



C A S T L E   A S H B Y  
E V E N T S

Application for Filming at Castle Ashby

Please return this completed form to  
[events@castleashby.co.uk](mailto:events@castleashby.co.uk)

Thank you for taking the time to fill out this document

<b>Date of application:</b>	
<b>Contact name and job title:</b>	
<b>Contact email address:</b>	
<b>Contact phone no:</b>	
<b>Contact for shoot days:</b>	
<b>Programme / publication title: (or working title)</b>	
<b>Production company / company name:</b> (this will be used on the invoice)	
<b>Type of shoot:</b> (and if photo shoot then the use of the images)	
<b>Broadcast channel / publication and date:</b>	

<b>Invoicing address:</b> (this will be used on the invoice)	
<b>Name of person to send the invoice to:</b>	
<b>Their landline and email:</b>	
<b>Purchase Order no:</b>	

<b>Location(s) required:</b>	
<b>Date(s):</b>	
<b>Times on site from and to:</b>	
<b>Which rooms / areas of the property:</b>	
<b>No of cast and crew:</b>	
<b>Presenters name:</b>	



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<b>Recce date and time:</b>	
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<b>Details of camera equipment:</b>	
<b>Details of lighting equipment:</b>	
<b>Use of cherry pickers / genie booms / cranes / lighting towers / scaffolding:</b>	
<b>Details of props / set dressing:</b>	
<b>Would you like to use our power or will you be bringing a generator?</b>	
<b>Any marquees / easy-ups:</b>	

<b>No of vehicles and their sizes: (inc honeywagons / catering / make up, wardrobe / winnebagos)</b>	
<b>If the shoot involves any of the following please describe:</b>  <b>Drones, explosions, fire, stunts, firearms, gunfire sounds, playback, wet down, wind machines, smoke machines, use of child actors, animals, nudity, actors dressed as members of the emergency services, any other special effect</b>	



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- All crews filming at Castle Ashby House and Gardens must hold at least £10m worth of public liability insurance and please attach the document when submitting this form.
- There will be a location fee which will be advised on submission of this form. VAT will chargeable on top of this fee. The location fee is payable in advance of the shoot.
- Once the application form has been filled in permission will be granted if the property can accommodate you and a contract will be issued by our office and signed by both parties.

<b>OFFICE USE ONLY – property, taken by whom, date, ref no, location fee</b>	
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