

## Third Party Filming Policy

Effective from September 2009

### Introduction

Our filming, recording and photography policy aims to provide you with the maximum opportunity to achieve your aims, whilst recognizing the health and safety, privacy and operational issues associated with carrying out this kind of activity in a building that is open to a wide cross-section of the public.

If you want to film, take still photography, record audio, interview members of the public or carry out any kind of research or data collection you must comply with this policy. For simplicity we're going to use the term 'filming' to cover all these kinds of activities.

Key points of the policy are:

- That Glasgow Science Centre is a charity with a science mission and an ethical policy. All filming activities by third parties must support these. We may therefore need to know details of the nature and editorial content of any filming.
- All filming must recognize that the public have the right to use the centre once they have bought an admission ticket, and to access all public areas.
- The public have a right to privacy and may wish to be excluded from filming activities. This right must be respected in a courteous manner.
- Notwithstanding any previous arrangement, if there is a conflict between our operational necessities and those of the filming, then the operational needs will be given priority.

### Documentation

There are two kinds of documentation we need. Depending on the scale of your activities we require:

- A schedule so that we can agree the areas you will use and when you will be there
- A facilities form listing any support requirements such as power, water, equipment etc.
- Do not assume that it will be possible to supply any power, water etc on the day and without prior notice.

In every case we require:

- A filming agreement
- A risk assessment and method statement
- Confirmation of your public liability insurance

You will find all of these documents on the Glasgow Science Centre website at:

[glasgowsciencecentre.org/filmpix.aspx](http://glasgowsciencecentre.org/filmpix.aspx)

In the case of the schedule and facilities form, the availability requested will be confirmed back to you by us. We do not guarantee that all requests will be met, but we will advise you in good time of any aspects that we will not be satisfying and as far as possible offer alternatives.

The facilities form and the schedule should be finalized as soon as possible and in any case at least 3 working days before the filming. The remaining forms should be completed and returned at least 1 working day before the intended filming date.

## Charges

Glasgow Science Centre is a charity whose remit is to inspire, challenge and engage the public about Science. Sometimes your activities may support this – for example because you are making a documentary about science. Other requests to use GSC are more to do with the building as a modern icon, or the spaces that are available in it – for example product launches or TV drama.

Depending on factors such as relevance to the Centre, level of facilities required and operational and staffing impacts we reserve the right to apply an administration/location and staffing charge.

## Health and Safety

As a user of the Science Centre, you have a responsibility for the health and safety of your own staff, our staff and the general public. Our Health and Safety policy requires that you take reasonable care for both your own health and safety and that of others.

## Information, Questions and Support

We want to make your filming successful and one way to do this is to make sure that we are fully aware of your needs in good time and that you understand the operational issues we must deal with. The following guidance may be helpful.

Due to our child protection laws, all filming and photography crews will be accompanied by a press officer at all times.

Under no circumstances must the arranged filming/photography/ interviews be altered (either time/place or content) without express approval of the Press Office.

Our exhibits are static and therefore cannot be moved for filming or photography purposes.

Interviews with visitors may only take place with a member of the Press Office's express approval and then only with the agreement of the visitor.

The filming or interviewing of children may only take place with the express permission of their parent or guardian.

For further information or to request permission to film, please contact our press office on [0141 420 5010](tel:01414205010).

## Corporate Status

Glasgow Science Centre Charitable Trust is a company limited by guarantee & registered in Scotland No: SC172371 and a registered Scottish Charity No SC025818. It operates Glasgow Science Centre through two wholly owned subsidiaries, Glasgow Science Centre Limited a company limited by shares registered in Scotland No: SC184352 and a registered Scottish Charity No SC030809 and Glasgow Science Centre (Trading) Limited a company limited by shares registered in Scotland No: SC210177.

The registered office for all three companies is 50 Pacific Quay, Glasgow, G51 1EA.