Date: dd/mm/yyyy

Permission is hereby granted to:

(hereinafter referred to as the “Producer/Director”), to use the property and the adjacent area located at:

Room details:

Special Collections & Archives Reading Room

Special Collections & Archives Seminar Room

CS Lewis Reading Room

**McClay Library, Queen’s University Belfast**

**10 College Park East**

**BELFAST**

**BT7 1LP**

for the purpose of filming/ photographing and recording scenes (interior and/or exterior); this permission shall include the right to bring personnel and equipment (including props and temporary sets as detailed in ***Permission to Film Request***)onto said property, and to remove the same therefrom after completion of work.

The above permission is granted for a period of xx hours/days, from xx.xx hours to xx.xx hours and is subject to the **Terms & Conditions** outlined in **Appendix I**

Producer/Director hereby agrees to hold the undersigned harmless of and from any and all liability and loss which the undersigned may suffer, or incur by reason of any accidents, on or about the above-mentioned premises, ordinary wear and tear of the premises in accordance with this agreement excepted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Title/Relationship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

**FILMING AND PHOTOGRAPHY IN THE LIBRARY– TERMS AND CONDITIONS**

All bookings are subject to compliance with these terms and conditions.

1. Filming / photography is restricted to Monday-Friday 09.00- 17.00, it must be supervised by Library staff

2. No disturbance will be permitted during the examination period, including the weeks leading up to examinations

3. Any movement of stock, furniture or equipment and details of the filming / photography of books and journals will be agreed in a preliminary communications with Library staff

4. Bookings must be confirmed at least 5 working days in advance. Cancellations or postponement of filming / photography without a minimum of 48 hour notice will incur a penalty charge of 50% of the charges

5. Full disclosure of the intended purpose of filming / photography must be submitted in writing prior to the agreed schedule. The McClay Library reserves the right to refuse permission to individuals and/or organisations if deemed prejudicial to the interests of the University

6. The McClay Library requires individuals or production companies to organise indemnity cover for personal injury or damage to the property arising from filming / photography

7. Food and drinks are strictly forbidden in the Special Collections & Archives Reading Room

8. Payment of the charges in full must be settled within one month of invoicing

9. Images of the Library must be credited ‘*By kind permission of Queen’s University Belfast’*

**Charges for filming / photography in the Library**

* Up to three hours (morning or afternoon) £300.00 + VAT at 20%
* Charge for running over time (per hour or part thereof) £50.00 + VAT at 20%
* In excess of 4 hours incurs a daily rate (09.00-17.00) £600.00 + VAT at 20%

**Charges for taking photographs in the library for a period of up to 3 hours**

* For commercial use £400 + VAT at 20%
* Charge for running overtime (per hour) £50 + VAT at 20%
* In excess of 4 hours, charges to be discussed with Library staff