

## Filming, photography and recording fees

17 March 2023

This fee scale should be read alongside the [Filming, photography and recording policy](#), which outlines when filming, photography and audio recording at properties owned by St Catharine's College requires permission and when it does not. Any room hire, audio visual (AV), catering or musician fees are additional to the filming fees outlined below and are negotiated separately with the Conference Office or others in College as appropriate.

For requests requiring permission, fees may be levied and a schedule must be agreed in writing in advance. Schedule changes made once filming commences may lead to permission being withdrawn or additional charges being made where applicable. Fees are charged for the time required to set up and take down a shoot, as well as for the shoot itself.

Fees from £1,500 upwards include chaperoning, one planning visit lasting less than two hours and one technical visit lasting less than two hours, all within standard working hours. Requests which exceed this may incur additional charges.

For fees under £1,500, if a fee for chaperoning or staff support needs to be levied, the minimum charge is £150 per half day.

The College may ask organisers to sign its own location agreement. If organisers wish to use their own location agreement, the College reserves the right to add any legal charges incurred to the fees charged for the filming project.

As part of our commitment to sustainability, we encourage all visitors to use sustainable transport methods to reach the College. If bulky equipment needs to be brought to the site then we may be able to reserve a parking spot, subject to availability. Fees for more extensive parking on site, or for exclusive use of outside spaces, are negotiated separately.

Current [Conference and Event room booking cancellation policies](#) will apply if a chargeable filming agreement is cancelled after it has been confirmed between the College and the third party.

If a College alumni member acts as the lead booker, they will be offered a 10% discount on the full price of the booking.

For charity requests, charges may be reduced or waived depending on scale, filming purpose, chaperoning requirements, and any connection to the College.

Category	Activity and equipment	Requests by and locations allowed	Reason and content	Charges (exc VAT)
1	<p><b>Personal use only:</b></p> <ul style="list-style-type: none"> <li>• Still photography and filming</li> <li>• Handheld cameras, video recorders and phones only.</li> </ul>	<p><b>Requests by:</b></p> <ul style="list-style-type: none"> <li>• Resident College members and staff and their guests</li> <li>• Alumni</li> <li>• Other University members</li> <li>• Conferences and event delegates</li> <li>• Bed and breakfast guests</li> <li>• Wedding guests</li> <li>• Authorised visitors</li> </ul> <p><b>Locations allowed:</b></p> <ul style="list-style-type: none"> <li>• Outdoor areas visible to the public</li> <li>• Any internal areas open to the person for the purpose of their visit (such as the Chapel for a wedding guest).</li> </ul>	<p>Not for broadcast or commercial use, in line with what is permitted within <a href="#">the College's filming policy</a> and official signage.</p> <p>Only people known to the filmmaker/photographer/audio recorder and who know where the product will be disseminated will be recognisable in the film/photograph/audio recording.</p>	No charge – permission implied when entrance is allowed.
2	<p><b>During events only:</b></p> <ul style="list-style-type: none"> <li>• Still photography and filming.</li> </ul>	<p><b>Requests by:</b></p> <ul style="list-style-type: none"> <li>• Room bookers</li> <li>• Event attendees</li> </ul> <p><b>Locations allowed:</b></p> <ul style="list-style-type: none"> <li>• Only within the room(s) or external area hired for the event.</li> </ul>	<p>Commercial or personal use, as agreed within room booking agreement.</p> <p>Event organisers to set their own permissions for attendees.</p> <p>No staff members to be filmed or photographed without written permission.</p>	No charge – included in any room hire and AV fee.
3	<p><b>Small scale still photography or filming:</b></p> <ul style="list-style-type: none"> <li>• Groups of up to five people involved</li> <li>• Only minor disruption</li> <li>• Only minor peripheral equipment such as tripods or flash lighting</li> </ul>	<p><b>Requests by:</b></p> <ul style="list-style-type: none"> <li>• Resident College members.</li> </ul>	Non-commercial filming directly related to member's academic activities, subjects of academic interest or participation in a recognised College/University club or society.	From £0 per hour, with any fee levied related to the level of staff support and chaperoning required to enable the filming

	<ul style="list-style-type: none"> <li>Limited chaperoning required.</li> </ul>			and any room bookings required.
4	<b>Small scale still photography or filming:</b> <ul style="list-style-type: none"> <li>Groups of up to five people involved</li> <li>Only minor disruption</li> <li>Only minor peripheral equipment such as tripods or flash lighting</li> <li>Limited chaperoning required.</li> </ul>	<b>Requests by:</b> <ul style="list-style-type: none"> <li>Anyone who is not a resident College member, including commercial producers or organisations.</li> </ul>	Books and periodicals.	Starts from £300 per day.
			Commercial including media and merchandising.	Starts from £1,500 per day.
			Other uses including those: <ul style="list-style-type: none"> <li>relating to or promoting activities from which the College will benefit directly or indirectly, such as admissions advertising</li> <li>relating to subjects of strong academic interest relevant to the College.</li> </ul>	From £0 per hour, with any fee levied related to the level of staff support and chaperoning required to enable the shoot.
5	<b>Medium scale filming:</b> <ul style="list-style-type: none"> <li>Groups of up to 10 people involved including actors/ presenters and crew</li> <li>Professional equipment</li> <li>Intermittent access or activity restrictions</li> <li>Held over several days without severe impact on College activities.</li> </ul>	Any defined as medium scale.	Any defined as medium scale.	Starts from £2,000 per day.
6	<b>Large scale filming</b> <ul style="list-style-type: none"> <li>Groups of 11 people or more involved including actors/ presenters and crew</li> <li>Professional equipment</li> <li>Generators or College utilities required</li> <li>Significant access or activity restrictions</li> <li>Extended over several days.</li> </ul>	Any defined as large scale.	Any defined as large scale.	Starts from £4,000 per day.