



Westminster School Enterprise Ltd
 Westminster School
 Little Dean's Yard
 London
 SW1P 3PF
 Landline: 020 7963 1127
 Mobile: 07350 359963
 Email: enterprise@westminster.org.uk

FILMING CHARGES AND CONDITIONS

Filming Charges

Charges for filming or using our locations as unit bases at Westminster School, Lawrence Hall, Vincent Square and Nenthead House in Cumbria are available on request by contacting Westminster School Enterprise Ltd:

Landline: 020 7963 1127

Mobile: 07350 359963

Email: enterprise@westminster.org.uk

Additional Costs

Amendment Fee	An administration fee of £100 + VAT will be charged for any amendment made to applications once the location agreement has been issued.
Bonds	Dependent on the nature of the project, a bond may be required to safeguard against damage and/or reinstatement.
Cancellation Fee	In the event that the filming or photography is cancelled, a cancellation fee of 50% will be charged to a maximum of £4,000 + VAT. Productions cancelling with less than 48 hours' notice will be charged the full filming fee.
Late notice applications	Where an application is accepted (subject to availability) with less than 5 working days' notice, a late notice fee of £100 + VAT will apply.
Low budget productions	A reduce rate is available to productions which can prove funding from the following sources: local authority production fund, UKFC or other regional screen agencies.
Out of hours filming	Out of hours/nighttime shoots will be considered on a case-by-case basis and dependent on the level of disturbance to Westminster School and Westminster Abbey residents. Prices available on request.
Overtime	A double time rate applies in the event of an overrun
Prep and Strike (outside of filming days)	Charges at 50% of the normal fee. There will be no additional charges if preparing/striking within the allocated filming time.
Press Call/Press stunts/Product Launches	Charges will be set according to the nature of the shoot and level of disruption caused.
Props/Tracking/Cranes	The use of certain equipment on site may incur costs on top of the filming fee, e.g. cranes, track and dolly, generators, lighting equipment, temporary structures, furniture removal, special effect, etc.

Road Closures and Management	Road Closures are managed by Westminster City Council Film Unit Email: eventsandfilming@westminster.gov.uk Tel: 020 7641 2390 Film office opening hours: Monday to Friday, 9am to 5pm
Staff Costs	On occasion, we need to provide staff to supervise or assist with your shot. If this is necessary, any associated costs will be outlined in advance.
Unit Base	It may be possible to use the Vincent Square Pavilion and other locations as a unit base. Contact enterprise@westminster.org.uk for further information
Vehicles and Parking	Parking is limited at Westminster School and is generally restricted to drop off and pick up. For details of local parking spaces, contact Westminster City Council Film Unit: Email: eventsandfilming@westminster.gov.uk Tel: 020 7641 2390 Film office opening hours: Monday to Friday, 9am to 5pm Alternatively, parking may be available at Royal Hospital Chelsea: Email: RHCEvents@chelsea-pensioners.org.uk Tel: 020 7881 5532

Location Conditions

- As a school, the health, safety and security of the pupils and residents on site must be considered and always respected. Unless in exceptional circumstances, filming times are restricted to holidays, half terms and exeat weekends. For our term dates, please refer to [Term Dates | Westminster School](#)
- Crew, permitted vehicles, ez-up tents or other equipment must not block fire exits.
- Hot food may not be consumed in any interior location except for green rooms and the School's dining facilities.
- All cables must be covered.
- Floor protection must be used in all interior locations.
- No fixtures, hangings or adhesives are allowed on walls, frames or doorways.
- Painting on any surface is not permitted.
- Chandelier light bulbs may be swapped for period ones with prior approval.
- Dust powders, glitter, confetti and naked flame candles are not permitted.
- Stanchions must be kept in place.
- Only Westminster School porters can move furniture.
- Lighting must be kept away from combustible materials and fragile surfaces.
- Hazers, smoke machines, steamers, hairspray, etc must not be used near walls or heritage items.
- Equipment must not be placed in flower beds or within 3m of tree roots.
- Generator positions must be agreed in advance.
- Generators must 'super-silent'.
- All waste must be collected by the production and removed at the end of the hire period.
- Exterior staking, pegging or drilling in the ground is only permitted with advance approval.
- All shoots must have Public Liability Insurance of £10 million.