

# FILMING IN LINCOLN'S INN

## CODE OF PRACTICE

### General

Lincoln's Inn is frequently used as a location for film and television productions as well as still photography. Its varied architecture makes it especially attractive for period drama and for productions with a legal theme, and there are suitable rooms available for interviews. Those interested in using Lincoln's Inn as a location are recommended view images of buildings and rooms on the Inn's website [www.lincolnsinn.org.uk](http://www.lincolnsinn.org.uk).

It should be noted that permission is normally **only given for filming at weekends**, and sometimes during legal vacations. Authority to film and control of filming is exercised by the Member Services Manager. For initial enquiries or to arrange a visit please contact Wiebke Morgan on [wiebke.morgan@lincolnsinn.org.uk](mailto:wiebke.morgan@lincolnsinn.org.uk). Please note that the public has a right of way during *weekdays* from 8am to 6 pm, so if you are interested in exteriors only, you don't need to make an appointment during these times. If you are interested in viewing interiors you must make an appointment at least one week in advance.

### Access

- a. The location manager or notified person responsible for filming should contact the Gatehouse (020 7693 5190) for internal filming on arrival and again on departure. These times will form the basis for charges.
- b. The Duty Security Warden has the authority to make any decisions regarding the arrangements in the absence of the Member Services Manager.
- c. Access to the Inn will be via the Main Gate only. All other pedestrian gates are closed at weekends, and will only be opened by prior arrangement.
- d. The film company will be responsible for controlling access of those involved in the production.

### Catering and Removal of Litter

- a. All catering arrangements must be agreed in advance.
- b. No catering vehicles other than those specifically agreed in advance will be given access.
- c. No food or drink should be taken inside any of the buildings in Lincoln's Inn without prior agreement.
- d. It is the responsibility of the producer/location manager to ensure that all litter is removed before the end of filming *each day*.

### Charges

- a. All charges will be agreed, and an agreement signed, in advance of filming.
- b. Please note that any work undertaken without signed agreement will incur extra charges.

## **Children**

- a. Producers/location managers must make adequate provision for the health & welfare needs of any children employed when filming.
- b. A child is considered to be a young person of less than 15 years old or still subject to full time education.
- c. Any filming involving the employment of children (whether paid or unpaid) must be specifically agreed in advance of filming.

## **Coning**

Any areas to be coned off must be agreed in advance. Parking restrictions (e.g. to remove modern cars or bicycles for period productions) need to be agreed at least four weeks in advance.

## **Consultation**

- a. Lincoln's Inn will, at its own discretion, consult with residents and professional tenants before agreeing to filming.
- b. No contact should be made with residents or professional tenants without the knowledge and permission of the Member Services Manager.

## **Cranes, Camera Cranes and Aerial Platforms**

- a. Use of cherry-pickers or cranes must be agreed in advance of filming. The exact position of such equipment will be agreed and the producer/location manager will ensure that the position is maintained. Access for emergency vehicles must be maintained at all times.
- b. At night, or at times of poor visibility, warning lights must be placed around any cranes or cherry-pickers *whether parked on a roadway or not*.
- c. Rigging and de-rigging must only be carried out at times agreed with the Member Services Manager *in advance of filming*.
- d. Please note the section on height and weight restrictions in this document.

## **Fire PreMember Services Managerions and Means of Escape**

- a. Normal access for the emergency services should be maintained at all times.
- b. The means of escape route from all buildings should be available at all times and not obstructed.
- c. The concealment of smoke sensors, call points and fire alarm panels and/or exit and emergency exit buttons shall not be permitted without the express consent of the Inn and in conjunction with the proper notification of tenants to advise any changes to the normal evacuation procedures.
- d. Mock doors should be functional to permit escape and normal ingress/egress from the building and existing entrance doors to be temporarily removed, when required, to avoid a clash of door swings. Security arrangements to be agreed

when filming out of normal hours (i.e. when entrance door are normally locked to the general public and access by security fob or door entry phone).

### **Health & Safety and Risk Assessment**

- a. Full consideration of Health & Safety issues must be taken and proven by the producer or location manager.
- b. The producer or location manager must appoint a competent person to act as the Health & Safety representative (with a minimum of NVQ level 3) and a full risk assessment of the location must be carried out in accordance with the Health & Safety at Work Act (1974) and the Management of Health & Safety at Work regulations (1992).
- c. The Health & Safety representative must be on location at all times to co-ordinate and monitor Health & Safety systems and any control measures put in place as a result of the risk assessment.
- d. The instructions of the Inn's duty security officer should be followed at all times.
- e. Crew members and production personnel working on any open sections of roadway must wear high visibility clothing to standard EN471.
- f. Please note that all roads and paths will remain open unless specifically agreed in advance of filming. No section of road or path may be closed at any time without prior agreement.

### **Height, Weight and Width Restrictions**

Please note the following restrictions:

#### **Height/Width**

Main Gate 12'6" 7"6

North Gate 16'0" 7"6

The North Gate will only be opened by prior arrangement, and will require supervision by the film company when open.

