



Filming guidelines: terms and conditions and liability

The University of Sussex frequently receives requests from TV and film production companies who would like to use the location, its buildings, grounds, staff and students for film shoots.

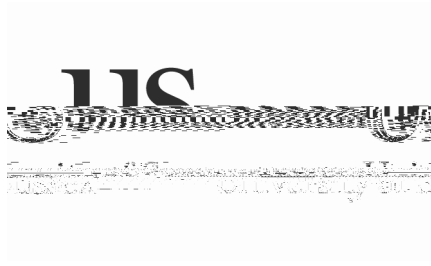
This document sets out the terms and conditions of any filming agreement and details liability and health and safety requirements.

Terms and conditions

The contract will usually include the following terms and conditions:

- The production company must ensure that the emergency services are notified of filming activity and access for emergency vehicles must always be maintained during location filming. In particular, Sussex Police must be notified if the production company is to stage crimes, accidents, use firearms, dress artists as policemen or other members of the emergency services. The police must be notified if the production company plans to disrupt traffic or close public pathways or highways.
- Filmmakers should be sensitive to the multi-cultural University community. Students, staff and members of the public should be treated with courtesy at all times.
- Noise should be kept to a minimum, especially between 10pm and 8am.
- Crew members should use only the agreed, booked space for filming and should keep access to building, corridors and offices clear at all times.
- Crew members must not trespass onto neighbouring property or enter areas of the location that have not been agreed with the University [FC].
- All waste materials or dust sheets should be provided where appropriate to cover furniture or flooring for interior filming.
- Objects belonging to the location must not be moved or removed without the owner's permission.
- All waste material and equipment must be removed from the site once filming is completed.
- Catering services are available to hire at the University. The Filming Co-ordinator will provide details.

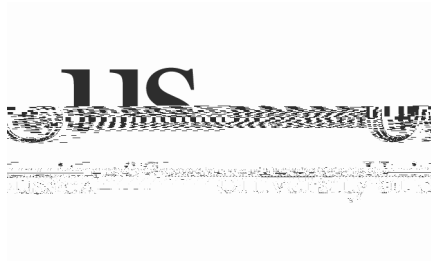
Liability



Health and safety requirements

Production company – responsible person

1. It is the responsibility of the production company or similar body to ensure that their employees comply with



6. Only in exceptional circumstances and in agreement with the University [FC] will anything other than 110V
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Emergency provision

1. First aid must be supplied by the production company.
2. All accidents and incidents must be notified to the University [FC] and to the Security Office. A report regarding such accidents and incidents must be submitted to the University [FC] who will in turn forward it to the University Safety Office.

Completion of the filming schedule

1. No property of the production company or waste materials from the production activity should be left following completion of filming.
2. The production company's responsible person must ensure that all areas are returned to the condition in which they were found.
3. Where there has been damage to University property, fabric or services, the University [FC] must be informed prior to the production company's responsible person leaving University premises.