



Filming/Recording at Wadham College

Prior permission must be obtained for filming on College premises or grounds. All enquiries should be referred in the first instance to the Conference & Events Office (conference.office@wadham.ox.ac.uk). Charges may apply.

- Wadham College is a listed building. Please be extra careful when setting up, recording and removing equipment to avoid any damage.
- Please do not remove any furniture, move furniture, change layouts, remove paintings or fixings, cover items etc. without prior written agreement. If permission is granted to make any temporary changes, the items must be returned to their original positions or condition.
- The College is a working environment for Students, Fellows, Lecturers and Staff. Noise should be kept at a minimal level and filming should not restrict access or disrupt day-to-day activities.
- Wadham College cannot guarantee quiet areas. You are welcome to bring and display free standing signs 'Quiet, recording in progress'.
- You must ensure arrangements are in place to ensure all persons who may be affected by the filming are safe. You must undertake a safety check before filming commences. Corridors, fire escape routes and fire exit doors must be kept free at all times. All electrical equipment should be PAT tested and at the correct voltage. Electrical points should not be overloaded and trailing wires should be firmly secured or taped down so not to cause a trip hazard.
- You should keep within the agreed filming/recording time. Should this be exceeded, charges may be incurred.
- Advance approval is required for anyone under 18 years.
- Please sign below and return in pdf format by email to conference.office@wadham.ox.ac.uk at least one week prior to arrival.

I have read the above information.

Filming Information Form completed	Yes/No
Copy of PLI sent	Yes/No
Risk Assessment sent	Yes/No

Signed:.....

Date:.....

Please keep a copy with you for your information whilst at Wadham College