

Salisbury City Council Request Form to Film within the City

SECTION 1 – USER INFORMATION				
Company/Organisation Name				
Contact Name				
Address				
Tel No				
Email				
SECTION 2 – LOCATION / DATE REQUIRED / FILMING INFORMATION				
Filming Date(s)				
Filming Time(s)				
Requested area(s) of the city	Market Place		Guildhall Square	
	Churchill Gardens		Queen Elizabeth Gardens	
	Victoria Park		Hudson Field	
	Wyndham Park Open Space		Harnham Recreation Ground	
	Middle Street Meadow		Bourne Hill Gardens	
	Ashley Road Open Space		Fisherton Recreation Ground	
	Other (Please state)			
Reason for filming Please be as detailed as possible, including expected number of stalls/what power is required, site plan etc.				
SECTION 3 – PUBLIC LIABILITY / RISK ASSESSMENT INFORMATION				
Does your company/organisation have Public Liability NB We will require a copy of this with your application	YES/NO Please delete			
Please confirm the amount of cover you have NB Salisbury City Council require a minimum of £5million				
Do you have a Risk Assessment for the event NB We will require a draft copy of this with your application and a final one prior to your event	YES/NO Please delete			
NB As the hirer of the area(s) SCC will hold you accountable for all That are on site as part of your filming. This means you are responsible to obtain all of their risk assessment/public liability/indemnity/. They must be available for SCC to see when requested at any time				

SECTION 4 – DECLARATION AND DATA PROTECTION

Data Protection	Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information until the hire period has ended and full payment has been received whichever is the longest date.
Declaration	I confirm that all of the above information is accurate and correct I consent to the data being held as stated above I confirm that I have completed the form to the best of my knowledge and we agree and understand the “Filming Terms and Conditions” stated at the bottom of this form.
Person completing the form	Full Name _____ Date _____ Position _____ Signature _____

Submitting Your Application

Please return your completed application form, your company Public Liability Certificate and Risk Assessment to the Business Team

events@salisburycitycouncil.gov.uk or by post:

Salisbury City Council, Business Team, The Guildhall, Salisbury, Wiltshire, SP1 1JH

(NB we will let you know as part of the booking confirmation of all other documents that will be required prior to your event date. Failure to produce could result in any booking confirmation being cancelled and loss of any monies paid):

Please call 01722 342860 if you require any further information

FILMING TERMS AND CONDITIONS:

APPLICATIONS

Salisbury City Council will notify you to confirm that your application had been received.

Please note that submission of this form does not guarantee permission will be given to film.

The Council will review all applications to ensure suitability.

INDEMNITY

Salisbury City Council will not be liable for the death or injury of any person attending the Site/Facility for the subject of the hiring, or for any losses, expenses or other costs incurred by the Hirer except where such death, injury or loss is due solely to the negligence of the Council or anyone authorised on its behalf.

Salisbury City Council will not in any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought to or left at the Site/Facility either by the Hirer or by any other person, unless this is due to the negligence of Salisbury City Council.

The Hirer is not to cause any damage to be done to the Site/Facility and - except to the extent that the Council may be indemnified by insurance - the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer; of anyone for whom the Hirer is responsible; or of anyone permitted by the Hirer to enter the Site/Facility.

The Hirer shall be responsible for any losses, expenses or other costs as are mentioned in the above clauses and shall maintain a policy of Public Liability insurance in the minimum sum of £5m in respect of any one incident to cover such responsibility.

The Hirer will, on request by the Council, immediately produce to the Council a certified copy of its insurance policy taken out for the purposes of this Indemnity and satisfactory evidence that the premium has been paid and is up to date.

HEALTH AND SAFETY

Salisbury City Council regard Health and Safety with the utmost importance. The Council will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general. Hirers of our areas must take responsibility for health and safety and abide by the appropriate regulations and codes of practice.

SUBLETTING

Salisbury City Council agree only for the site to be used by the hirer only for the purpose only stated on the original application form. Hirers are not permitted to sublet any of the hired space that is not declared in the booking.

DISCLAIMER

Salisbury City Council, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons who use the equipment. The hirer will assume full responsibility for any third party claim arising from his/her own event or conduct.

A hirer shall provide adequate insurance to the Council's satisfaction to cover such indemnity and must produce to the Council's officers on demand evidence of third party public liability insurance to a minimum of £5,000,000 or sign to say they accept the disclaimer and that it is understood that the hirer is fully aware they are liable for any claim that may arise.

DATA PROTECTION

The data we will gather and hold will be managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. Salisbury City Council will not disclose or share personal information supplied by you with any third party organisation without your consent.