Introduction

This document aims to provide external organisations with the necessary information on the College’s processes in relation to requests to film within the College.

Please note that Sidney Sussex College reserves the right to decline any such request for any reason.

For the purposes of this document:
- ‘production’ covers any periods when the Producer and crew are in College, including pre-shoot recces and meetings
- ‘production process’ covers the entire process undertaken by the external organisation to create the film or other media. This includes, but is not limited to, pre-production, production, post-production, distribution and the ongoing storage of data.
- The ‘Producer’ is the organisation or individual (normally the production company) responsible for production

1. Background

1.1 Sidney Sussex College is a charity whose purpose is to ‘further public good by promoting learning, study and teaching in a community of scholars in the University of Cambridge.’ All production activities by third parties must support these objects. It is essential, then, that all requests include full
details of the production, including subject, interviews, narrative or angle, and intended distribution.

1.2 Sidney is both the home of, and a place of study for, students and some Fellows. It is a place of work for staff and Fellows. The College also welcomes the public and external guests at times. All these individuals have a right to privacy. Producers must ensure the right to privacy is respected; that any disturbance is kept to a minimum; and that all members of the production team are sensitive, respectful and courteous in their dealings with students, staff, Fellows and visitors.

1.3 The College will, in general, reject requests seeking access to the College during the exam period. For the purpose of this document, the exam period is defined as the period from two weeks prior to the start of Easter Term until (and including) the day after General Admission.

1.4 Our meeting and function rooms are often booked up many weeks in advance. Producers submitting a request which requires access to a particular room should bear this in mind and, where possible, provide alternative dates when production might be possible.

1.5 Space for parking within the College is extremely limited. While the College is happy to discuss limited access for parking, Producers should bear in mind that they may need to make alternative arrangements. Any parking suspensions in the streets surrounding the College must be negotiated by the Producer directly with Cambridge City Council – the College will not be able to assist with these applications.

1.6 Students, Fellows and staff who participate in filming cannot act in the capacity of spokesperson for the College without written permission from College Council.

1.7 The College will not normally allow the use of its name, shield or other identifying features or unique works, including paintings, sculptures and statues, to be filmed. If you wish to film anything which could fall into this category, you must make this clear in your initial application.

1.8 It is the responsibility of the Producer to ensure that the production complies with all current legislation, including on data protection; that a full risk assessment is completed; and that they have sufficient insurance to cover filming in a historic College.

2. Information required

The College will require the following information from a Producer when they submit a request:

2.1 The name of the production company (if applicable)
2.2 The name of the main contact and their contact information
2.3 Information on the production (subject / narrative / planned content)
2.4 Information on the final format and distribution (theatrical release / TV / online)
2.5 An estimate of the number of people involved in the production, with a breakdown of the departments (camera, lighting, props, cast, etc.) and the likely number in each team
2.6 A draft production schedule including dates, times and proposed locations
2.7 In the case of documentary production, a list of presenters and interviewees; in the case of scripted content, a copy of the latest draft of the script
2.8 Evidence of suitable public liability insurance cover and any other insurance cover or other certifications required for the production.
If your request is successful, the College will require the following additional items

- A satisfactory Risk Assessment and Method Statement (RAMS), must be submitted at least five working days before production
- A finalised call sheet (or alternative list of production personnel) and a final schedule must be submitted at least two working days before production

2. Timelines

The time required to process a request will depend on the scale of the production and other factors.

The times below are the minimum lead times required for a number of sample production requests. These lead times are subject to change in the context of the operational needs of the College. It is the Producer’s responsibility to ensure that their request is made at the earliest possible opportunity, and that the initial request is accompanied by all the required information (see 2. above).

