

APPLICATION TO FILM OR PHOTOGRAPH AT ST PANCRAS INTERNATIONAL

St Pancras International is owned by High Speed One. Network Rail manages commercial filming and photography at St Pancras on behalf of High Speed One and will be happy to help with all requests. Careful film-makers are welcome and should note the following process to ensure a smooth shoot:

- 1) RESEARCH:** To discuss your request before submitting a formal application, please contact the Commercial Filming Manager, Rachel.whitburn@networkrail.co.uk / 020 7904 7164.
- 2) NOTICE:** We aim to be flexible however shoots with less than 5-7 working days notice cannot be guaranteed.
- 3) APPLY:** Please send a completed application form to Rachel.whitburn@networkrail.co.uk. Rachel will be your main point of contact in arranging all elements of your shoot. Along with your application we will need a copy of your Public Liability Insurance, Risk Assessment and Method Statement. These are required for every shoot, regardless of scale. Risk Assessment and Method Statements must be drafted by a qualified health and safety practitioner or person with relevant experience. Filming / photography on stations must take place outside of peak hours in busy areas of the station. There are no time restrictions on weekends.
- 4) CONFIRMATION:** Final confirmation of the filming is subject to approved Method Statement and Risk Assessment and only then will a Location Agreement be issued.

<u>Date and time of application:</u>		<u>Date and time of proposed shoot:</u>	
Production title / working title:			
Name and telephone number of Location Manager / main point of contact:			
Please delete as appropriate:			
Film / TV drama / Commercial / Pop Promo / Short / Student / Stills / Documentary / Drama-documentary / Corporate / Ident / Viral / Other			
If TV please specify (soap, drama, reality etc.)			
If a period production please specify which period			
If Other, please specify			
Proposed Location: <i>Please mark with an X where appropriate. Filming inside any of the retail units or catering outlets requires additional written permission from the retailer and is still subject to approval by St Pancras International's Commercial Filming Manager. Specific retailer permission is required to show any logos or brand names in the back of shot and written evidence will be required. Filming inside The Champagne Bar and/or The St Pancras Grand is subject to additional approval from Searcys.</i>			
The Arcade		The Circle	The Rendezvous (vicinity of Meeting Place statue)
The Champagne Bar		The St Pancras Grand	Exteriors
Platforms (Please specify whether First Capital Connect or East Midland Trains. For filming on Eurostar platforms, film-makers must liaise directly with Eurostar: pressoffice@eurostar.co.uk).			
Estimated No. of Cast:		Estimated No. of Crew:	
Estimated number and type of vehicles:			

Name and telephone number of Health and Safety Advisor:			
Name and telephone number of Unit Publicist <i>(if applicable):</i>			
Estimated date of release or screening:		Format <i>(HD, film etc.):</i>	
Name and address of production company: <i>(please print)</i>		Invoice Address: <i>(if different)</i>	
Tel:		Tel:	
Fax:		Fax:	
Detailed description of action and location in which it will take place: <i>This should contain as much information as possible including nature of production; period; scene content; all proposed stunts; driving sequences; SFX (including smoke, mist and water); pyrotechnics; filming with children; filming with animals; nudity and/or scenes of a sexual nature; use of weapons; need for a set build; potential prep and strike period.</i>			
Proposed Lighting: <i>Lighting must be agreed in advance where possible. Generators are not permitted anywhere in St Pancras International. Battery lighting may be required in certain areas to minimise cabling. Use of local power can be arranged with retailers.</i>			
Facilities and Services: <i>The following services can be arranged but must be organised in advance. Please tick where appropriate and give detail.</i>			
Use of catering concessions or retail outlets:		Use of water:	
Use of electricity / local power: <i>(32 amp, 3 phase power is available on the upper level. A station electrician may be required when using local power and staff costs of £33 per hour will apply)</i>		Use of luggage trolley:	
British Transport Police Officer: <i>(staff costs may apply)</i>		Temporary control of escalators or lifts: <i>(staff costs may apply)</i>	
This document is an application to film or photograph. It does <u>not</u> constitute a filming or location contract, nor does it confer permission to film.			
I have read and agree to adhere to the Filming in London Code of Practice , available at www.filmlondon.co.uk <i>(please tick)</i> <input type="checkbox"/>			
Signed on behalf of production company:			

GUIDELINES FOR FILMING / PHOTOGRAPHY AT ST PANCRAS INTERNATIONAL

- **Vehicles and Parking:**

Parking at St Pancras International is limited. There is space for up to 10 crew cars in the NCP car park and these must be booked via the Commercial Filming Manager.

