



## **Leeds Castle Photography and Filming Policy**

### **Introduction**

The Leeds Castle Foundation is a private charitable trust whose aim is to preserve the Castle and its grounds for the benefit of the public in perpetuity. The Foundation has a duty to protect the property and its contents but also to facilitate access to and enjoyment of them by members of the public and approved organisations. Obtaining the right balance calls for a policy for photography and filming at Leeds Castle.

### **Amateur Photography and Filming**

Capturing photographs and videos is an important part of the visitor experience at Leeds Castle, although all photographers will be required to be aware of other visitors and their right to privacy. The use of small hand-held equipment, including mobile phones, is allowed internally and externally but to avoid inconvenience to other visitors the use of tripods, flashlights and other advanced photographic equipment is not permitted within the castle without prior agreement of Leeds Castle staff. Leeds Castle requires photographers to be aware of the cumulative effect that flashlight can have on sensitive objects or artefacts, and to seek staff advice as appropriate.

Special arrangements should be made for requests for dedicated indoor photography or filming by amateurs, students or photographic groups which otherwise might impact on the enjoyment of other visitors. Such activity should only take place outside of normal opening hours and applications can be made in writing, email or by contacting our Bookings Office. Permission will only be given on the basis that the photography or filming in question is undertaken for private research, study or other personal use. Images must not be used for any commercial purposes or appear in any media without the explicit permission of the Press Officer, Leeds Castle Foundation. In the case of some amateur groups there will be a facility fee to cover the costs of staff supervision.

In relation to amateur photography and filming at special events, such as at weddings and corporate functions, amateurs are at liberty to take photographs in accordance with any arrangements made between Leeds Castle and the event organisers. Commercial photography is covered elsewhere in this policy.

The use of drones or any other airborne photographic device is forbidden unless written consent has been given by the Press Officer. The use of drones for commercial photography is covered elsewhere in this policy.

Digital images may be obtained from the Press Officer by completing an online request form. All copyright images which are reproduced must carry the copyright credit '©Leeds Castle Foundation'.

## **Commercial or Professional Photography and Filming**

The Leeds Castle Foundation welcomes commercial photography and filming, and recognises the potential financial and promotional benefits if it is consistent with our conservation, access and security policies and is in keeping with our brand as a historic property. Such activity must also comply with the provisions contained within the publication '*Guidelines for Professional Filming and Photography at Leeds Castle*' available from the Press Officer. Leeds Castle requires that all applicants fill out an initial online request form. Further enquiries should be directed to the Press Officer.

While Leeds Castle will always welcome late requests for permission and will shorten the application process as necessary the provision of contact details and notification of any relevant insurance cover will always be required before permission is granted. In the event of current news stories or weather reports, with short lead in times, camera crews should contact the Press Officer by telephone on 01622 767866 or email [pr@leeds-castle.co.uk](mailto:pr@leeds-castle.co.uk) to make the necessary arrangements. Leeds Castle holds existing insurance documentation and risk assessments for local and regional news stations and these are available in the event of short notice filming for those stations.

Before the commencement of any commercial or professional photography and filming a copy of the document '*Guidelines for Professional Filming and Photography at Leeds Castle*' must be signed by both parties. This document covers:

- Availability
- Point of Contact
- Permissions Required
- Factual Accuracy
- Technical Recce
- Filming Fees
- Health and Safety Requirements
- Vehicle Access
- Equipment and Lighting
- Protective Measures and Hot Works
- Structural Loading
- Food and Drink

An additional location agreement may be required from either party. Leeds Castle will not enter into a location agreement which contradicts the '*Guidelines for Professional Filming and Photography at Leeds Castle*' or may cause harm to its property and contents, grounds or brand image.

Facility fees, where appropriate, will be negotiated on an individual basis, and must be agreed with the Press Officer before the commencement of filming. In all cases, sufficient liability insurance cover will be required to a level decided by the Leeds Castle Foundation and/or its insurers or legal advisors.

Visitors to Leeds Castle should be able to enjoy their visit with minimum disruption. All commercial photography and filming should therefore take place outside opening hours where reasonable to do so or at scheduled times and locations mutually agreed with the Press Officer. Large scale filming will require the production company to supply experienced security personnel to secure filming locations and to minimise disruption to the public in a professional manner.

Permission for filming, where required, will only remain for the purposes originally granted. Further permission from the Leeds Castle Foundation must be sought before pictures are taken or footage created for any subsequent event or production. Copyright of any images or footage taken on Leeds Castle property remains with the photographer or film company but the Foundation reserves the right to

terminate this arrangement, without notice or refund, if it deems the purpose of images obtained are inappropriate or misrepresent the Leeds Castle Foundation in any way.

All commercial photography and filming must be credited with: 'Leeds Castle Foundation', subject to the final location agreement.

Consent must be given by the Press Officer for the use of drones or any other airborne photographic device. The appropriate documentation must be provided, specifically a copy of the Civil Aviation Authority Drone Operator's Pilot Licence and appropriate insurance cover.

A number of pedestrian rights of way exist over the Leeds Castle estate. Some of these pass through very busy visitor areas and TV or film crews will be required to inform the Press Officer in advance if their filming will impinge on such rights of way.

Those wishing to take professional photography and filming at special events such as weddings and corporate functions are at liberty to do so in accordance with any arrangements made between Leeds Castle and the event organisers. Professional photography for such events is not permitted if the wedding or corporate function did not take place at Leeds Castle. Professional photographers who pay an entrance fee for a wedding couple to enter the grounds for the purposes of taking wedding photographs having not held their event at Leeds Castle will be asked to stop the activity immediately and/or exit the grounds. Requests should be directed to the Hospitality Department, who offer official pre-wedding photoshoots.

#### **Photography and Filming of Artefacts**

Permission for the photography or filming of certain artefacts within the castle will only be provided after consultation with the Leeds Castle Foundation Curator. If any artefact is on loan from another organisation further approval or permission to photograph or film it may be required from the owner(s). Arrangements for the protection of these artefacts will be discussed with the Curator and the Press Officer.

#### **Security**

All photography and filming production crews must adhere to security procedures within the estate including, but not limited to, crew and vehicle details for recce visits; details of valuable equipment being brought onto the estate and any high-profile dramatization such as smoke machines. For larger scale productions, a Shooting Proposal and/or Method Statement will advise of vehicle and crew details and movements with scheduled timings. Film security agencies must disclose the necessary insurance paperwork and risk assessment documentation and liaise directly with the Leeds Castle Security Manager ahead of shooting.

#### **Photography and Filming Contact Details**

All photography and filming enquiries should be directed to:

The Press Officer

Tel: 01622 767866

Email: [pr@leeds-castle.co.uk](mailto:pr@leeds-castle.co.uk)

Web: [leeds-castle.com/media+centre](http://leeds-castle.com/media+centre)