APPLICATIONS FOR FILMING, PHOTOGRAPHY, OR BROADCAST

READ THESE NOTES CAREFULLY BEFORE COMPLETING THE ATTACHED FORM

Thank you for enquiring about the use of Magdalen College for filming, photography or broadcast. Before we can consider your request please complete the attached application form and return it to the Home Bursar as above. Please note that requests will not be considered unless this form has been received. Please give as much notice as possible; a form received with less than two weeks’ notice is unlikely to be successful even for small requests.

Magdalen is a college of the University of Oxford and there are people living and working here throughout the year, whether engaged in studying for a degree, teaching or research. This includes vacation periods; use of the College in term time is almost always not possible. All requests have to be considered against this background.

In general the College is open to proposals for filming, photography and broadcasts. We are aware of the historic context that is sometimes required for documentaries and the like, but we are also happy to look at proposals for feature films or stills photography for a range of purposes. However, we reserve the right to refuse a request without giving a reason.

There is no substitute for a visit to the College to be clear what it is that is required and where. We cannot accept requests that are vague on (for example) the exterior locations required within the grounds. Among the factors that have to be considered are the impact on the life of the College, how people move around and what other activities (including building maintenance) may be affected. A general ‘right to roam’ and to decide what space to use on the day is not permitted. If you are not familiar with the College grounds and buildings please visit – free access and a meeting can be provided if arranged in advance.

The College may charge a location fee. There are costs involved in administering requests and in making the arrangements on the day of the shoot. A commercial charge is usually made and such income goes to support our students over and above our budgeted provision. Please note that the College does not give credit for location fees which will be invoiced in advance and must be paid before the (first) day of the shoot. Insurance requirements are stated on the attached form and are not negotiable.

If you have any queries please include them with the form.
1. Permit Type Sought
Filming/Stills Photography/Live Broadcast* | 2. Has a recce taken place?
Yes/No*. If no, when will it be?

3. Job Location within College
Precise details required for exterior and interior locations

4. Requester's Details
   Company & Address
   Contact Name
   Telephone
   Email

5. General Description and Nature of Job, & (Working) Title

6. Numbers of People involved

7. Intended Equipment

8. Date(s) of shoot/broadcast desired. If part day, please state hours

9. Waiver Release
   Will you wish the College to sign a waiver release?  Yes/No*
   If 'yes' are there any special terms included?

10. Insurance
    Exterior locations £5 million liability cover in place  Yes/No*
    Interior locations £10 million liability cover in place  Yes/No*

11. Special access requirements and any additional support from College

12. Requester's Acceptance
    Signature  Date
    I have read and understood the accompanying material from the Home Bursar.

Home Bursar's notes
Fees agreed: £  Invoice no.:  Fees paid (date):
Notification to staff:
Notification to College:
Insurance seen and filed:

* Delete as applicable