

**ENQUIRY FORM FOR COMMERCIAL FILMING & PHOTOGRAPHY AT WAKEHURST (WEST SUSSEX)**

**Complete this form & return with proof of Public Liability Insurance.**

**This enquiry form is subject to contract.**

# We require 5 working days notice to process all applications

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date enquiry submitted:** | | | | | | | | |
| **Company Name:** | | | | **Production Title:** | | | | |
| **Contact Information:** | | | | **Mobile:** | | | | |
| **Email:** | | | | |
| **Production Company name:** | | | | | | | | |
|  | | | | | | | | |
| **Please delete as appropriate:**  Film / TV / Commercial / Promo / Short / Student / Stills / Documentary / Drama-documentary / Ident / Viral / Corporate / Reality  If TV please specify (soap / drama etc.) | | | | | | | | |
| **Date of Shoot:** (please advise if your dates are fixed or flexible) | | | | | | | | |
| **Timings of Shoot** (including access and set up time): | | | | | | | | |
| **Production Budget:** | | | | | | **Location Budget:** | | |
| **No. of Cast & Crew:** | | | | | | | | |
|  | | | | | | | | |
| **Detailed Description of the shoot:** (Please include scene content, the nature of the production, photography brief or recording) | | | | | | | | |
| **Distribution:** (Where will the film/photography be distributed): | | | | | | | | |
| **Specific Locations Required:** | | | | | | | | |
| **Equipment** (Please confirm what equipment you will be bringing if it is more than a Camera and Tripod): | | | | | | | | |
| **Parking Requirements:** (Please note parking is limited) | | | | | | | | |
| **Number and type of Vehicles:** | | | | | | | | |
| **Tick or highlight elements involved in your shoot.**  **Productions involving any of the below will be assessed on a case-by-case basis.** | | | | | | | | |
| Stunts  Wet down  SFX  Pyrotechnics  Firearms  Gunfire  Smoke effects  Nudity | Cherry picker  Lighting tower  Camera crane  Camera track  Dolly  Generator  Scaffolding  Crowd Control  Security  Police assistance | | References to:  -Science  -Horticulture  -Botany  -Kew’s history  -Kew’s core activities  -Royalty  -Public Figures  -Politics or Politicians | | | | Catering facilities  Honey wagons  Make up  Wardrobe trucks    Reconstruction of:  -A crime  -Emergency | Children  Animals  Playback  Bringing plants and/or soil onsite |
| **Please indicate if you require any of the following services:** | | | | | | | | |
| Kew experts | |  | | | Hire of electric buggies | | |  |
| Building access | |  | | | Water | | |  |
| Collections access | |  | | | Electricity | | |  |
| Other (please specify) | |  | | | Catering | | |  |
| **Are there any key requirements that are essential to your shoot?** | | | | | | | | |
| This document is an application to film in Kew Gardens. It does not constitute a filming or location contract, nor does it confer permission to film or take photographs | | | | | | | | |
| **Signed:**  **On behalf of production company** | | | | | | | | |
| **Please email this form (along with a copy of your Public Liability Insurance) to the Commercial Media Department, via** [**CommercialMediaWakehurst@kew.org**](mailto:CommercialMediaWakehurst@kew.org) | | | | | | | | |