



Royal Pavilion & Museums Trust
Brighton & Hove

The Royal Pavilion, Brighton

Conditions for filming and photography

The Royal Pavilion, Brighton, is a unique historic palace containing many special collections, furniture and objects of immense value, including priceless items which are irreplaceable. The fabric of the building itself also needs special care. The building is open to visitors daily throughout the year. In this context, filming and photography must be planned to comply with the requirements of the Royal Pavilion & Museums Trust which manages the Royal Pavilion.

Each member of a film or photographic crew should be made aware of the content of these conditions before shooting starts.

Security

Because of the nature of the building and its contents, security is paramount.

Everyone involved in a shoot, whether technical crew or artists, must comply with all Royal Pavilion security requirements at any time. If the activity of the shoot creates a risk to security, it will be closed down immediately.

All crew members will be issued with Royal Pavilion wristbands at the beginning of each day. The badges must be worn at all times, and be visible to Royal Pavilion security staff and visitors.

A list of all crew members must be provided in advance, showing names, roles and responsibilities.

To get in and out of the building, crew members may use only the public entrances, unless other doors are being specially supervised by Royal Pavilion staff. All members of the crew need to be supervised throughout the shoot, so prior planning of the group's movements is necessary. Any splitting up of the crew group for any tasks including setting up or shooting, needs to be agreed in advance so adequate Royal Pavilion staffing can be arranged.

Planning

The shoots that are planned in most detail are those which achieve the desired result most effectively in terms of time and other resources.

Every shoot should be preceded by at least one site visit to meet Royal Pavilion staff, view possible locations, discuss practicalities, and assess how the building can most easily meet the needs of the project.

No shoot will go ahead unless the Royal Pavilion's formal agreement has been signed in advance. The agreement briefly details the purpose, dates, times and locations of the shoot.

A copy of the public liability insurance (minimum 10 million pounds) covering the shoot must also be provided in advance. The Royal Pavilion will also require a copy of an adequate risk assessment carried out by the production company/photographer.

A shooting schedule should be provided in advance, detailing times and locations for each part of the shoot. This will enable Royal Pavilion staff to prepare the building, making it easier for the crew to work on the day. Any need to move furniture or objects must be agreed in advance as it can be carried out only by Royal Pavilion specialist staff.

Items on loan from HM The Queen, may not be used in commercial filming project, unless prior written permission has been granted by the Royal Collections.

To ensure factual and historical accuracy, The Royal Pavilion should be consulted about the content of a programme, preferably by providing a copy of the script.

Any use of on-site power supplies must be agreed in advance, in consultation with Royal Pavilion technical staff, to ensure that circuits are not overloaded. RPM staff must use the plug sockets as these are in close proximity to collections

Access

There is normally no on-site parking for crew vehicles. The nearest public car park is the NCP in Church Street (less than five minutes walk).

Equipment can be dropped off at Pavilion Buildings (off North Street) or outside the North End of the Royal Pavilion, by prior arrangement. If needed, the Royal Pavilion may provide a base within the building where equipment can be stored securely when not in use. The Royal Pavilion accepts no liability for equipment that is damaged or lost on site.

The formal agreement for a shoot will specify the times when access has been agreed. These are the earliest arrival and latest departure times. Scheduling within these hours will need to take account of the amount of time needed to set up and wrap each day's shoot. In the event that a shoot needs more time than that already agreed, the Royal Pavilion will charge an over-run fee. Set up, shooting and strike activities must always be maintained in a controlled manner. If the Royal Pavilion project manager considers that the work is placing people or the building/collections at risk, work will be halted until this is remedied.

Some shoots request access to the roof and other parts of the building where there are particular risks in terms of conservation, health and safety. Special access of this nature must be planned in advance as it requires supervision from specialist staff.

The shoot

All filming and photography will be supervised by a member of Royal Pavilion staff who will liaise principally with one member of the crew (usually the producer,

director or principal photographer). The supervisor's responsibilities will include enabling the crew to achieve the images required within the limits agreed. However, they will also have the authority to intervene and halt filming if they are concerned that Royal Pavilion conditions are not being met.

At the beginning of the shoot, the crew should expect to be briefed by the Royal Pavilion on issues such as security, risk to the building and its contents, and the management of visitors. This briefing is intended to help the shoot to run more efficiently.

Public access has priority so each shoot must be managed so that it causes no disruption to individual visitors or groups. If needed, visitor flow can be managed to some extent to accommodate filming; this is the responsibility of Royal Pavilion staff rather than crew members.

The crew is expected to stay together while filming takes place, and to keep all equipment with them (unless it is deposited out of public view in an allocated space). A shoot requiring more than one camera, working in separate locations, affects the level of staffing the Royal Pavilion needs to provide, so this must be planned and agreed in advance.

Conservation issues

Crew members are not permitted to touch, move, lean or sit on any furniture, wallpapers, decorations or artefacts. Any need to move furniture or objects should be planned and agreed in advance as it requires specialist Royal Pavilion staff to be available.

