



Please contact CCT at least 30 days prior to the proposed first date that will first need access to the church, to allow us time to process your enquiry.

Please note that this is not a booking form. Completing and returning this form is not proof of booking or confirmation of hire.

Once complete, please email this form to [filming@theccct.org.uk](mailto:filming@theccct.org.uk)

#### Section A. Applicant Details

Contact Name:

Name of production company:

Contact Details:

## Section B. Location Details

Dedication, Town and County of Church:

*If you do not have a specific location in mind, please note your preferred counties and describe in as much detail the 'type' of church location you require- (size, rural, urban, picturesque, medieval, Victorian, ect). Please be aware that not all CCT churches have electricity, lighting, heating or toilet facilities.*

Date(s) and Time\* of filming:

*Please note if you require access to the church outside of the hours of 9am – 5.30pm you may be charged a night-time filming fee.*

Access times:

*The required time/s of access to the church to include set-up and dismantling of any equipment etc: If you require days either side of filming to set up and dismantle your set up, or will need to leave your set in place for a short period of time, we can offer a reduced rate 'set-up/strike days' fee for these dates.*

Will it be necessary to restrict or limit access to the church for the public during the filming?  
If yes, please provide details.

Will your production require the use of the churchyard or other external space near the church for filming or for significant equipment set up?  
*If yes, please provide details. Please note that CCT does not care for a number of the churchyards surrounding our churches and additional permission will be required from external bodies to use the churchyard.*

## Section C. Filming Details

Title / Working Title of Production:

Production Type:

*Documentary / TV show / Feature film / Music Video / Student Project / Crowdfunded Project / Private or Personal project, ect.*

Brief synopsis of entire production:

*If your production requires an NDA to be signed before these details can be shared, please state 'NDA required' and attach the NDA form to the accompanying email.*

Synopsis of scene(s) filmed at church:

*If your production requires an NDA to be signed before these details can be shared, please state 'NDA required' and attach the NDA form to the accompanying email. Please note that we may ask for a script of the scene(s) to be filmed at the church.*

Number of crew involved:

List in detail the equipment that will be used during the shoot and how the fabric of the building and location will be protected from this equipment.

*eg. camera models, scaffolding, tripods, vehicles, drones, lighting rigs etc. Please see Appendix 2 for a starting suggested list of equipment and suggested protective measures. All equipment must have up to date PAT testing.*

Will the production require the use of hot working items; such as candles, incense or haze machines? Or chemical substances.

*If Yes, please give details. We review the use of hot working items on a case by case basis, depending on the fabric of each historic church. Please see Appendix 1 for CCT's 'Use of Candles' policy.*

Will the production require changes to be made to the location or will the church be used church exactly as is?

*If you would like to make changes please give full details. Please be aware that if your shoot requires significant changes to the historic building or is in a particularly high risk church a conservationist may be required to oversee the shoot at the expense of the production company.*

#### Section D. Legal Requirements

Insurance: I confirm that the production company I represent has annual public liability insurance policy, which includes an indemnity principle. Please attach a copy of this insurance with your enquiry form.

*Please note that public liability insurance is necessary for all filming hires.*

Risk Assessment: Please confirm that your production have/will complete a risk assessment to cover on-location filming.

*You may state 'pending' below if a site visit is required for a risk assessment to be completed. Please be aware that no hire contract or location agreement contract will be provided by CCT until a satisfactory risk assessment has been provided.*

## Appendix 1 - USE OF CANDLES POLICY

Candles may only be used inside CCT churches with the express written consent of a CCT member of staff on the advice of the relevant Estates Officer.

### **Lighting of Candles:**

Matches/tapers are to be kept out of sight when not in use, preferably taken off the premises or, if not feasible, locked away.

### **All Candles**

- Preferably, candles should not be kept on the premises; if unavoidable the candles should be locked away each night.
- Candles must always be used in an appropriate candle holder fixed to the fabric or placed on a level surface.
- Lighted candles **are not to be left unattended at any time** and should not be sited in close proximity to a source of flammable materials such as drapes.
- Correct fire extinguishing equipment, such as fire blankets, must be on hand at all times.
- Avoid placing lighted candles upon delicate surfaces, such as wood and stonework (especially monuments and fonts) as this can cause serious damage.
- Always read and follow the manufacturer's instructions on the candle box.
- Always leave at least 100 mm (approximately 4 inches) between candles when burning.
- Never burn a candle right down. Extinguish the candle before it burns into the holder or container. This creates less risk of the candle overheating the holder.
- Never touch or move a burning candle.
- If a candle will not go out easily using a 'snuffer', cover it with a damp cloth.

