preferred where possible. Electrical points should not be overloaded and trailing wires should be firmly secured or taped down so not to cause a trip hazard.
- Hot works are not permitted on site.

Food, drink and debris

- Food and drink may not be consumed in any interior rooms unless prior permission has been given.
- External catering is permitted for consumption in the Bar area only.
- You are responsible for ensuring that the site is left clear of rubbish/debris. A minimum clean-up charge of £500 per day will be billed to the production company if rubbish/debris are left onsite.

Rights

- You may not use our name, trademarks or logos without our prior written consent.
- The clearance of any third-party rights is the responsibility of the production company.

Health and safety

- You must hold valid Public Liability Insurance to film at Worcester College with minimum cover levels of £5 million. We may also require you to present a method statement and/or a risk assessment covering your activity.
- Arrangements must be in place to ensure all persons who may be affected by the filming are safe. You must undertake a safety check before filming commences and corridors, fire escape routes and fire exit doors must be kept accessible at all times.

- We may enter any part of the premises at any time during the hire period and interrupt or terminate the filming, without liability to you, if we believe that the structure or content of the location is at risk of damage.
- We accept no responsibility for any items or articles left at the premises unsupervised or following the conclusion of the hire period.
- You must ensure that local Emergency Services are fully aware of:
 - Special effects (Fire Service and Police)
 - Use of replica firearms (Police)
 - Impersonation of a member of the Emergency Services (Fire Service, Police and Ambulance).