

 **Filming Enquiry Form**

Thank you for your interest in using our facilities as a potential filming location. To enable us to consider your request, we would be grateful if you could complete the below form, providing as much detail as possible.

***Contact details***

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| **Name of production company** |  |
| **Name of primary contact**  |  |
| **Email address** |  |
| **Phone number** |  |

***About the production***

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| --- | --- |
| **Name of production** |  |
| **Proposed filming date(s)** |  |
| **How long will filming last? Hours, days?****Please provide times filming will occur** |  |
| **What type of location do you require?** *(e.g., hospital ward, lecture theatre, consultation room, operating theatre, pharmacy, lab, library, waiting room etc.)* |  |
| **Anticipated number of cast and crew** |  |

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| **Please give a brief synopsis of the content you wish to film at QUB** |
|  |
| **Would Queen’s University Belfast be identifiable as the location? YES or NO** |

***Additional requirements***

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| **How many site visits would be required prior to filming?** *Please note that many areas are heavily booked teaching spaces and it will not always be possible to accommodate site visits during term-time.* |  |

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| **Other than the areas to be filmed, please outline any additional space requirements (e.g. green room, extras holding, changing rooms, equipment storage, catering space etc.)** |
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| **Please outline the number (and type) of vehicles that would require parking provision.** |
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| --- | --- |
| **Would you require additional days for set-up/dressing? If so, please outline how many.** |  |
| **Would you require additional days for takedown? If so, please outline how many.**  |  |
| **Do you arrange cleaning after filming has taken place, or would you require this as an additional service?** |  |

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| **To help us best align your requirements with our available facilities, please give an estimate of your anticipated daily location hire budget.** |  |

Please also provide a running order of the day(s) along with any scripts/interview questions.

Completed forms should be returned to the Events Team (events@qub.ac.uk)

**Student** **Filming Enquiry Form**

Thank you for your interest in using our facilities as a potential filming location. To enable us to consider your request, we would be grateful if you could complete the below form, providing as much detail as possible.

***Contact details***

|  |  |
| --- | --- |
| **Name of primary student contact** |  |
| **Student Number** |  |
| **Student’s Course/Degree** |  |
| **Email address** |  |
| **Phone number** |  |

***About the production***

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| --- | --- |
| **Name of production** |  |
| **Proposed filming date(s)** |  |
| **How long will filming last? Hours, days?****Please provide times filming will occur** |  |
| **What type of location do you require?** *(e.g., hospital ward, lecture theatre, consultation room, operating theatre, pharmacy, lab, library, waiting room etc.)* |  |
| **Anticipated number of cast and crew** |  |

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| **Please give a brief synopsis of the content you wish to film at QUB** |
|  |
| **Would Queen’s University Belfast be identifiable as the location? YES or NO** |

***Additional requirements***

|  |  |
| --- | --- |
| **How many site visits would be required prior to filming?** *Please note that many areas are heavily booked teaching spaces and it will not always be possible to accommodate site visits during term-time.* |  |

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| **Other than the areas to be filmed, please outline any additional space requirements (e.g. green room, extras holding, changing rooms, equipment storage, catering space etc.)** |
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| **Please outline the number (and type) of vehicles that would require parking provision.** |
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| --- | --- |
| **Would you require additional days for set-up/dressing? If so, please outline how many.** |  |
| **Would you require additional days for takedown? If so, please outline how many.**  |  |
| **Do you arrange cleaning after filming has taken place, or would you require this as an additional service?** |  |

|  |  |
| --- | --- |
| **To help us best align your requirements with our available facilities, please give an estimate of your anticipated daily location hire budget.** |  |

Please also provide a running order of the day(s) and a script/interview questions.

Completed forms should be returned to the Events Team (events@qub.ac.uk)