



**USE OF COUNCIL LAND & PREMISES
FOR FILMING LOCATIONS AND PHOTO SHOOT**

REQUEST FORM

Title of proposed film/project

Date(s) of project

Times filming will take place

From:

To:

Times for setting up/taking down on site

Before:

After:

Proposed venue/location* (s) for filming

Please note: Permission to film will only be granted for the above dates and location – if you do not detail all locations or if you have to return for additional dates to film – you must contact Thanet Council immediately to arrange for extra permission. You will be in breach of your filming permission if you are found filming in an unauthorised area or on an unauthorised date.

Please give a brief description of your project

Number of people involved on site

Number and type of vehicles involved

Please note: Our normal pay and display parking charges will apply during your filming unless you request secure and reserved parking, which will incur additional costs.

Do you require reserved car parking?

Yes

No

If so, where?

For how many vehicles?

Do you require any other special requirements during your filming?

When and where will the film be shown

About your filming request

Please indicate if your project/event will include any of the following:

<p align="center">CATERING OUTLETS</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how many outlets? <input type="text"/></p>	<p>Please give name and address of Operator: </p>
<p align="center">LICENSED BAR</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how many outlets? <input type="text"/></p>	<p>Please give name and address of Operator: </p>
<p>BARBEQUE (For sale to public)</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how many outlets? <input type="text"/></p>	<p>Please give name and address of Operator: </p>
<p align="center">ANIMALS</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Please give name and address of Operator: </p>
<p align="center">CHARITY STALLS</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how many approx? <input type="text"/></p>	
<p align="center">BOOT FAIR STALLS</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how many approx? <input type="text"/></p>	
<p align="center">COMMERCIAL STANDS</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how many approx? <input type="text"/></p>	
<p align="center">MUSICAL ENTERTAINMENT</p> <p>Is there any musical entertainment planned? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If so, is there a charge to be made for entrance to the entertainment?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please describe nature of musical entertainment, eg live band with amplification, live band without amplification, recorded music, etc.</p> <p>..... </p>	

Will your project/event include:

<p>Funfair/Children's rides (including bouncy castle, gyroscope etc)</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please list proposed rides:</p> <p>.....</p> <p>Proposed opening/closing times:</p> <p>.....</p>	<p style="text-align: center;">Details of Operator</p> <p>Name:.....</p> <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>Telephone number:.....</p>
<p style="text-align: center;">Fireworks display</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Proposed times of display:</p> <p>.....</p>	<p style="text-align: center;">Details of Operator</p> <p>Name:.....</p> <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>Telephone number:.....</p>
<p style="text-align: center;">Pyrotechnics</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please give details</p> <p>.....</p> <p>.....</p> <p>Proposed times of display:</p> <p>.....</p>	<p style="text-align: center;">Details of Operator</p> <p>Name:.....</p> <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>Telephone number:.....</p>
<p style="text-align: center;">Lasers and/or strobes</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please give details</p> <p>.....</p> <p>.....</p> <p>Proposed times of display:</p> <p>.....</p>	<p style="text-align: center;">Details of Operator</p> <p>Name:.....</p> <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>Telephone number:.....</p>

<p><u>Bonfire(s)</u></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please give details:</p> <p>.....</p> <p>.....</p> <p>Proposed times of display:</p> <p>.....</p>	<p style="text-align: center;">Details of Operator</p> <p>Name:.....</p> <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>Telephone number:.....</p>
<p><u>Other:</u> Please state any other attraction or activity that has not been mentioned</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p style="text-align: center;">Details of Operator</p> <p>Name:.....</p> <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>Telephone number:.....</p>

Please give details of any other machinery or plant to be used (please include camera cranes or specialist equipment used during filming):

.....

.....

.....

Will your event require:
(Please note, these services are only available at a few venues and costs will be recharged to our organisation)

ELECTRICITY

YES NO

If no, will you be using generators?

YES NO

MAINS WATER SUPPLY

YES NO



MEMORANDUM OF AGREEMENT

Subject to the approval of your request, the following conditions must be adhered to. Please read, complete and return with your completed filming request form.

Conditions:

I HEREBY

- 1 Undertake to indemnify the Council against all claims, proceedings, demands, costs, charges, expenses and damages whatsoever arising out of or in connection with the use of the said property under the provisions of this Agreement, unless due to any act or neglect of the Council, and to effect appropriate insurance to the satisfaction of the Council with an insurer approved by the Council.
- 2 understand that a film location charge applies for each day of the filming, this amount can change subject to the filming requirements required and ranges from £100 – 300 per day.
- 3 Undertake responsibility for reinstatement and cleaning of the said property if required following an event.
- 4 Undertake responsibility for obtaining any additional permissions or consents required, including submitting copies to the Council, of appropriate insurance (**£5 million public liability**) for other users of the said venue which is not covered under the hirer's insurance.
- 5 Undertake acceptance of any liabilities for loss or damage of any equipment or materials made available by the Council.
- 6 Undertake to comply with the Sunday Observance Act 1780 (as amended), the Health and Safety at Work Act 1974, the Environmental Protection Act and all other relevant statutory provisions.
- 7 Confirm that no livestock will be offered as prizes or harmed during the course of filming
- 8 Confirm that any publicity in relation to the event, signs/posters, etc, will be displayed in accordance with the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 1992.
- 9 Confirm that the locations requested for filming within this form would be the only locations used and that a truthful representation of that said location will be shown within the film.
- 10 Confirm that all the information given is correct and that we have read and understood all information given by the Council with regard to the filming
- 11 In the event of your filming being cancelled a notification period of 48 hours is required. If cancellation notification is not received in writing either email or letter, the full filming charges will apply and an invoice for payment will be sent for the full amount.

Signed.....Date.....

Print name.....Position in organisation.....

For & on behalf of.....(organisation)

Charity number (if applicable).....

Address.....

.....Postcode.....

Telephone no.....Fax no.....

Please return the completed form and a copy of the insurance certificate to:

Communications Unit, Thanet District Council, Cecil Street, Margate, Kent CT9 1XZ. Tel 01843 577169
Fax 01843 295343