



**WADHAM
COLLEGE**
UNIVERSITY OF OXFORD

FILMING REQUEST

Name of Applicant:	Mr / Mrs / Miss / Ms*	First Name:	Surname:
Production/Film Company:			
Film Name:			
Production Company Address:		Invoice Address (if different):	
E-mail address:			
Tel. No's:	Daytime:	Mobile:	
Purpose of filming/photoshoot (please include details of the subject matter):			
Possible Dates/Times Required:			
Which areas of the College would you like to use?			
Who would you like to speak to/interview for your filming?			
Special facilities/requests:			
Numbers involved in filming/photoshoot (include cast and crew):			
What equipment will be brought to site?			

Do you require any equipment? If yes, please give details:			
Distribution of film/photoshoot:			
Will this film be released to the public domain?	Yes	No	
If yes, please provide details including the release date:			

Will you provide release forms for participating subjects?	Yes	No	
If yes, please provide details:			

Charity Number & name of charity (if applicable):		
<p>Insurance: Organisers are required to hold current policy insurance in respect of Public Liability or 3rd Party risks. The relevant limit of indemnity shall be £5 million and the College reserves the right to require a higher limit if deemed necessary. Organisers will be required to produce evidence of their insurance cover.</p>		
Name of person responsible for Health & Safety:		
<i>(This must not be the main film applicant)</i>		
Will there be any children involved in the filming?	Yes	No
<p>Some items may require individual licensing and may have a cost associated with them.</p> <p>All applications must be accompanied by a Risk Assessment and a copy of your Public Liability Insurance (£5 million).</p>		

Please note that, generally, parking is not available but in exceptional circumstances a request may be granted.

Request forms should be submitted at least **two weeks'** prior to the proposed filming date(s). It is often difficult to accommodate short notice requests but these are considered where possible.

Please submit all completed request forms to the Conference & Events Office:
E-mail: conference.office@wadham.ox.ac.uk