Productions can drop off equipment via the Midland Rd Goods Yard. This must be arranged prior to filming. Please request a booking form from the Commercial Filming Manager.

All parking spaces outside the station are the jurisdiction of the London Borough of Camden and must be booked through Camden Film Office. Please contact Paul.Kutasi@camden.gov.uk

- **Filming on Trains:**

Productions must liaise directly with the train operating company (TOC) for all filming of their staff, trains, logo, livery, ticket office, check-in desks and lounges. Film-makers will still need to liaise with St Pancras' Commercial Filming Manager regarding GVs of the station and all other areas, including platforms (except Eurostar platforms)

- **Filming on Eurostar:**

Film-makers must liaise directly with Eurostar regarding any filming or photography of staff, trains, logo, livery, ticket office, check-in desks and lounges.

Eurostar is a registered trademark and pictures or film of the trains cannot be used without the permission of Eurostar. Permission to film the public areas of St Pancras International does not give film-makers the right to use images of Eurostar trains.

For advertising shoots, filming and photography, please contact: pressoffice@eurostar.co.uk

For news and current affairs, TV, entertainment, drama or film, contact: pressoffice@eurostar.co.uk / Lesley.retallack@eurostar.co.uk / 020 7922 4494

Eurostar is regrettably unable to accommodate student productions.

- **Student Productions:**

Student productions must provide written evidence of student status at the time of application. The student rate is applicable to students only. Proof of status must be provided on letter-headed paper of the relevant educational establishment, and signed by the course tutor.

- **Public Liability Insurance:**

Insurance must be provided in pounds sterling. Guideline levels required are £10 million for feature films, £5 million for TV productions and £2 million for photography.

- **St Pancras International Terms and Conditions:**

- 1) Upon arrival at the station for a recce or actual shoot, all cast and crew must sign in at Station Reception and receive a Safety Brief. Arrangements can be made in advance to brief large numbers of production personnel.
- 2) No flash photography or lights are allowed in any location in which they may cause distraction to a train driver.
- 3) Equipment for use on platforms cannot be longer in dimension than 2.4 metres to avoid touching electrified overhead lines (OLE). No equipment shall ever be within 2.75m of the overhead electrified lines and/or within 1.25m of the platform edge. Distances may increase dependant on the activity.
- 4) Ladders must be of a non-conductive construction.
- 5) Generators are not permitted anywhere within St Pancras International. Local power can be arranged
- 6) All items of equipment in use on a platform must be secured in such a position that they cannot fall over causing a hazard to any approaching train or onto pedestrian vehicle routes.

- 7) The positioning of lights must be agreed in advance where possible.
- 8) Under no circumstances should any attempt be made to blank or obscure any safety signs, railway or other signals, or otherwise interfere with equipment provided for safety. Offenders will be prosecuted.
- 9) All requests to cover or remove station signs must be made and agreed prior to the day of the shoot.
- 10) The area in which filming is to take place must be clearly marked. The area must be protected by use of barriers for the safety of public and staff.
- 11) Track is only permitted on the upper level, film-makers should use rubber-wheeled dolly or similar when filming on the lower level.
- 12) The production company must nominate a location manager or similar responsible person, to oversee all activities and to liaise with station staff regarding all aspects of safety.
- 13) Emergency exits and escape routes must not be obstructed under any circumstances.
- 14) St Pancras International is an operational station and cannot be closed for commercial filming purposes. Access must be maintained at all times for customers and staff unless previously agreed and the station is unable to accommodate a 'closed set'.
- 15) 'Filming in progress' signs are the responsibility of the production company and must be produced in accordance with St Pancras' brand guidelines. These are available upon request from the Commercial Filming Manager.
- 16) St Pancras International is a Grade-1 listed building. It will not be possible to attach anything to the fabric of the building or the floor and additional restrictions may apply.
- 17) Film-makers must use station retailers for catering.
- 18) Security: All personnel must ensure that they keep all equipment and belongings with them at all times. Failure to do so may result in the property being removed and possibly destroyed by the British Transport Police. All personnel must, at all times, openly display their Identity Card / Access Pass. Furthermore, they must produce it for inspection upon demand by any duty personnel or security staff. Failure to do so will result in those concerned being escorted off the premises. If you see anything suspicious, or observe someone acting suspiciously, you must inform a member of staff or a Police Officer immediately. At the end of the shoot Identity Cards / Access Passes must be returned to Station Reception. Failure to return all passes will result in a £200 fine per pass.
- 19) Network Rail and High Speed 1 reserve the right to ask a crew to cease activity immediately and leave the premises if any of the above points are not adhered to or if the safe running of the railway is put in jeopardy.

