# **Tour, Filming and Photography Application Form – The Queen’s College**

1. Filming in your hired meeting room, using a standard interior wall (i.e. without portraits or views of the college) as the back drop is usually permitted, providing the below form is completed satisfactorily.
2. Filming in the grounds of the college or in the public rooms (Hall, Chapel for example) is not permitted without consideration of the completed form (below) and a suitable charge.\*\*

Please return the form to: [conferences@queens.ox.ac.uk](mailto:conferences@queens.ox.ac.uk).

|  |  |
| --- | --- |
| **Event name:** |  |
| **Event date:** |  |
| **Arrival/departure time:** |  |
| **Contact details**  **Name:**  **Address:**  **Telephone:**  **Email:** |  |
|  |
|  |
|  |
| **Permit type sought\*** | Filming/Stills Photography/Live Broadcast / Tour |
| **Location within college:** |  |
| **General description and nature of the Tour/Job/Working Title** |  |
| **Numbers of people involved** |  |
| **Intended equipment** |  |
| **Insurance**  **(certificates required)** | Exterior locations £5 million liability cover in place Yes/No\*  Interior locations £10 million liability cover in place Yes/No\* |
| **Special access requirements?** |  |
| **Additional support required from the College?** |  |
| **Is the location hired within your conference contract\*** | Yes/No\* |
| **If No, you acknowledge that a fee will be applicable.** | Yes/No\* |
| **If this is an application for a Tour only.** | I understand I haven’t requested permission to take photographs or to film in College and I do not have permission to do so unless I complete all fields of this form.  Yes/No\* |
| **Acknowledgment required in the credits of the film/ publication.** | With special thanks to the Provost and Fellows of The Queen’s College. |
| If you have a contract with us, please remember:  to ensure that all electronic and written materials connected with or referring to the Event (including online materials) carry the following legend, with the same typeface as the bulk of the surrounding material:  *“[Client/Name of Organisation] is an organisation which contracts with The Queen’s College for the use of facilities, but which has no formal connection with The University of Oxford”* | |

\*delete as applicable.

\*\* For **option b)** please expect a substantial wait before hearing if you have been successful. The committee to which the application will be reported meets twice a term, if you miss the first meeting the second meeting is 6 weeks later. If approved at this level, the permission then needs to be approved by the Governing Body who meet three times a term. If you apply during July/August/September, there is only one Governing Body meeting during these three months.

Signed ……………………………………………………

Date………………………………………………………

Position …………………………………………………