Never use water to extinguish a candle. Always use a snuffer.

### **If the candle smokes:**

- Extinguish the flame
- Allow to cool
- Trim the wick before relighting

### **Votive candles, scented candles:**

These are designed to liquefy when burning to release their fragrance. They must therefore always be burned in a glass or metal holder.

The container will become hot, so make sure it stands on a non-flammable surface.

- Make sure that the candleholder is not cracked before lighting a candle.
- Keep the candle free of matches, as they can create a flare effect.
- Clean the candleholder (by washing with hot water) to remove any wax or wicks before putting in a new candle.

### **Candle Wax**

If candle wax needs to be removed from furnishings/fabrics, contact your CCT Contact, who will liaise with our conservation team. Please do not attempt to clean yourself – the delicate materials that our churches are built with have some very specific cleaning requirements to prevent damage occurring during cleaning.

### **HSE FREE PUBLICATIONS**

Essentials of Health & Safety at Work (book 100+ pages)

<http://www.hse.gov.uk/pubns/priced/essentials.pdf>

HSE 5 Steps to risk assessment (booklet 8 pages)

<http://www.hse.gov.uk/pubns/indg163.pdf>

## Appendix 2- Basic protection materials for filming

### **Not permitted**

Adhesives, sticky tape or mechanical fixings onto historic surfaces or objects, without agreement by the staff, conservator, or their nominated delegate. No dirty protection should be used.

### **Cushioning:**

Use to protect floors and vulnerable surfaces (walls, fixtures) from abrasion and wear and tear. All equipment brought in should be laid on floor protection (e.g. sheets of Antinox).

### **For floors:**

- Underfelt – e.g. rubber backed Fomalux for hard floors, or Britannia 42 for carpets, from carpet shop or Condor Combi Floor
- Foam – plastazote – from Ramplas Ltd, LD45 12mm thick is the grade we usually use
- Foam – jiffy foam 4mm thick, 75m roll 1.5m wide, or 1 mm thick 300m roll 1.5m wide, MacFarlane packaging,

### **On equipment feet:**

- Tennis balls – from any sports shop or childrens stores
- Polyurethane foam pipe lagging/insulation – from any DIY store
- Bubble wrap secured to itself with masking tape or cotton typing tape or Velcro (from haberdashers) – wide number of suppliers, e.g. FR120 from Euronova Ltd, BULST1150 045T from MacFarlane Packaging

*On walls and abrasion points:* - Any of the above

### **Floor protection**

- Should be non-slip and without any sticky backings.

- Carpet squares or lino squares placed beneath feet – from any carpet shop or DIY store
- Rubber/vinyl backed synthetic fibre threshold mats (particularly to augment external door protection against rain, and laying over cables), e.g. Turtle mats (without studs on the back) – from any household or DIY store, or ironmongers
- Rubber backed underfelt (non-skid) – Fomalux, from carpet shop or Condor Combi Floor
- Plywood or hardwood sheets can be used with cushioning underneath to protect floors from damage by camera tracking – from any builders merchant or DIY store.
- Flame retardant floor protection
- Antinox – 1.2 x 2.5 m fluted polypropylene sheets, useful for placing beneath equipment. 2/350 FR Trans from Swiftec (or Correx from Cordek Ltd or Warren Insulation plc)
- Megafilm – rolls of dimpled polypropylene sheeting, useful for laying out walkways. 52m x 1.82m roll 10LS-FR Polypropylene Site Services Ltd"

### **Dust protection**

- Clean cotton dustsheets, preferably calico 12'x 9', e.g. from Hilton Banks
- Tyvek 25m roll 1.524m wide, 1422A from Preservation Equipment
- Secondhand laundered white 100% cotton double (94" x 100") bed sheets, from Advance Products, or new 100% cotton double bed sheets from John Lewis Partnership or department store

Securing protection to itself

- Sellotape Masking tape – from any DIY store or stationers
- Cotton typing tape, e.g. India tape, white, from Kent Services Ltd, or Laronde Enterprises.

### **Miscellaneous**

- Cable covers – from electrical shop
- Scissors, several pairs
- Metal rule – for cutting and scoring
- Stanley knife for cutting and Cutting board
- Pencils for drawing out (not pens or ink)
- Tape measure - for measuring