



FILMING BOOKING FORM

PLEASE RETURN TO: sponsorship@hants.gov.uk

SHOOT ORGANISER CONTACT DETAILS

Main contact name:

Company name:

Job title:

Mobile Number:

Email:

Full address

PREMISES CONTACT DETAILS

Contact name:

Location:

Job title

Contact number:

Email:

Full address:

Above address same as invoice address?:

Yes No If no, please provide invoice address

DETAILS OF SHOOT

Location booking – please tick the relevant site

- | | | |
|---|--|--|
| <input type="checkbox"/> Royal Victoria Country Park | <input type="checkbox"/> Staunton Parkland | <input type="checkbox"/> Titchfield Haven Nature Reserve |
| <input type="checkbox"/> Queen Elizabeth Country Park | <input type="checkbox"/> Staunton Farm | <input type="checkbox"/> Other |
| <input type="checkbox"/> Lepe Country Park | <input type="checkbox"/> Manor Farm | <input type="text"/> |
| <input type="checkbox"/> River Hamble Country Park | <input type="checkbox"/> Basingstoke Canal | <input type="text"/> |

Title of shoot:

Filming or photography?

Number of crew:

Proposed date/s:

Number of cast:

Proposed times (include set up times) :

Number of vehicles requiring parking:

Do you require catering? If so, please include requirements.

Will you be bringing any external equipment, builds or contractors? Yes No

Use of a drone? Yes No

If so, please provide detail (To be approved by Park Managers).

Please provide a schedule of your day or proposed filming/photography

Please fill in with all details

EQUIPMENT

Please list all equipment you will be bringing on site. Are there any power requirements? (equipment must be PAT tested?)

BOOKING DETAILS

LOCATION	START DATE	END DATE	RATE	DAYS	SUB-TOTAL

TOTAL:

ADDITIONAL COSTS

SERVICE	START DATE	END DATE	RATE	DAYS	SUB-TOTAL
Overtime					
Staff cost					
Catering					
Parking					
Equipment					

TOTAL:

TOTAL BOOKING COST

PAYMENT SCHEDULE

Payment must be made in advance to secure the booking

Payment	Amount	Due date

TOTAL:

Declaration

By signing this booking form, you confirm that you have read and will apply to the terms and conditions attached. I understand that the booking does not give me exclusive rights to any specific part of the park unless specified. I am aware that failure to comply with these conditions will result in the booking being revoked.

Please tick this box if you do not want us to retain your details for marketing purposes.

Shoot organiser's signature

Position

Date

Please provide the following documents with your application:

- Proof of Public Liability Insurance
- Risk assessment
- COVID risk assessment

Payment (Tick appropriate)

- Debit/credit card
- Cash
- Invoice

Office use only.

Reviewed by:		Date:	
Approved by:		Date:	

All bookings will need to comply with the following conditions:

Hampshire County Council Policy on Filming and Photography

Hampshire Countryside Service welcomes filming at our sites if it:

- Promotes our sites as natural environments and landscapes.
- Respects the values of the sites, our users and stakeholder.
- Raises the profile of our sites.

You will be asked to provide in writing as much detailed information as possible regarding your filming and photography opportunity. This will need to include proposed dates and times, desired location, content, public liability insurance, appropriate risk assessments, use of third parties or external equipment, number of cast and crew and number of vehicles.

1.0 Background

- 1.1 The Organiser wishes to make a booking and run a filming or photography Shoot in one of Hampshire County Councils Premises.
- 1.2 Hampshire County Council agrees to host the Shoot in accordance with the terms and conditions contained herein.

2.0 This Agreement

- 2.1 Before the Shoot deadline date, the Organiser shall agree the details of the proposed Shoot as per the Booking Form developed in consultation with the Council.
- 2.2 The Organiser may not assign or sub-let this booking to any other person or organisation.
- 2.3 The Organiser shall satisfy itself that the Premises to be hired are suitable for its purposes.
- 2.4 The Council reserves the right to close the Premises at any time for emergency or periodic maintenance. The Council reserves the right to cancel any booking at its discretion and to change or amend these terms and conditions at any time without prior notice. In this event, all booking fees will be refunded to the Organiser and the Council will have no further liability to the Client.

2.5 Should the Organiser fail to disclose material information concerning the proposed booking or should there be reasonable grounds to conclude that these Terms and Conditions may be or have been breached to a material extent, the Council reserves the right to cancel any booking without notice and any refund of fees shall be at the reasonable discretion of the Site Manager.