All equipment must be kept well clear of all furniture, objects, light fittings and wall coverings. Particular care should be taken when carrying equipment through the building, especially in confined spaces and where there is any risk to items above head height. Staff may intervene to require certain methods of carrying equipment in vulnerable areas, for example the number of crew needed to move heavy or unwieldy items.

Floors and carpets must be protected from tripods or any equipment that may mark floors by the use of rubber feet, or mats. Floors will also need to be protected from dirty equipment or bags. This can be done in advance by Royal Pavilion staff if advanced notice is given.

If using floor space beyond the usual designated visitor route, ropes must be lifted to gain access, not stepped over.

No smoking or naked flames are permitted anywhere in the building. No food, drink or other liquids are permitted in the display areas. Hair products and make-up may not be applied in any of the public areas. No vapour/gaseous atmospheric effects are permitted.

Damage must be made good at the cost of the film or photographic production company.

Technical issues

If there is any likelihood that a shoot may want to use Royal Pavilion power supplies, needs must be identified and discussed in advance and at the earliest opportunity. It is likely that a crew will need to consult Royal Pavilion technical staff in order to ensure that circuits are not overloaded.

Trailing cables and wires must be secured with clean and dry non-slip mats.

All electrical equipment must have evidently passed a PAT test in the past year.

UV emitting lights are not permitted, LED is preferred. Lamp stands and tripods must be stable and in good condition. All wheeled items must have rubber wheels in good condition that are clean and dry before being wheeled through the building. Tracking must be laid if cameras are on dollies, to protect carpets and floors.

Lighting should be kept well away from wallpapers, fabrics, furnishings and light fittings, and be switched on for a minimal amount of time only. Lights must be switched off if requested by a member of Royal Pavilion staff. Photographers should use an electronic flash where possible.

Filming using a drone is not permitted because of issues of safety and security. Use of a steadicam may be possible but may be restricted as space in some interiors is very limited. Any proposal of this nature must be discussed and agreed with Royal Pavilion staff before the shoot takes place.

Exteriors

Permission to film or photograph exteriors anywhere on the Royal Pavilion estate should be sought beforehand. If a shoot needs to be supervised by the Royal Pavilion, or requires any special access, a facility fee will be charged. A straightforward exterior shoot may be given permission to proceed without incurring a charge.

Filming and photography in the gardens must be managed so that there is no disruption to visitors. In order to avoid congestion, permission to film at the main entrance to the Royal Pavilion is not normally given.

All members of a film or photography project are asked to respect the planting throughout the gardens. Any damage to plants, installations or equipment (eg seating, fencing or the lawn sprinkler system) will need to be paid for by the film or photographic production company.

It is not permitted to film on the King's Lawn, to the west of the building outside the King's Apartments. Because of the condition of the fabric of the building, access to the stone steps and terracing along the East Front is not normally given.

All crews are asked to respect the needs of the Pavilion Gardens Café, which is run as a separate business from the Royal Pavilion.

Access for emergency vehicles must be maintained at all times.

The Royal Pavilion routinely informs the city centre authorities of any planned exterior shoots which may create public interest. The authorities may alert the police to provide an additional presence in the area, if appropriate. Nevertheless,

any crew must be prepared to manage public interest in the shoot from their own resources, without the need to call on Royal Pavilion security staff.

Reproduction rights

Film and photographs may be used only in the agreed programme or publication, and promotion directly for it. They must not be used out of context, within other programmes or publications, re-used, lent or sold under any circumstances.

Copyright in our buildings and artefacts remains with the Royal Pavilion & Museums Trust.

The usual wording for a credit will be 'Thanks to Royal Pavilion & Museums Trust, Brighton & Hove'.

A copy of the final programme or publication must be provided to the Royal Pavilion, for internal, non-commercial, archival purposes.

Facility fees

A facility fee is charged for all filming and photography. Fees should be paid in advance at the time when the formal agreement is finalised. All fees are subject to VAT.

Fees are calculated individually, based on hourly rates plus the cost of specialist staff time, when needed. Examples of specialist staff include conservation, curatorial, technical and research expertise.

The size of the crew and the nature of the planned shoot may also affect the level of fee.

Fees relate to pre-agreed timings and activities. The agreed timing includes the initial briefing, set up, shoot and striketimes. All activities must be undertaken in a controlled manner. An over-run fee is charged if these timings are exceeded.

The Royal Pavilion will expect to be reimbursed for any other facilities or services which arise in the course of the shoot, such as research expertise, special technical or security arrangements, or unplanned access.

If, after formal agreement has been reached, the production company or photographer cancels, a cancellation fee will be payable to the Royal Pavilion. Cancellations within seven days of filming date will receive a 50% Discount, Cancellations after this time will be charged at full rate.

Further information

Requests for further information should be addressed to:

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