

## FILMING POLICY

### PURPOSE

Kielder Observatory is a stunning location for film and photography and we receive frequent requests to use the building as a location. This policy is to provide a comprehensive film and photoshoot liaison policy and service, so that space and facilities at Kielder Observatory can be used by external media production organisations without disruption or cost to Kielder Observatory.

This policy does not cover filming public events at the Observatory. Please contact Patti Purcell, Office Manager, for these requests.

We strongly recommend visiting the Observatory by attending one of our events before entering into any agreement. Kielder Observatory's primary objective is to inspire its visitors by enabling observation of the Universe in Europe's largest protected Dark Sky, designated an International Dark Sky Park by the IDA – it is therefore in a remote location, far from light pollution. Public events are run most nights of the year and so filming can be during the day or after the events finish (at about midnight Sun-Thu or 3am Fri and Sat). The site is unlikely to be able to accommodate shoots with cast and crew exceeding 20: the forest track leading to the Observatory cannot accommodate vehicles with low clearance and no catering can be brought on site.

Please take a look at our [360° tour](#) of the observatory or our [aerial video](#) for layout and plan of the area

We cannot guarantee good weather or clear skies for filming.

### OBJECTIVES

- To provide a service that takes into account the complex requirements of production companies in utilising film / photoshoot locations, the physical resources of Kielder Observatory that might be suitable for their requirements, and in the interests of Kielder Observatory. We aim to minimise disruption of normal Kielder Observatory activities and of the wider Kielder Water and Forest area at all times.
- To provide and control general access to the Observatory exterior locations and to provide limited access to interior locations for commercial production companies producing feature films, commercials, still photography and general entertainment programmes.
- To preserve the reputation and public image of Kielder Observatory.

### POLICY

Requests for filming at Kielder Observatory should be made by completing the Filming Location Booking Form and will be handled by Patti Purcell, Office Manager of Kielder Observatory. Any change to the agreement on the day(s) of filming can only be authorised by the Observatory site manager on duty that day.

No film location requests will be approved which disrupt the normal activities of Kielder Observatory.



No major set construction or alteration of buildings will be permitted. Any set decoration must be clearly specified in writing and all areas occupied in connection with the filming must be returned to their normal condition.

The production company is responsible for maintaining adequate public and employer's liability insurance against accident, injury to its employees and third parties, third party loss, damage and all other risks normally insured against by others carrying on a similar business.

Production agencies filming locations which require auxiliary sources of power must use silenced generators and suspend or cover all cables at their own expense.

It is the commercial production company's responsibility to apply for any external filming licenses required for the surrounding property areas, for example, partial or full road closures. Drone flying is strictly prohibited without the appropriate licence which is obtained via Forestry England and RAF Spadeadam. Please call Forestry England at their Bellingham office on 0300 067 4200 or email them at [enquiries.northengland@forestryengland.uk](mailto:enquiries.northengland@forestryengland.uk)

A programme script must be submitted prior to the commencement of filming so it can be assessed that the filming will not damage the reputation or image of the business.

Neither employees of Kielder Observatory nor visitors to Kielder Observatory are to be approached to appear in the production unless by prior arrangement.

#### FEES & OTHER CHARGES

A daily fee of £1000 is chargeable. This will be applied every 24 hours or part thereof. A non-returnable deposit of 25% is required at time of signing the agreement, the balance must be paid no later than 30 days prior to the event is due to take place.

Whenever a location fee is being charged, a 'Contract for Filming' agreement will be entered into between Kielder Observatory and the production agency.

All arrangements, including the payment of the location fees and evidence of insurance must be completed at least two weeks prior to the commencement of filming. Should additional fees be incurred during the filming, such as refreshments or damage to property, they will be invoiced after the event on a 30 day period.

#### CANCELLATIONS & EXCEEDING TIME ALLOCATION;

If the cancellation notice is received 8-10 weeks prior to the event, then 50% is payable by the Client. If the cancellation notice is less than eight weeks prior to the event, then 75% is payable by the Client. If cancellation notice is less than one week prior to the event, then 100% is payable by the Client. If the event runs over the agreed time allocated, the daily fee structure above applies. All filming must be complete and the Observatory returned to normal condition at least four hours before any programmed public events.