#### **Weight All Areas of Lincoln's Inn**

15 tons

### **Indemnity & Insurance**

- a. The production company will be expected to indemnify the Inn, its officers and employees against any claims or proceedings arising directly from any injury to persons or damage to property as a result of activities of the production company or its agents.
- b. All production companies filming in Lincoln's Inn must carry adequate public liability insurance and this cover must be proved to the Inn's satisfaction before filming commences.

### **Lighting, Scaffolding and Generators**

- a. The construction and position of lighting towers must be agreed in advance of filming.
- b. Any scaffolding constructed must be certified as safe.
- c. The following considerations should be taken to prevent any risk to the public, production company employees or agents:
  - i. All lights and lighting stands must be properly secure;
  - ii. Lighting stands placed on open footways must be attended at all times;
  - iii. Lights should not dazzle motorists or pedestrians
  - iv. Lights should not be shone towards residential or professional properties without the specific permission of both the Inn and the tenant.
- d. Any generators used should comply with the specific requirements of the Environmental Protection Act (1990) and be positioned as agreed in advance.
- e. Generators must be sited exactly as agreed and should be run only at agreed times. Running a generator outside agreed times would constitute a breach of the agreement to film and penalty charges would be enforced.
- f. Generators should be provided for internal filming to buildings unless specific agreement has been given for the use of the landlords or tenants electricity supply.

### **Night Filming**

- a. Night filming is defined as any filming between 20:00 and 08:00.
- b. Any activity is subject to the provisions of the Environmental Protection Act (1990) regarding noise and nuisance.
- c. In general all filming involving noise above that of conversation level must stop before 22:00.
- d. No permission to film will be granted between 23:00 and 07:00.
- e. Excessive noise, or filming, rigging or de-rigging involving noise outside agreed times, will result in the termination of filming. All agreed fees will remain chargeable and excess fees may be charged.
- f. Where vehicles are left overnight to avoid noise of de-rigging they must be left “in situ” and attended by the production company’s security. Vehicles may only be left by prior arrangement or at the discretion of the duty security officer.

### **Parking**

- a. All parking plans, including temporary access for vehicles, must be agreed in advance.
- b. The passage of pedestrians should not be impaired nor should access to buildings.
- c. Access for emergency vehicles should be maintained at all times.
- d. Instructions from the duty Security Warden with regard to parking should be followed at all times.
- e. On occasions it is possible for parking areas to be cleared for filming. This must be cleared four weeks in advance. An additional charge will be made for private or technical vehicles which are brought in for the production.

### **Pavements**

Particular care should be taken to cause no damage to the historic York paving throughout the Inn and loading restrictions apply where these span over under-pavement vaults. The placement of heavy machinery or track must therefore be

approved in advance and protection of paving by boarding etc., and/or propping of vaults agreed where appropriate.

### **Reconnaissance/Site Visits**

A preliminary visit by the location manager to the Inn and discussion with the MEMBER SERVICES MANAGER is always recommended. Any further site visits with the director/producer/designer should be cleared with the MEMBER SERVICES MANAGER, who will often provide input. The final technical recce with key crew members should be arranged with the MEMBER SERVICES MANAGER at least a week in advance, and longer if internal filming is taking place.

### **Signs**

By prior arrangement signs may be covered on buildings and roads on a *temporary basis*. Full restitution must be made before the end of the agreed filming to the satisfaction of the Inn's representative.

### **Street Furniture, Lighting and other Property**

- a. No furniture may be removed, covered, altered or damaged in any way without the prior written agreement of the MEMBER SERVICES MANAGER.
- b. Nothing should be attached to property without the prior written agreement of the MEMBER SERVICES MANAGER.

### **Stunts, Special Effects and Pyrotechnics**

- a. All stunts, special effects (including weather effects and wet downs) and pyrotechnics must be under the direct control of a named qualified co-ordinator or operative and must comply with the Environmental Protection Act (1990).
- b. All plans for stunts, special effect or pyrotechnics must be agreed in writing in advance.
- c. No firearms or replica/mock firearms should be used without the consultation and consent of the MEMBER SERVICES MANAGER and, where appropriate, the Police. The production company must ensure the safe custody of such weapons at all times.

### **Track**

All matters with regard to track must be discussed with the MEMBER SERVICES MANAGER in advance of filming.

### **Trees**

- a. No damage may be caused to trees, lawns or flower beds.
- b. No attachments may be made to any tree without prior agreement.

**Please note:**

- The description “filming” refers to every type of filming. In particular feature films, television productions, commercials, music promotion videos, corporate filming and stills.
- The description “production company or location manager” includes any person or organization responsible for filming in Lincoln’s Inn.
- *This document is intended as a guide to the requirements of filming in Lincoln’s Inn. It is not exhaustive and filmmakers, location managers and production companies must enter into a specific agreement before filming can be done. The Inn accepts no liability for loss, financial or otherwise, alleged to have incurred as a result of these guidelines.*
- This document, along with other documentation associated with the filming, forms part of the agreement to film.