

# Filming/ Photography in the BioEscalator Procedure

V.1 Oct 2022



## Purpose

The purpose of this document is to provide the procedure that needs to be followed when requesting filming or photography permission in the BioEscalator and the Old Road Campus.

## Summary

Tenants must give at least ten working days' notice of when filming/photography of the requested date they would like to film or photograph in the BioEscalator/on the Old Road Campus.

The filming/photography agreement must be signed and returned to the BioEscalator before the date when filming/photography will take place. All required documentation must be provided to the BioEscalator before the date when filming/photography will take place. Only confirm the filming/photography company can attend once you have received permission from the BioEscalator.

Drone footage requires permission from the Facilities Manager.

We recommend inviting the filming/photography company to come in and assess the space at the BioEscalator beforehand so they can make an informed decision about the area they would like to use.

If the Hub is required for filming, it must be booked out for exclusive use; this will incur a charge. In addition, filming will need to break between 12:00 pm and 2:00 pm to allow tenants to use the space for lunch.

## Procedure:

1. Tenant provides at least ten working days' notice that filming/photography will be taking place in the BioEscalator/on the Old Road Campus by emailing [bioescalator.reception@medsci.ox.ac.uk](mailto:bioescalator.reception@medsci.ox.ac.uk)
2. Tenant will be asked to complete the 'Filming/Photography in the BioEscalator Enquiry Form' document.
  - a. All possible filming locations must be provided so other tenants and the Facilities Manager can be informed if necessary.
  - b. Filming/Photography will only be permitted in the locations agreed to before the date of filming/photography. Any changes on the day will not be allowed.
3. Once the completed form has been returned, the BioEscalator will review it.

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4. If the BioEscalator is happy for the filming/photography to proceed, the tenant will be sent the 'Filming & Photography Agreement - Companies Accessing University Premises' document, which they must get the filming/photography company to sign.
  
5. Tenant will be asked to provide proof of the filming/photography company's:
  - a. Public Liability insurance (minimum of £10,000)
  - b. Risk assessment for the project
  - c. In the case of drone footage
  - d. Drone Pilot ID
  - e. Permission to fly document

*If documentation is not provided by the day before the date of the filming/photography, the filming/photography will not be allowed to take place.*

6. On the day of filming, the filming/photography company must be accompanied by a tenant member of staff at all times.