

## PERMISSION TO FILM REQUEST

Name: .....

Company: .....

Address: .....

Email: ..... Tel: .....

Purpose for which you wish to film/record (*name of broadcaster if applicable*):

Exact time and date you wish to film/record:

Nature of film/recording (*ie: which locations, buildings, people, etc*):

Date of proposed broadcast/publication:

The College will grant permission for filming or recording within the College grounds on the following conditions:

1. That the usual acknowledgement, '**By kind permission of the Provost and Scholars of King's College, Cambridge**', is made.
2. That an undertaking is given not to reproduce the film or recording, or permit it to be reproduced, for any purpose whatsoever, except that for which permission is granted.
3. That a copy of any film or recording taken is made available to the College for its own use.
4. That any charge levied by the College for filming is paid on request.

**Further Conditions:**

- Drones are strictly prohibited over King's College
- It is not permitted to walk on College Lawns
- Any filming must not cause significant interference or disruption in the life of the College
- Adhere to the wishes and instructions of the College Porters and Custodians at all times
- Filming of College members/staff is not permitted without their prior consent.
- Do not block pathways or the bridge

**Fee to be Charged:** Yes  No

If applicable a facilities fee will be charged as follows:

£300 up to and including the first two hours of filming/recording and £150 per hour thereafter

If you are willing to accept these conditions, will you please complete this application form and return it to: PA to First Bursar, King's College, Cambridge CB2 1ST at [bursary-pa@kings.cam.ac.uk](mailto:bursary-pa@kings.cam.ac.uk)

**If permission is granted I agree to abide by the above conditions.**

Signed: ..... Date: .....

Position : .....

**Permission granted:**

Signed: ..... Date: .....

*Fellow on behalf of King's College*

**Filming or recording should not take place within the College grounds until you receive a copy of this form signed by, or on behalf of, a Fellow of the College. Please carry a signed copy of this form with you at all times while filming in College.**