

WINCHESTER COLLEGE

FILMING ENQUIRY FORM

Please complete this form in advance of contacting us and email the completed form to: enterprises@wincoll.ac.uk. Please indicate if any of the below information is not yet confirmed, or specify ‘N/A’ as necessary.

Please note that filming is only possible outside of term-time. Our term dates can be found here: <https://www.winchestercollege.org/term-dates>.

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Date of enquiry** |  |
| **Name of enquirer** |  |
| **Enquirer job title** |  |
| **Production company name** |  |
| **Company address** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Is the production company able to provide evidence of Public Liability Insurance?** | Yes / No |

**PROJECT INFORMATION**

|  |  |
| --- | --- |
| **Title of project** |  |
| **Project summary** |  |
| **Proposed prep dates** |  |
| **Proposed production dates** |  |
| **Proposed strike dates** |  |
| **Proposed filming locations**If known, please list the venues you are interested in and their intended use. You can find a map of the College on our [website.](https://www.winchestercollege.org/college-map) |  |
| **Additional production venue requirements**E.g. green rooms, costume, etc. If known, please list the venues you are interested in and their intended use. You can find a map of the College on our website. |  |
| **Estimated number of crew** |  |
| **Estimated number of cast** |  |
| **Parking requirements** |  |