

Request for Filming on Coin Street Community Builders site

To make an enquiry about filming on the Coin Street Community Builders site please fill in the details below and return this form to filming@coinstreet.org.

We will come back to you with availability, suitability, and fees. All requests are subject to approval. Please note the following Terms and Conditions before submitting your request:

License for use

All activities on Coin Street Community Builders (CSCB) land must be licensed. CSCB will produce a standard licence agreement which must be signed and returned prior to access being permitted. The licence will be made in the Company name that appears on your insurance documentation. A current copy of insurance for public liability and damage insurance (no less than 5 million in total) must also be supplied. The company named on the licence will then become and be referred to as the Licensee.

Please note CSCB will not sign any documentation provided by other parties or alter our standard Licence documentation.

Fee

The agreed fee will be invoiced and payment must be received prior to access being permitted unless otherwise arranged. Fees are pre agreed, stated on the license and set at an hourly or daily rate. Please be aware that associated activities (including set up and de rigging) conducted outside of the agreed times will be subject to fees.

Cancellation of Filming

There is a £100+ VAT non-refundable administration fee for all filming agreements. The agreed fee (minus the administration fee) will be refunded if written confirmation is received and acknowledged by CSCB either by post or facsimile (but not by email) and printed on the official notepaper of the Licensee, by a pre-agreed date. The fee will be liable for part or full payment if cancellation is given within less time whatever reason.

Parking

There is no parking onsite as standard (although loading & unloading may be possible in the service yard subject to availability). Vehicles are not permitted to block the public walkway. Vehicular access may be possible to specific site areas (if vehicular support is required) but please be aware that this is likely to result in increased fees. A street level NCP carpark is located on the junction Upper Ground and Doon Street and is able to take over sized vehicles by prior arrangement.

Filming Details	Please be specific	Comments
Date filming request being made:		
Name and contact number of person making request: On site contact and mobile number if different:		
Date(s) required for filming:		

Location(s) that you would like use – please refer to the site plan attached		
Number of hours you will be on our site, including set up and de-rig		
What time will you/your equipment arrive on site?		
What time will you/ your equipment be completely off site?		
What approximate time will filming take place? Will you need to prevent access whilst filming is taking place		
<p>What programme is it? Is it a documentary or drama?</p> <p>Please give a brief synopsis or attach the relevant script pages. We need to understand the context of the piece. Please note we will not grant a licence for any filming which we believe will encourage dangerous or criminal behaviour or will portray the South Bank and our properties in an unflattering manner.</p>		
<p>Which channel will it be shown on? Is there a date for transmission? Please specify.</p>		
<p>Production company name and full postal address to be Licensed (this must be the same as appears on your insurance:</p>		

How many people inc crew and actors/presenters?		
What equipment will be brought on site? This should include dollies, tracking and generators? Where will this equipment be located (see site plan attached).		
Parking: This is not always possible and may be subject to additional costs. <u>If it is</u> possible and important to your shoot [either on site or close by] then please detail the number of vehicles, type and desired location. (see site plan attached).		
Other? – Is there any other useful information which will help us in granting permission for your use. Please specify.		

River Thames

Oxo Tower Wharf



Key

- 1 - Oxo Tower Wharf
 - 2 - Mallside Gallery
 - 3 - Bargehouse
 - 4 - Bernie Spain Gardens
 - 5 - Riverside Walkway
 - 6 - Jetties
 - 7 - Observation Point
 - 8 - Gabriel's Wharf
 - 9 - South Park
 - 10 - Doon Street Car Park
- Coin Street's boundary