



**ENQUIRY FORM FOR COMMERCIAL FILMING OR PHOTOGRAPHY AT ALSCOT**

**This application must be completed for all filming or photography enquiries.**

**Please complete this form as soon as possible and return with proof of Public Liability Insurance.  
Please note that a Risk Assessment and Method Statement will also be required.**

**This enquiry form is subject to contract.**

**Please note: We require 5 working days' notice to process all applications**

Date enquiry submitted:	
Company Name:	Production Title:
Shoot Organiser:	Mobile:
	Email:
Producer:	Mobile:
	Email:
Production Company name (if different from above):	
Please delete as appropriate: Film / TV / Commercial / Promo / Short / Student / Stills / Documentary / Drama-documentary / Ident / Viral / Corporate / Reality If TV please specify (soap / drama etc.).....	
Date of Shoot: (please advise if your dates are fixed or flexible)	
Timings of Shoot (including access and set up time):	
Production Budget:	Location Budget:

Please email this form (along with a copy of your Public Liability Insurance) to the Commercial Media Department, [contact@alscot.co.uk](mailto:contact@alscot.co.uk)

No. of Cast & Crew:

Detailed Description of the shoot: (Please include scene content, the nature of the production, photography brief or recording)

Distribution: (Where will the film/photography be distributed):

Specific Locations Required:

Equipment (Please confirm what equipment you will be bringing if it is more than a Camera and Tripod):

Parking Requirements: (Please note parking is limited)

Number and type of Vehicles:

Please tick all of the below aspects that will be involved in your shoot. Please note the productions involving any of the below will be assessed on a case by case basis.

Stunts	Cherry picker	References to:	Catering facilities	Children
Wet down	Lighting tower	-Science	Honey wagons	Animals
SFX	Camera crane	-Horticulture	Make up	Playback
Pyrotechnics	Camera track	-Botany	Wardrobe trucks	Bringing plants and/or
Firearms	Dolly	-Alscot's history	Reconstruction of:	soil onsite
Gunfire	Generator	-Alscot's core activities	-A crime	
Smoke effects	Scaffolding	-Royalty	-Emergency	
Nudity	Crowd Control	-Public Figures		
	Security	-Politics or Politicians		
	Police assistance			

Please email this form (along with a copy of your Public Liability Insurance) to the Commercial Media Department, [contact@alscot.co.uk](mailto:contact@alscot.co.uk)

Please indicate if you require any of the following services:

Glasshouse/ Orangery access		Hire of electric buggies	
Building access		Water	
Collections access		Electricity	
		Catering	

Other (please specify)

Are there any key requirements that are essential to your shoot?

**This document is an application to film at Alscot. It does not constitute a filming or location contract, nor does it confer permission to film or take photographs**

Signed:  
  
On behalf of production company

Date: