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| barbican | Filming and photography at the Barbican Centre **Guidelines** **Introduction**The Barbican Centre’s Communications team receives a large number of filming and photography requests each year. All non-commercial filming and photography shoots must be coordinated and supervised by a member of the team—requests are subject to available resources and locations. We do our best to accommodate requests wherever possible, and there is a greater likelihood of us being able to assist where we are notified at least 2 weeks in advance.If you would like to make a filming or photography request, please read the following guidelines, complete the request form, and email it to press@barbican.org.uk. Please note that the Barbican Centre only manage shoots within the arts centre and immediately outside the building. The only exterior locations we manage are the lakeside and sculpture court.If your shoot takes place in the wider Barbican Estate and in areas not listed above then please contact the City Film Office.<http://www.cityoflondon.gov.uk/about-the-city/what-we-do/filming-in-the-city/Pages/film-and-photography-permissions.aspx>**About the Barbican**The Barbican Centre is one of the world's leading arts centres, founded and run by the City of London Corporation. It encompasses dance, film, music, theatre, visual arts and creative learning who work together in creating the model of tomorrow's international arts and learning centre. Committed to providing a world-class programme, which inspires, challenges and amazes its audiences, the Barbican is also home to Resident Orchestra, London Symphony Orchestra, Associate Orchestra, BBC Symphony Orchestra and Associate Producer Serious. Its Artistic Associates include Boy Blue Entertainment, Cheek by Jowl, Deborah Warner, Drum Works, Fabulous Beast Dance Theatre and Michael Clark Company. International Associates are Royal Concertgebouw Orchestra of Amsterdam, New York Philharmonic, Los Angeles Philharmonic, Leipzig Gewandhaus Orchestra and Jazz at Lincoln Center. The architecturally renowned Centre, now Grade II listed, opened in 1982, and comprises the 1,949 seat Barbican Hall, the 1,166-seat Barbican Theatre, the Pit theatre, a 286 seat cinema, the Barbican Art Gallery, a second gallery The Curve, foyers and public spaces, a library, Lakeside Terrace, roof-top tropical conservatory, conference facilities and three restaurants. For more information visit <www.barbican.org.uk>. **Health and safety**Health and safety issues vary depending on where you will be filming or taking photographs within the Centre. As a public venue, our priority is to ensure that our visitors have the best possible experience, and most importantly a safe one. For this reason, a member of the Centre’s Communications team will help coordinate the logistics of your shoot and be present to oversee your activity within in the Centre at all times. The staff member overseeing your shoot will advise on any health and safety issues specific to your location(s) within the Centre. Please ensure your crew observe them. **Accreditation and access to shoot images and footage**For most shoots an appropriate credit line acknowledging the Barbican Centre as the location will be agreed upon between you and the Barbican’s Communications team. In addition to location crediting, we are always interested in using the images, videos or stills from such shoots in our communication activities. A written document containing confirmation of the agreement about accreditation and usage permissions will be created and signed by the Barbican and crew representatives before the shoot takes place. **Prohibited filming and photography: artistic works, staff, members of the public and children**Please be aware that we are not generally able to allow filming and photography of artistic works in the Centre other than for review purposes. This includes any artworks on display, theatre production sets and sound clips from concert rehearsals.Please do not film or take pictures of members of staff or the public without prior permission. We have a very stringent child protection policy, so please refrain from featuring images of children within the Centre in your shoot. **Catering**Please advise us in advance if you will require any form of pre-ordered catering during your film or photography shoot. We are bound by a contract with our in-house caterer Searcys, and can put you in touch with them so that they can advise you on the best possible offer within your budget. See <https://www.barbican.org.uk/banqueting/catering> for further details. **Planning and set up**Two to three working days prior to the shoot, a contact sheet containing all useful information for contacting the relevant Barbican and crew staff will be drawn up to help the smooth running of the shoot on the day. We are happy to assist with room set-up requirements such as chairs, tables, signage and power supply where possible.**Cancellation**A film or a photo shoot requires plenty of logistical preparation and supervision by at least one member of the Communications team. Because of the resource we invest in these activities we as that you please: * Work with us to provide timely responses to any logistical requests
* Advise us as soon as possible if you become aware that your shoot cannot proceed as planned.

Please note that we reserve the right to cancel your shoot if we become aware of health and safety hazards, or we have been provided with insufficient information to prepare for it in advance. **Request form****Please complete all sections of this form and return it by email to press@barbican.org.uk****Contact details*** Main contact name:
* Job title:
* Organisation:
* Mobile no. and/or direct line:
* Email address:
* Postal address:

**Filming/photography information*** Type of shoot (please tick the boxes that apply):

Photography [ ] Live filming [ ] Pre-recorded filming [ ] * Is this a commercial shoot?
* Brief description of filming/photography shoot:
* Where will the images or footage be used?
* When will the images or footage be published?
* Locations of interest within the Centre:
* Have you viewed the above mentioned locations yet?
* Will you require any further viewing?
* Desired start date and time of shoot:
* Desired end date and time of shoot:
* Alternative dates:
* Number of crew members involved:
* Will this filming or photography involve capturing images of members of the public, audiences, or children who are visiting the Centre?
* Do you require catering? Please note that if you require any form of pre-ordered catering, it should be organised in advanced through our in-house caterer Searcys.

**Health and Safety*** Please tick the relevant boxes if your activity requires the following:

Tripod [ ] Camera track [ ] Power supply [ ] Trailing cables [ ] Generator [ ] Animals [ ] Crowd control [ ] Security [ ] Special sound requirements [ ] * If you have ticked any of the above, or if you have any other equipment or service requirements other than a camera and a tripod, please give more detail below:
* The Barbican requires public liability cover of £5 million, are you or any of the crew members covered by a public liability insurance contract?

**Budget*** What is your location hire budget?
* If you require pre-ordered catering, do you have a catering budget?
* Invoice contact and address (if different from above):
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