

**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

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| **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 FirearmsGunfire Smoke effectsNudity | Cherry picker Lighting towerCamera crane Camera trackDollyGenerator ScaffoldingCrowd 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 PlaybackBringing 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** |