



Rules for TV and Entertainment crews in Historic Buildings

1. No smoking, drink or eating is allowed inside
2. No equipment, decorations or any items can be physically attached to any part of the building or its contents (this includes tape, unless approved for use by a conservator)
3. Excluding some small standard light stands, no structures or equipment can be installed in front of the historic objects, and should be positioned at a safe distance from bare walls (approx 45 cm).
4. Structures must be fully built off-site, and all nailing, cutting and painting involved completed. Only assembly should be permitted.
5. Structures and equipment must be broken down into manageable parts of less than 2m in dimension.
6. Floors and in some circumstances doorways and walls, should be protected from accidental scratching and knocking when moving the components of a structure in and out of the building and during installation and collapsing. The contractor should provide protection materials.
7. All items are to be carried by hand or on a trolley with rubber wheels, inside and out. Doors must be opened or closed with great care. Items measuring 1.25 or larger in dimension should be carried by no less than 2 people.
8. Stages and other large structures must be supported on wood blocks and not rest directly on the original flooring.
9. Feet of equipment should be rubber tipped.

10. Lighting levels may be restricted due to sensitive objects, due to the potential dangers posed by high levels of visible and UV light, as well as heat.

11. Delivery, installation and removal of pianos are to be supervised very carefully.

12. All debris must be removed by the contractor before leaving the site.

© Gabriella Smith 2007