

Undercliffe Cemetery Charity

Filming Guidelines: Non-Commercial / Education/ Student productions: 1/2

Film:

Synopsis: Provide a brief synopsis of the production with clarification of how Undercliffe Cemetery is to be represented.

Scene Details: Provide a detailed production guide to the scene/scenes you want to film together with the location/s within the site.

Identifying Information: No information from any stonework that identifies specific individuals should be shown/be readable in the final film.

Reputation: No filming of any scenes that are likely to bring Undercliffe Cemetery into disrepute - if there is any doubt about this please contact us to discuss.

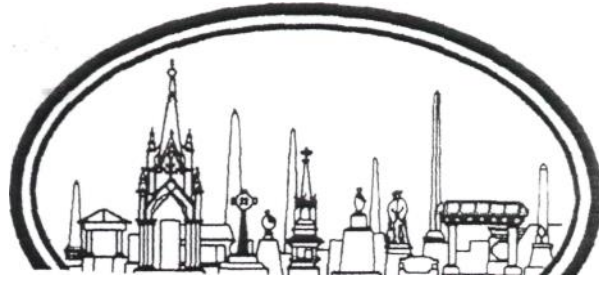
Monuments: Any equipment/props are to be attached to/leant on any monuments and no personnel to climb on, touch, lean-on any monuments.

Signage: It is fine to place a sign/props - provided that they can be used and removed without leaving any permanent marking

Insurance: It is mandatory that you have public liability insurance and cover in case of accidental damage to monument.

Security: You will provide any security that you may require - bearing in mind that this is an open publicly accessible site. It is possible that no one from the charity will be on site during your filming.

Health and safety: A Risk Assessment needs be drawn up as part of your preparation – (There is a form available). It is strongly advised to work only from the network of maintained pathways. Land off these pathways can often be unstable, subject to subsidence, uneven levels and contain unseen hazards, etc. If you do venture off-path this must be planned in advance and included in the Risk Assessment.



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Documentation: Please let the Coordinator have copies of the Insurance liability cover and the Risk Assessment together with the other relevant documents in a, as outlined, in advance of the filming. Filming permission will only be granted on completion of all relevant documentation.

Dates and Times: In agreement with the coordinator all set-up, filming, take down days/times to be specified.

Site Management: All equipment, materials, litter and machinery to be removed at the end of the shoot.

Acknowledgement: Please acknowledge Undercliffe Cemetery Charity in any credits.

It is important to understand that Undercliffe Cemetery is still part of the community. Please be aware that we regularly hold burial services and have many visitors. We would ask that you work with respect and take due care at all times.

Donation: We do not charge 'non-commercial' or 'student' productions but we do request a donation in lieu. cheques can be made payable to "Undercliffe Cemetery Charity".

Andy Manning
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Undercliffe Cemetery Charity,
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Bradford BD3 0DW.
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Undercliffe Cemetery is a Grade 11*
English Heritage listed site
Parks and Gardens of Special Historic Interest