2.6 Failure to comply with the Terms and Conditions may result in further bookings being refused.

3.0 The Booking

- 3.1 All bookings must be submitted using the approved Booking Form online or in writing.
- 3.2 Where applicable the booking period must cover any time required to set up and close down and this time will be charged for.
- 3.3 The Organiser may cancel a booking by notifying the Site Manager in person or in writing as soon as possible. A cancellation policy applies (see clause 6.0).
- 3.4 No Shoot shall extend beyond the booking period and the Organiser shall completely vacate the Premises by that time unless a special arrangement has been agreed by the Site Manager.
- 3.5 The Organiser shall comply with all statutory requirements including those relating to health and safety while on the Premises. The Organisers are responsible for health and safety of its staff / guests and users of the Premises during the booking period. The Organiser must not bring in electrical equipment unless it has been tested and certified as safe by an approved or suitably qualified person. Smoking is not permitted. Official exit ways and fire exits must be always kept clear. Evidence of risk assessments may be requested

by the Site Manager prior to acceptance of the booking.

3.6 Hampshire County Council's Countryside Service asks that unmanned aircraft (drones) are not operated from its land holdings without express permission for each site. This follows guidance recently issued by the Civil Aviation Authority (CAA) to help drone pilots fly safely and responsibly by following the drone code.

3.7 The Organiser is responsible for the storage, handling and safe keeping of all their items belonging, its staff/guests or third parties engaged by it. The Council accepts no responsibility or liability for such items.

3.8 Where applicable, it is the Organiser's responsibility to take out and maintain adequate insurance policies (including public liability and where appropriate, professional indemnity) to cover risks arising out of the Organiser's use of the Premises and activities or services performed by the Organisers and their representatives/employees during the booking period. Evidence of this insurance will be required prior to acceptance of the booking.

3.9 At the end of the booking period, the Organiser must leave the Premises in a clean and tidy condition and properly dispose of all litter and remove the Organiser's property. The Site Manager reserves the right to recover from the Organiser any additional expenses incurred as a result of non-compliance with this condition.

3.10 The Organiser will not have exclusive use of the Premises. The Organiser must not interfere with the proper working of the Premises or impair its efficiency.

3.11 The Organiser agrees to purchase all food, drink and catering services for the Booking from the Premises or other arrangements for such services where applicable.

3.12 These terms and conditions do not grant any right to the Organiser to use the Council's (including any of the Premises/Sites) branding and logo. Such right is subject to further written approval from the Council. If the Organiser seeks the written consent of the Council pursuant to this Clause, it shall first submit to the Council the text of any statement, press release or response for approval, where filming is for commercial purposes.

4.0 General

- 4.1 The Organiser acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and may be obliged to disclose information in relation to the Booking without consulting the Organiser.
- 4.2 If any dispute arises out of the Booking or the contract, the Parties will attempt to settle such dispute informally and in good faith. In exceptional circumstances where disputes cannot be resolved by negotiation (including escalation of the dispute resolution to the Chief Executive of each Party) then the Parties will take necessary steps to settle by appropriate mediation.

4.3 The contract between the Organiser and the Council and any dispute or claim arising out of or in connection with it or its subject matter shall be governed by and construed in accordance with the laws of England and Wales.

4.4 Nothing in this Agreement excludes or limits the liability of either party for death or personal injury caused by negligence or any other liability which may not otherwise be limited or excluded under applicable law.

4.5 Subject to clause 4.4, the Council's aggregate liability (whether in contract, tort or otherwise) for loss or damage shall in any event be limited to a sum equal to the amount paid or payable by the Organiser for the Booking.

4.6 In no event shall the Council be liable to the Organiser for: loss of profits, business, revenue, goodwill, or anticipated savings; and/or indirect or consequential loss or damage.

5.0 Booking Fee

- 5.1 The price to be paid by the Organiser to the Council for the Shoot shall be confirmed by the Council with the booking confirmation.
- 5.2 Payment by the Organiser must be received in full before the agreed date for the Booking to go ahead.
- 5.3 Any cheques must be written out to Hampshire County Council.

6.0 Cancelled bookings

- 3.1. If a booking is cancelled 14 days or more in advance a 10% admin surcharge will be deducted from the refundable amount if the booking is not rescheduled.
- 3.2. If a booking is cancelled with less than 14 days' notice no refunds are available (regardless of the weather).
- 3.3. If we are unable to honour your booking a full refund will be provided.
- 3.4. Cancellations must be notified to us in writing.