The options below are intended only as a guide. It is the Producer’s responsibility to check the time required to process specific requests with Sidney’s Head of Communications (see 10. below)

A large production is defined as:

- any production that requires the College to be closed to the public
- a production lasting more than one day that involves two or more rooms within the College, or the closure of more than two exterior spaces at any one time
- a production that requires the withdrawal of normal access, or the normal services, provided to students, staff and Fellows

<table>
<thead>
<tr>
<th>Production requiring</th>
<th>Minimum lead time for requests in relation to filming during Term</th>
<th>outside Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access for up to one day to a single available room within the College (excluding The Old Kitchen and Hall) between 8.30am and 4.30pm</td>
<td>15 working days</td>
<td>10 working days</td>
</tr>
<tr>
<td>Access to a single available room for more than one day, or 1-3 rooms in the course of a single day</td>
<td>20 working days</td>
<td>15 working days</td>
</tr>
<tr>
<td>Access to a single exterior space for one day (or less)</td>
<td>15 working days</td>
<td>10 working days</td>
</tr>
<tr>
<td>Large production</td>
<td>We would not normally permit large production filming during term time</td>
<td>3 months</td>
</tr>
</tbody>
</table>

Term dates can be checked at: [Term dates | University of Cambridge](https://www.cam.ac.uk/about-university/term-dates)

4. Charges

The College will charge for all external filming requests from commercial production companies. Where the Producer is a College member or a not-for-profit organisation, the College may offer a discount on the costs below, but this is not guaranteed and is at the discretion of the College Officers.

For all bookings, the total cost of the booking will be calculated as
An administration charge to cover the processing of the request

+ the hire costs of any rooms required

+ A further charge levied on any large productions (see 3. above)

Our administration charges

The College’s current administration charges are listed below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Administration Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Productions requiring access to a single room (excluding The Old Kitchen and Hall) or a single exterior space per day between the hours of 8.30am and 4.30pm</td>
<td>£250 per filming day or part thereof</td>
</tr>
<tr>
<td>Additional administration charge for each additional room or exterior space</td>
<td>£100 per filming day or part thereof</td>
</tr>
<tr>
<td>Additional charge for any production requiring access after 4.30pm or before 8.30am</td>
<td>£100 per filming day or part thereof</td>
</tr>
</tbody>
</table>

An estimate of the fee due for any large production will be confirmed following your initial application, based on the information provided.

Additional costs

Please note: if you intend to interview a member of the College, they may also request payment for their services. The College cannot assist with these arrangements – and any such conversations must take place directly between the Producer and the interviewee.

Use of any communal facilities (corridors, toilets, changing facilities, catering) must be agreed in advance. Use of such facilities may be subject to an additional charge.

5. Health and Safety, Security & Insurance

5.1 The College’s Health and Safety policy requires that all those entering the College take reasonable care for both your own health and safety and that of others.

5.2 You are responsible for ensuring that any equipment brought onto site is in good order and has passed any relevant safety tests, for example, Portable Appliance Tests for electrical equipment.

5.3 You are also responsible for ensuring electrical points are not overloaded and any trailing wires are firmly secured or taped down so not to cause a trip hazard.

5.4 The College will not be responsible for any equipment brought onto site and you should arrange appropriate insurance.

5.5 Safe storage of equipment overnight is not guaranteed and may not be available. If such facilities are required they must be arranged in advance.

5.6 The Producer will be responsible for paying for any damage caused to property due to any negligent acts or omissions.
5.7 Producers will be responsible for submitting a satisfactory risk assessment and method statement (RAMS) to the College’s Head of Communications at least five working days prior to the first day of production within the College.

5.8 Producers must provide evidence of appropriate public liability insurance and any other specific cover or certification required as part of the production.

7. GDPR

The Producer must ensure that all persons identifiable within any film, video or photographic productions have completed a GDPR-compliant release form. The Producer is responsible for securely storing this information and all personal data in a GDPR-compliant manner. The College reserves the right to view all and any release forms, and it is the Producer’s responsibility to make this clear to all participants.

8. Copy of final film, and credit

The College may request copies of the final presentations (films, photos etc.) for the College Archives.

The College may ask to be credited at the end of the film.

9. Disclaimer

The information contained in this document is not exhaustive; any hazards and residual risks must be appropriately controlled.

10. Making a request

To make a request, please attach all the information required (see 2.1-2.8 above) to a single email, addressed to Sidney’s Head of Communications – communications@sid.cam.ac.uk

The Head of Communications will be your point of contact through this process.

The Head of Communications will normally acknowledge receipt of your email and request any further information within two working days.

Head of Communications
June 2024