



FILMING BOOKING FORM, ST. MICHAEL'S COLLEGE, LLANDAFF

7 days prior notice is required regarding cancellation, otherwise a charge of 25% of the total cost is required

Event date: Time in: Time out:

Event leader:

Address:

Tel. No: Fax No: e-mail:

Please advise the name of the programme/event for which you are filming

If the programme is for TV, please advise which channel the programme will be shown on

Number of people who will be on site:

Number of vehicles which will be on site: Type of vehicles:

(Please note there is a maximum of 3 vans on site at once)

Specify areas where filming will take place:

.....
.....
.....

Will you be bringing a refreshment stand YES/NO *(please delete as appropriate)*

Filming Charges (please tick as appropriate)

4 hours = £240.00

8 hours = £440.00

An extra charge of £60.00 per hour will be charged if the filming overruns the hours indicated above

Office use only:

Area allocated for vehicle parking

Area allocated to refreshment stand

Agreed total charge for the day

Please return this completed booking form to:

The Conference & Accommodation Administrator, St Michael's College, 54 Cardiff Road, Llandaff, CF5 2YJ

Tel: 029 20838070

Fax: 029 20838008

Email: info@stmichaels.ac.uk