FEE GUIDELINES FOR FILMING / PHOTOGRAPHY AT ST PANCRAS

Low to Medium Sized Feature Films / Independent Feature Films				
Crew Size	½ day Rate (max 4 hours)	Daily Rate (max 8 hours)	Night Shoot (i.e engineering hours: 11pm to 5am)	Prep / Strike
Up to 25	£2,800	£5,600	£6,000	£1,400 per day
26 to 40	£3,300	£6,000	£6,500	
40 plus	Upon Negotiation			

Large-scale Feature Films				
Crew Size	½ day Rate (max 4 hours)	Daily Rate (max 8 hours)	Night shoot (i.e engineering hours: 11pm to 5am)	Prep / Strike
Up to 25	£4,500	£9,000	£10,000	£2,000 per day
26 to 40	£5,000	£10,000	£12,000	£2,500 per day
40 plus	Upon Negotiation			

Fashion Shoots / Photography / Corporate Productions / Virals / Idents / Time-lapse				
Crew size	½ day Rate (max 4 hours)	Daily Rate (max 8 hours)	Night shoot (i.e engineering hours: 11pm to 5am)	Prep / Strike
up to 10	£850	£1700	£2500	Upon negotiation depending on activity
11 to 40	£1350	£2700	£3200	
40 plus	Upon Negotiation			

TV Drama / TV Light Entertainment				
Crew Size	½ day Rate (max 4 hours)	Daily Rate (max 8 hours)	Night shoot (ie. engineering hours: 11pm to 5am)	Prep / Strike
Up to 25	£1400	£2800	£2800	Upon negotiation depending on activity
26 to 40	£2000	£4000	£4000	
40 plus	Upon Negotiation			

Pop Promos / Commercials				
Crew Size	½ day Rate (max 4 hours)	Daily Rate (max 8 hours)	Night Shoot (i.e engineering hours: 11pm to 5am)	Prep / Strike
Up to 25	£3,500	£7,000	£8,000	£1,300 per day
26 to 40	£2,800	£6,000	£7,000	£1,500 per day
40 plus	Upon Negotiation			

Documentaries / Drama-Docs / Educational Productions / Charities / Pilots				
Crew size	2 hour Permit (2 hours between 10am and 4pm)	Daily Rate (6 hours between 10am until 4pm)	Night shoot (6 hours during engineering hours: 11pm to 5am)	Prep Strike
up to 10	£250	£750	£900	Upon negotiation depending on activity
10 plus	Upon Negotiation			

Student Filming / Short films	<p>Student filmmakers will receive a 50% discount on standard filming charges. A letter on headed paper from the educational establishment will need to be provided to establish student status in addition to Public Liability Insurance.</p> <p>Low-budget and/or short films will receive a 25% discount on standard filming charges.</p> <p>Written evidence must be provided of funding from the following sources: local authority production fund, Film London production fund, UKFC, other regional screen agencies. Public Liability Insurance must be provided in all cases.</p>
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Staff Costs

*Additional staff may be needed to supervise or assist with your shoot. Their time will be charged at the following rates in addition to any location fee. These staff costs are a standard rate and are **non-negotiable**.*

Electrician:	£33 per hour
Maintenance:	£33 per hour
Station Support Assistant	£33 per hour
Duty Station Manager:	£51 per hour
Commercial Filming Manager:	£51 per hour
Station Manager	£64 per hour
Fire Safety Officer:	£88 per hour
Security Guard:	£11 per hour

Cancellation Fees / Over-running

Overtime (in the event of over-running)	Time and a half.
Cancellation Fee	In the event that the filming or photography is cancelled with 72 hours notice or less, a cancellation fee will be charged of 50% of the location fee. Productions cancelling with 24 hours notice or less will be charged the full fee.