

FILMING CONTRACT

Parties: This contract agreement ("the Agreement") dated is made between The London Library and

It is agreed as follows:

1) PROJECT DESCRIPTION

Filming for:

2) CONTACTS

.....

3) PERIOD OF AGREEMENT

Date:

Length of time (which *includes* both set up, filming and dismantling) =hours

Starting at

Ending at

4) LOCATION

The filming location covered by this Agreement is

5) PROTECTION OF FABRIC

..... will make every effort and take every reasonable precaution to protect the fabric of The London Library including the carpets and any other surfaces or any furniture, paintings or fixtures from any damage. Table tops and other surfaces must be suitably covered by if any hot items (e.g. lighting equipment) are to be used in their vicinity.

No permanent fixings are to be made into or onto the walls, parapets, doors or any part of the building. Nails or screws must not be used on any interior or exterior wall. Any temporary fixings must be approved **prior to filming**.

Furniture is not to be moved **without prior approval**.

Smoke machines and dry ice are **not** permitted.

To preserve collections, spotlights (if pre-approved) must remain off until required for actual filming.

Food and drink are not permitted in the Library (other than by prior arrangement).

6) SECURITY

All personnel are required to wear identification while moving around The London Library.

The Library will not be responsible for any loss or damage to any property or equipment belonging to either, its employees or any organisation or person taking part in the production of the filming or otherwise attending on site at the invitation or request of

7) HEALTH AND SAFETY

Any electrical appliance brought into The London Library must have been tested in accordance with the Electricity at Work Regulations 1989 and subsequent amendments. The Library reserves the right to check any such appliance and prohibit its use should it fail to meet the required standards.

The use of naked lights is strictly prohibited anywhere in the Library buildings and smoking is not permitted within The London Library. Any accident causing injury to persons or damage to any of our property must be reported to staff on duty.

A preliminary briefing by the Library on health and safety issues relevant to the nature of their activity and the location where it is being carried out will be given to a representative of BBC4. In addition, all persons employed by or working for should familiarize themselves with means of escape in the event of fire. This will include emergency procedures and security measures.

8) CONDITIONS OF USE

The Library reserves the right to deny photography/filming of any item or exhibit which may be harmed by such activity. The Library reserves the right to waive and/or modify these requirements in any case it deems appropriate.

All rights of the film sequences taken in the Library can be used only for the exclusive purposes of inclusion in the project as specified under section 1 unless prior written authority is obtained from the Librarian. Any other additional shooting is outside the terms of this agreement and subject to further negotiation.

The Library should be referred to by its correct name in any acknowledgements whether verbal or visual. The correct title is 'The London Library'.

9) INSURANCE

Prior to filming the Library requires a copy of’s insurance document, covering public liability, damage to premises, etc.

10) LOCATION FEE

..... It is agreed that if an overrun does occur after the period agreed in paragraph 3 (with prior permission) the charge will be per hour (pro rated for each part thereof)

ROYALTIES

.....

REPRODUCTION CHARGES

.....

PAYMENT

..... for two hours filming

10) CONTACT PERSONNEL

Signed on behalf of The London Library

..... Date

Signed on behalf of

..... Date