**Churchill Archives Centre**

**Media Agreement Form**

I/We agree to

* Request permission to film in the Archives Centre at least 20 working days in advance of filming
* Submit document references for filming at least 5 working days in advance of filming
* Limit filming of original documents in the Reading Room to half a day (9.30am-12.30pm or 1.30pm-4.30pm)
* Be offsite by 5.00pm at the latest
* Bring no more than 4 film crew members and 1 presenter to the Archives Centre
* Make a request in advance to have the air conditioning in the Reading room switched off during filming, if required
* Wear a visitors pass, provided by the Archives Centre, at all times while on-site
* Follow instructions given by Archives Centre staff in relation to handling of originals and behaviour in the Reading Room
* Respect other readers using the Reading Room by working around them and not expecting or asking them to move.
* Provide proof of public liability insurance prior to filming
* Obtain permission from the owner of the collection(s) where the collection is not owned by the Archives Centre
* Clear copyright and satisfy the requirements of the Copyright Act
* Complete and sign the Archives Centre License to publish/broadcast form prior to filming
* Pay the facility fee (currently £500 plus VAT) per half day of filming or part therof prior to filming
* Abide by Rules in the Reading Room, as follows:
* No food or drink (including sweets, bottles of water etc) can be taken into the Reading Room.
* No pens will be used in Reading Room. Pencils only are permitted.
* Personal belongings should be left in lockers outside the Reading Room
* No liquids or sprays (eg for cleaning lenses) to be used in the reading room.
* Lights, microphones etc should be securely fixed and not liable to fall onto documents on the table.
* Handling of originals will be carried out by Archives Centre staff
* Presenters who may occasionally need to handle originals during filming (under the guidance of the conservator) must wash their hands prior to the filming. Certain items may require the use of plastic gloves.

*Signed by an officer of ………….[Media Company] on behalf of all film crew members and presenters*

*Signature*

*Name of officer*

*Position/job of officer*

*Date*

*Address of Media Company*

*Billing details of Media Company*