

## Guidelines for Filming, Recording and Photography at The Oval Bandstand & Lawns

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### Introduction

The purpose of this document is to act as a guide for those undertaking filming and photography at the Oval Bandstand & Lawns

### About the Venue:

The Oval Bandstand & Lawns is an outdoor community entertainment venue situated in over 4 acres of open public amenity space in a beautiful urban location on the clifftop overlooking Walpole Bay.

### Definitions:

#### **'Filming' and 'Photography' – a definition:**

The term 'filming' refers to all forms of moving image production. This includes feature films, television, commercials, music videos, drama documentaries, corporate productions, video, and interactive media.

The term 'photography' refers to all forms of still, digital and photo imaging. This includes advertising, editorial, fashion and corporate photography.

#### **News and current affairs:**

For avoidance of doubt, material intended for **news** programmes should be discussed in the first instance with The Oval Bandstand & Lawns.

## The Oval Bandstand & Lawns Policy on Filming and Photography

We aim to help ensure that Margate is a place where location filming can be conducted efficiently and successfully, thereby delivering significant economic benefits associated with filming (including local employment and tourism), while also being sensitive to the needs of those who live and work in our beautiful town.

The Oval bandstand & Lawns welcomes filming that is **consistent with one or more of the following aims:**

- promotes Cliftonville as a special natural and urban environments and historical landscapes
- respects the values of the area, our users, and stakeholders
- raises the profile of Cliftonville as a tourist destination in the foreign and domestic markets
- contributes to wider Government policy objectives

All requests to film will be assessed according to these aims along with existing scheduled events, planned maintenance work, potential security risks, ceremonial activities, and political sensitivities.

Furthermore:

- The Oval Bandstand & Lawns supports **amateur and student photographers** taking photographs for a private portfolio, educational coursework, or other non-commercial use. It is necessary to apply for permission to use images of The Oval Bandstand & Lawns for commercial purposes, this includes professional portfolios.
- The Oval Bandstand & Lawns supports emerging talent and will offer reduced rates where possible to **low-budget and student filmmakers**. The same process of 'How to Film' should be followed and students must produce a letter on headed paper from their educational establishment confirming their student status. Method statements and risk assessments will need to be shown.
- The Oval Bandstand & Lawns may suggest a site meeting to meet filmmakers face-to-face and discuss the logistics of their request. This is essential for large scale or complicated productions. An early meeting and/or discussion with the Production Designer / Art Department will be appreciated.
- Film makers will be asked to provide **in writing** as much information as possible on the following: proposed dates and times; potential locations; content and nature of the script or relevant script pages; talent; public liability insurance; potential stunts, special effects, pyrotechnics, wet-downs, use of helicopters, gun-fire/fire-arms, nudity and reference to royalty, politicians or public figures; road closures; numbers of vehicles, cast, crew and extras; equipment; parking and budget.
- Filming of a blasphemous, salacious, or derogatory nature will not be permitted.

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- The Oval Bandstand & Lawns has a responsibility to conserve for future generations the lawns, the buildings, wildlife, historic landscapes, views, and vistas. Filmmakers must therefore agree to abide by all statutory legislation relating to filming, in addition to professional standards of filming described in the **Kent Film Office**. This can be found on-line <https://kentfilmoffice.co.uk/filming-in-kent/kent-filming-guidelines/>
- People wishing to undertake wedding or lifestyle photography, or filming, will be required to obtain a permit to do so.
- **The Oval Bandstand & Lawns will respond to filming and photography requests as quickly as possible and recognises the deadlines of the film and photographic industries. Requests with less than 5 days' notice cannot be guaranteed.**
- Vox-pops are not permitted at The Oval Bandstand & Lawns.
- It is important to protect the ecology of The Oval Bandstand & Lawns. There may be instances where filming or photography cannot be permitted due to ecological considerations.

### **Filming and Photography Process - How to film at The Oval Bandstand & Lawns.**

There are six main steps to be achieved through mutual discussion and negotiation:

1. Pre-application advice
2. Formal application and site visit / planning meeting (if required)
3. Agree a fee
4. Sign legally binding Contract
5. Arrange advance payment
6. Debrief (if required)

#### **1. Pre-application advice**

An initial conversation and/or site visit with location managers (LMs) not familiar with The Oval Bandstand & Lawns or planning a large or complex shoot, is required to discuss the logistics of a request and determine from an early stage what may and may not be achievable.

Filmmakers must provide as much detailed information as possible, including dates/times, proposed locations, content and nature of script, crew numbers and public liability insurance details.

Location Managers and Producers will be given early warning when any aspect of their proposal may not be possible, and The Oval Bandstand & Lawns will always strive to find a compromise.

Following a discussion to agree activities the LM should submit a formal application via The Oval Bandstand & Lawns website.

## **2. Formal application and planning**

The request should be put in writing using The The Oval Bandstand & Lawns online application form <https://theovalbandstand.co.uk/film-photography-permissions>

A copy of Public Liability Insurance (minimum expectation of £5 million per incident/each occurrence. £10 million for large-scale production) should be included along with a Method Statement, Site Plan and Risk Assessment.

Each application will be assessed on a case-by-case basis, taking into account the various sensitivities and other commitments of The Oval Bandstand & Lawns but with a flexible approach aimed at helping LMs to meet their creative brief.

Depending on the scale of filming, a planning meeting(s) and/or site visit(s) to confirm logistical arrangements may be advised at this stage once the request has been generally agreed.

## **3. Fee**

The Oval Bandstand & Lawns is committed to proactively raising income to benefit the conservation and presentation of the venue and will therefore charge for location filming in most cases.

A broad outline of the fee structure is available on The Royal Parks website <https://theovalbandstand.co.uk/film-photography-permissions>

Any additional services based on an LM's specific requirements will be charged at cost. Filming or photography cancelled at late notice will be charged a cancellation fee.

## **4. Sign Filming Location Agreement**

A formal location agreement will be issued, confirming all mutually agreed arrangements and restrictions. A copy signed by both parties must be lodged with The Oval Bandstand & Lawns and with the filmmaker.

Filming cannot proceed unless a Permit to Film has been issued by The Oval Bandstand & Lawns.

Changes proposed once the location agreement has been signed must be mutually agreed in writing and appended to the original agreement.

## **5. Arrange Advance Payment**

Payment must be made in advance by bank transfer. Filmmakers will be issued with a receipt as soon as possible.

Depending on the nature and scale of the project, a deposit may be required to safeguard against damage and / or reinstatement.

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### **6. De-brief**

The Oval Bandstand & Lawns welcomes a conversation or meeting once filming is completed to discuss what worked well, and what didn't, to continually improve our service to filmmakers.