

FILMING CONTRACT

Parties: This contract agreement ("the Agreement") dated 13-02-2019 is made between The London Library "the Library", 14 St James's Square, London, SW1Y 4LG and
"The Company".

It is agreed as follows:

1) PROJECT DESCRIPTION

Film shoot for:

2) CONTACTS

1. CONTACT NAME:

CONTACT ADDRESS:

.....
.....
.....
.....

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 the Room(s) of The London Library.

5) PROTECTION OF FABRIC

The Company 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 The Company if any hot items (e.g. lighting equipment) are to be used in their vicinity. It is preferable that all lights used be low heat emitting.

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**, and not without help from the Library's Building and Facilities Management team.

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 The Company, 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 The Company.

7) HEALTH AND SAFETY

The Company,, agrees:

Not to use the Location for any purpose other than filming and to acknowledge that the Location has not been designed or adapted for such purpose. The company accepts that no warranty is given by the Library that the Location is safe, appropriate or fit for the purpose of filming and agrees to make their own investigations of the safety and adequacy of the Location for filming and to comply with their responsibilities under these terms and conditions without damage or injury to public visitors to the Library, any of the Crew or to any of our employees, agents or contractors.

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 immediately. The Company also agrees to pay the full cost of making good or full compensation for any loss or damage to any part of the Location, or to the contents thereof, arising out of such damage.

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 The Company. In addition, all persons employed by or working for the company 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 in the collection, or part of the building 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.

The Company must not interfere with the normal use of the Library.

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 Director of the Library. Any other additional shooting is outside the terms of this agreement and subject to further negotiation.

The Company must seek our prior approval for all vehicles, caravans, trailers and plant that you intend to bring and park on site.

All equipment used for filming must be removed from the Location before the end of the Filming Period (including, without limitation, generators, temporary structures and mobile facilities) not supplied by us and all litter or waste resulting from the filming. The Company accepts that if these responsibilities are not completed to our satisfaction we may remove such equipment, litter and waste and charge all costs and expenses incurred in so doing to you and that such costs and expenses shall be payable on demand.

The Library must be credited for the filming, and should be referred to by its correct name in any acknowledgements whether verbal or visual. The correct title is 'The London Library'.

The Company also agrees to not to undertake any activity, or to shoot any footage or photography, whilst on the premises, that may be liable to bring the Library into disrepute.

The Company agrees that no part of any film containing Library locations, staff and items may be distorted, manipulated, used within other programmes, re-used, lent or sold under any circumstances without permission from a representative of the Library. If you contemplate that film taken at the Library will be flipped, inverted, manipulated, altered or subject to special effects in any way whatsoever we will require to know your intentions in advance and reserve the right, without liability, to decline to permit filming to proceed.

9) INSURANCE

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

10) CANCELLATION

If the filming covered in this agreement is cancelled by The Company with less than 48 hours' notice, then the Total Payment (below) will be payable in full to the Library.

11) LOCATION FEE

..... (inc VAT) for hours

TOTAL PAYMENT

.....

12) CONTACT PERSONNEL

Signed on behalf of The London Library

..... Date

Signed on behalf of

..... Date