

## **RESPONDING TO APPLICATIONS FOR FILMING/PHOTOGRAPHY/SOUND RECORDING AT YOUR CHURCH**

Churches are advised to consider adopting and communicating the following guidance to organisations which make requests for facilities to film etc.

### **Basic principles**

Churches are sacred spaces and community resources. We give safety in and around our churches the highest priority at all times. We are committed to avoiding or minimising inconvenience to our church and our neighbours. We are equally determined to uphold and protect the good name and standing of our church and community.

We will carefully evaluate any risks to the normal operation of our church and the general movement of worshippers and members of the public and to the good name and standing of the church and the community before we consider any request to conduct filming or photography at our church. You should, therefore, be aware of the following information before making a formal request to undertake filming or photography at our church.

### **Purpose of filming**

We will need to approve the purpose of the filming, use of scenes or shots and the content of scripts in advance.

### **Church property as a location**

Filming or photography must be conducted in such a way that it does not affect the normal operation of the church and community and does not interfere with the movement of worshippers and members of the public, including use of roads, car parks and church halls. No fixed items within churches shall be moved. Any changes to the way in which any building is laid out must be agreed in advance of the filming and reversed before the location is vacated.

### **Equipment**

All filming/photography equipment must be portable and battery powered. Access to the mains electricity supply is prohibited. The use of portable battery powered lights may be acceptable, but any cables connected to such lights must be appropriately secured (taped or matted) if trailing across floor areas.

### **Interviews and Locations for Filming or Photography**

No filming, photography or sound recordings of clergy, church officers, members of congregations or members of the public are permitted without their prior approval. Where outline approval for interviews is given, notice of questions will be required in advance.

### **Restricted Times for Filming or Photography**

Filming or photography requires the presence of the vicar or his/her appointed representative and will not be permitted without their presence. Times of filming or photography should be agreed in advance with the vicar or his/her appointed representative.

## **Insurance Cover**

When working in areas where members of the public have access, film crews and photographers must be covered by Public and Product Liability Insurance which provides cover for legal liability to third parties for accidental bodily injury or loss of or damage to property arising out of and in connection with filming/photography/sound recording on the property of the church. Cover must be for the minimum of £5 million (five million UK Pounds Sterling) or the foreign equivalent and confirmation of cover must be sent to the vicar, fax..., email...

## **Health and Safety**

Depending on the proposed scale of filming or photography, you may be asked to provide a detailed health and safety risk assessment and method statement.

## **Filming/Photography Fees**

A location fee will apply if filming/photography/sound recording is not for the purpose of television news reporting or use in a television current affairs programme.

## **If you wish to pursue your request to conduct filming or photography**

In conjunction with the information provided, should you wish to make a formal request to conduct filming or photography at our church, please apply in writing either by post, fax or e-mail and include confirmation of the following information:

1. Your name.
2. The name of the organisation you represent.
3. Your contact telephone, fax numbers and e-mail address.
4. The purpose of your filming/photography request (eg scenes/shots for television drama, documentary, general entertainment, children's programme, pop video, advertising/corporate client publicity, education).
5. Description of scenes/shots and a copy of the script which should be sent to the vicar,
6. Precise locations associated with your proposal.
7. Desired date(s) of filming/photography.
8. How much time will be required for filming/photography and between what times.
9. Confirmation that film crew/photographer are covered by Public and Product Liability Insurance providing minimum cover of £5 million.
10. The number of crew/actors to be on-site.
11. Description of proposed filming or photographic equipment intended for use.
12. Your proposed donation (to be made in advance).

## **Questions**

If you have any questions which have not been addressed in this information, please contact...