

## RHS Application for Commercial Photography or Filming

*To be completed by the requesting photographer/videographer at the time of application:*

<b>General information (please complete all fields in this section)</b>	
Contact name & company	
Contact email & telephone	
Invoice address	
Proposed date of shoot	Wisley/Rosemoor/Harlow Carr/Hyde Hall
Nature of shoot	
Detailed description of shoot (please include scene content and nature of production or photography brief)	
Distribution: (where will the film/photography be distributed)	
Proposed date	
Proposed back-up date in case of rain	
Proposed time of arrival	
Length of access time	
Name of production company	
What areas do you wish to film/photograph?	
Do you require access to non-public areas?	
Will staff be interviewed or filmed?	
NUMBER OF CREW (names & titles will be required prior to access)	
Will vehicle parking be required? (If so, please give vehicle registration numbers)	
Will electricity be required?	
Other requirements	

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<b>Film/video only</b>	
Broadcast channel	
Live/prerecord	
Date of broadcast	
How many cameras will be used? Will they be handheld, on a tripod or a dolly?	
Will tracking be used? (If yes, please give details)	
<b>Technical equipment</b>	
Will you require additional lighting? (If yes, please give details)	
Will a cherry picker or crane be used?	
Will any props or set dressing be used?	
What other facilities are required? (changing rooms, hair & make-up etc)	

Please return the completed form to the e-mail address below attaching proof of your public liability insurance (minimum cover of £2 million for individual photographers/video and £5 million for crews of two or more):

- RHS Wisley – Chrissie Milton - [functions@rhs.org.uk](mailto:functions@rhs.org.uk)

I acknowledge that this document is an application to photograph or film at RHS Gardens and does not constitute a filming or location contract, nor confer permission to film or take photographs. I confirm that I have read and agree to the terms and conditions below.

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Signed:

On behalf of production company

Date:

<b>For RHS Internal use only</b>	
<b>Fee (including VAT):</b>	
<b>Insurance document seen:</b>	
<b>Approved by:</b>	
<b>RHS staff contact:</b>	
<b>Tel no:</b> <b>Mobile no:</b>	

# RHS Application for Commercial Photography or Filming

## TERMS AND CONDITIONS

- A copy of this approved form and confirmation email must be brought on the day with a form of personal identification.
- You must possess public liability insurance with a minimum cover of £2 million for individual photographers/video and £5 million for crews of two or more and send a copy of it with your application form.
- If approved, you will be notified of a contact who will meet you at the agreed date and time of the shoot, and who will accompany you throughout the day or as agreed
- Submission of this form is not automatically a right to photograph or film in RHS gardens.
- As our gardens are places of relaxation and enjoyment by our many visitors, you are requested to cause as little disruption as possible to their activities, and be mindful at all times of your own and their safety.
- Please observe all signs in the garden, including 'Keep off the grass', and do not pass through temporary barriers, nor any roped off areas of the garden.
- Please do not walk on flower beds.
- Please do not hang lighting or props from trees or other plants.
- Tripods may be brought into RHS Gardens. If you bring a tripod please do not:
  - Place the legs in plant beds or on decorative lawns or where they could cause damage to the plant collections.
  - Leave them unattended where they may topple over or on steps or where they could present a trip hazard or interfere with other visitors.
  - Obstruct paths or doorways.
- Commercial drone photography is prohibited.
- As no vehicles can be driven into the garden, except with permission and only in certain areas, you must either bring your own trolley or make a request on your application form. However, please note that it may not always be possible to provide appropriate transport.
- Photography within our glasshouses and alpine houses can only be undertaken at specific times, so we will not always be able to comply with your first choice of date and time.
- Please ensure that you are out of the garden by closing time unless you have specific permission to film out of hours. Please note that closing times differ by garden and season, so you should check this when entering the garden.
- The RHS disclaims any responsibility for any personal or property damage or loss during the photographer's/filmmakers visit to our gardens. The photographer/filmmakers and/or crew shall be responsible for any damage to our gardens or garden indoor facilities caused by the photographer/filmmaker and/or crew as applicable.
- The RHS reserves the right to remove anyone from the garden if they do not comply with the terms and conditions above.