



Filming, photography and audio recording at Newnham Contract addendum to “Conferences & Events Terms and Conditions”

Introduction

This filming, recording and photography protocol aims to provide You with the maximum opportunity to achieve You aims, whilst recognising the health and safety, privacy and operational issues associated with carrying out this kind of activity in a site that is open to a wide cross-section of people including members of the public.

If You want to film, take still photography, record audio, interview members of the College or the public, or carry out any kind of research or data collection, You must comply with this protocol.

Requests that provide a commercial benefit to an organisation, including academic or non-profit entities, will be treated as commercial requests and may incur fees. This applies to requests for using any part of the College as a location for films, interviews, advertisements, photoshoots, or podcasts. Please discuss fees with the Conference Office before submitting the permission request form. Fees for room and space hire are negotiated separately, as applicable.

Practical tips for filming, photography and recording people can be found on the [Film London](#) website. Newnham College assumes no responsibility for the content on this external website.

‘The College’, ‘We’, ‘Our’ and ‘Us’ mean Newnham College, Cambridge and its representatives. ‘The Client’, ‘You’ and ‘You’ mean the organising body/company and organiser contracting for the Client, normally the person responsible for commissioning and paying for the event. The ‘Contract’ means the agreement between the College and the Client for a specific booking or series of bookings. ‘Working days’ means Monday to Friday. “Activity” refers to filming, photography and audio recording, whichever is relevant in the circumstances.

Please note that the College reserves the right to decline any application for any reason.

1. Key points:

The College needs to know details of the nature and editorial content of any Activity.

You recognise that Newnham is home to many students and a place of work for the Staff and Senior Members, who have a right to privacy and may wish to be excluded from filming activities. This right must be respected in a courteous manner.

You recognise that the public normally are permitted to access the gardens and other public spaces during the day and similarly have a right to privacy and may wish to be excluded from filming activities. This right must be respected in a courteous manner.

It is the responsibility of the Client to ensure clear signs in English are installed to notify the general population that Activity is happening in the area. Please liaise with the Conference Office as to location, wording and fixings. Notwithstanding any previous arrangement, if there is a conflict between the College’s operational needs and those of the Activity, then the operational needs will be given priority.

No Activity may hinder access around the College site and must not block fire exits, stairways, corridors or doorways.

Students, Staff or Senior Members who participate in the Activity may not act in the capacity of spokesperson for the College without clear prior agreement from the College Council.

No Activity may infringe data protection legislation.



2. Information required:

All of the information on the Filming form must be completed and returned to the Conference Office at least 10 days in advance of the Activity.

3. Drones

Drones and other unmanned aerial systems may be employed for aerial filming, survey work, or research purposes. However, due to regulatory, safety, and privacy concerns, all drone flights must receive advance permission. Unauthorised use will be reported to College officers, and appropriate action taken.

Before authorisation for a drone flight can be granted, the following must be submitted:

- A completed permission form
- Proof of indemnity insurance coverage
- CAA Permissions for Commercial Operations
- Agreement from Cambridge International Airport for the flight(s)
- A Risk Assessment of the proposed operation

Additionally, we may require the following information in advance:

- The intended flight path, including launch and landing points.
- You agree the drone will be operated at a respectful distance from windows, with no filming directed into internal spaces or private gardens.
- The Conference Manager and other relevant College officers must be able to review the footage or final film to identify any issues, which must be addressed before publication.
- The final footage will be made available to the College for its own use, with proper accreditation provided.

4. Making a request:

All requests should be made as early as possible and at least 10 working days before the filming is to take place, in order to allow time for the College authorities to be informed and give their approval. Approval is at the discretion of the College.

Please make Your application to the Conference Manager at Newnham College: via the following email address: conference@newn.cam.ac.uk

The Conference Manager, in partnership with the Communications Director, may approve filming requests. Any requests about which they have concerns will be referred to relevant College Officers or to the College Council. The College Council has ultimate authority to grant or refuse permission.

The College cannot guarantee that all requests will be met.

5. Charges:

Depending on factors such as relevance to the College, level of facilities required and operational and staffing impacts the College reserves the right to apply an administration/location and staffing charge.

The College will levy such fees as are appropriate, to cover space hire charges, direct costs incurred including reasonable charges for staff (both additional and existing staff time), security staff and/or services, and taking into account any special requirements or access arrangements, possible disruption of College business etc.



At the discretion of the Conference Manager, location fees may apply for Activity during events booked through the Conference Office in addition to the hire of other facilities and services.

For Activity not related to an event booked through the Conference Office, a location fee will be levied at the discretion of the Conference Manager for all commercial Activities depending on the scope and scale (save for those outlined in point 4.5 below).

Additional charges will be levied as follows:

- a. room/garden hire charges;
- b. fees for additional services are normally charged at standard College rates and should be agreed in advance, e.g. parking, catering, toilets, changing facilities, "green rooms", storage, catering, etc.
- c. a 20% supplement for Activity at other times including evenings and weekend morning/afternoon;

Additional fees may be charged for chaperoning site visits at the discretion of the Conference Manager.

A hire fee may be waived / reduced following authorisation from the College Council if, for example, a member of the College's academic community is requested to present their professional point of view / research findings for mainstream TV, radio or printed matter purposes.

Members of the College's academic community may request payment for their services. The Council shall not be involved in any negotiations of payment for individuals.

6. Health, safety, security and insurance:

It is the responsibility of the Client to ensure the Activity complies with all applicable laws and guidance, and the requirements of the College.

The filming or interviewing of children may only take place with the express permission of their parent or guardian.

The College's Health, Safety and Welfare Policy requires that You take reasonable care for both You own health and safety and that of others.

You are responsible for ensuring that any equipment brought onto site is in good order and has passed any relevant safety tests, for example, Portable Appliance Tests for electrical equipment.

You are also responsible for ensuring electrical points are not overloaded and any trailing wires are firmly secured or taped down so not to cause a trip hazard.

The College will not be responsible for any equipment brought onto site and You should arrange appropriate insurance.

Safe storage of equipment overnight is not guaranteed and may not be available. If such facilities are required, they must be arranged with the Conference Office in advance. Additional fees may apply.

You are responsible for paying for any damage caused to property due to any negligent acts or omissions.

Depending on the scale of Your production, risk assessments and method statements may be required.

Depending on the scale of Your production confirmation of Your public liability insurance and risk assessments may be required.

7. Additional facilities:

Use of any communal facilities (corridors, toilet facilities, changing facilities, and catering) must be agreed in advance and may only be used with the express permission of the Conference Manager or relevant College Officer and may be subject to an additional charge.

8. Other information:

The College may request copies of the final presentations (films, photos etc.) for the College Archives.

9. Disclaimer:



The information contained in this Filming Protocol is not exhaustive; any hazards and residual risks must be appropriately controlled.