



# **Filming and Photography in Parks and Green Spaces**

## **Conditions of Use**

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### **Section 1: Introduction**

The Conditions of Use have been written for organisations and individuals who wish to carry out filming or photography in a park or green space owned and managed by Sheffield City Council's Parks and Countryside service.

You must read the Conditions of Use before completing and signing the Application Form.

By signing and returning the Application Form you are accepting these Conditions of Use.

### **Section 2: Procedures**

#### ***2.1 Application Form and Criteria***

- All organisations/individuals wishing to carry out filming/photography on sites under the ownership and management of Sheffield City Council, Parks & Countryside (P&C), need to complete an application form and submit it to: [david.judge@sheffield.gov.uk](mailto:david.judge@sheffield.gov.uk)
- If an application is received which does not give P&C reasonable notice, the application may be refused.
- P&C reserve the right to refuse permission if the application is deemed unsuitable for Council property and to revoke, withdraw or amend without prior notice any permission or previously agreed arrangements.

#### ***2.2 Payment of Fees and Charges***

- Fees and charges may be applicable. Please contact P&C for clarification – see Contacts below.

- All payments due must be made in full prior to permissions being granted.
- In addition to the fees, organisers are responsible for all costs associated with conducting their filming/photography, including any reparations and reinstatements to Council property. Fees and charges may be payable to other SCC departments or other organisations, for example, for waste collection and removal.

### *2.3 Final Confirmation*

- When all supplementary information and documentation has been approved and fees paid, a written/emailed confirmation of permission will be issued (as described in the Application Form) in agreement with the Conditions of Use.

## **Section 3: Your Responsibilities**

- A named person is required to take responsibility for the organisations/individuals proposed filming/photography and this person will be the point of contact for P&C.
- By signing the Application Form you are agreeing to the Conditions of Use for sites owned or managed by P&C.
- Risk assessments in terms of both the 'event' crew and the public.
- Vehicle access is usually limited, a P&C officer will liaise with you regarding site access.
- A valid Public Liability insurance policy is required (minimum £5,000,000 indemnity).
- Other supplementary information and documentation may be required depending on the type and scale of request e.g. stewarding plans.
- If the organisation/individual cancels the filming/photography prior to the agreed date and P&C incurs additional or other expenditure as a result, the organisation/individual will be responsible for repaying such expenditure in full.

## **Section 4: Contacts**

- Facilities Administration Officer P&C, David Judge Sheffield City Council, Parks and Countryside - 0114 273 4232 [david.judge@sheffield.gov.uk](mailto:david.judge@sheffield.gov.uk)
- Parks and Countryside Reception – 0114 250 0500 [parksandcountryside@sheffield.gov.uk](mailto:parksandcountryside@sheffield.gov.uk)