



Rules for Filming in Historic Buildings

1. The location and schedule for filming should be predetermined and agreed before the film crew arrives on site, so that all people who are present are clear of agreed areas of filming
2. Depending on the nature of filming, a person supervising the film crew may need to be present at all times (and who is also capable of negotiating any potential additional areas of filming on the day, in case natural light levels are not ideal for example)
3. Equipment should be kept to a minimum (heavy equipment cases have a danger of getting in the way, people tripping over them or restricting movement resulting in cases being rubbed against delicate internal fabric)
4. Heavy equipment cases should be placed on a layer of protection sheeting, to avoid scratching of the floor when they are moved around
5. Floor mounted equipment should have rubber-tipped or taped ends to prevent scratching of the floors, or any other delicate surface
6. Gaffa tape should NEVER be taped to any historic fabric such as floors or walls (not even for a short amount of time, it damages surfaces permanently), but low-tack tape should be used to attach any sheeting that the film crew may want to use
7. Any tall equipment should be supervised by an additional member of the film crew to avoid any potential falling over of same

8. Historic objects/delicate fabric should not be touched, leant against or moved by any member of the film crew
9. Cords and wires running along the floor must be covered with rubber cable covers or taped with only a low tack tape, so that visitors, crew and any other persons do not trip or fall during the shoot
10. Smoking, drinking or eating should not be allowed within the vicinity of delicate fabric
11. Large equipment and structures must be broken down into manageable parts of less than 2m in any dimension, to ensure safe moving of these items. Extra care must be taken when carrying these items, if necessary two people may need manoeuvre these around.
12. Equipment is never to be dragged across a floor.
13. Extra care is to be taken when carrying long or larger equipment through arch- or doorways
14. Additional source of lighting might need to be restricted in areas with delicate surfaces sensitive to strong light levels (such as old textiles)