

New Lanark World Heritage Site

Filming and Photography Enquiry Form

New Lanark is an 18th century cotton spinning mill village located close to the magnificent Falls of Clyde. Today New Lanark is recognised as one of Scotland's 6 UNESCO World Heritage Sites of 'outstanding universal value' and welcomes over 300,000 visitors to the site annually. The site offers a fantastic location for both filming and stills photography. From iconic mill buildings to stunning river views, there are a huge variety of interior & exterior spaces and backdrops available.

The village of New Lanark is currently managed by New Lanark Trust; an independent Registered Scottish Charity (No.SC008552) dedicated to the preservation and development of the village. Please contact us about shoots both inside our buildings, and in the external areas.

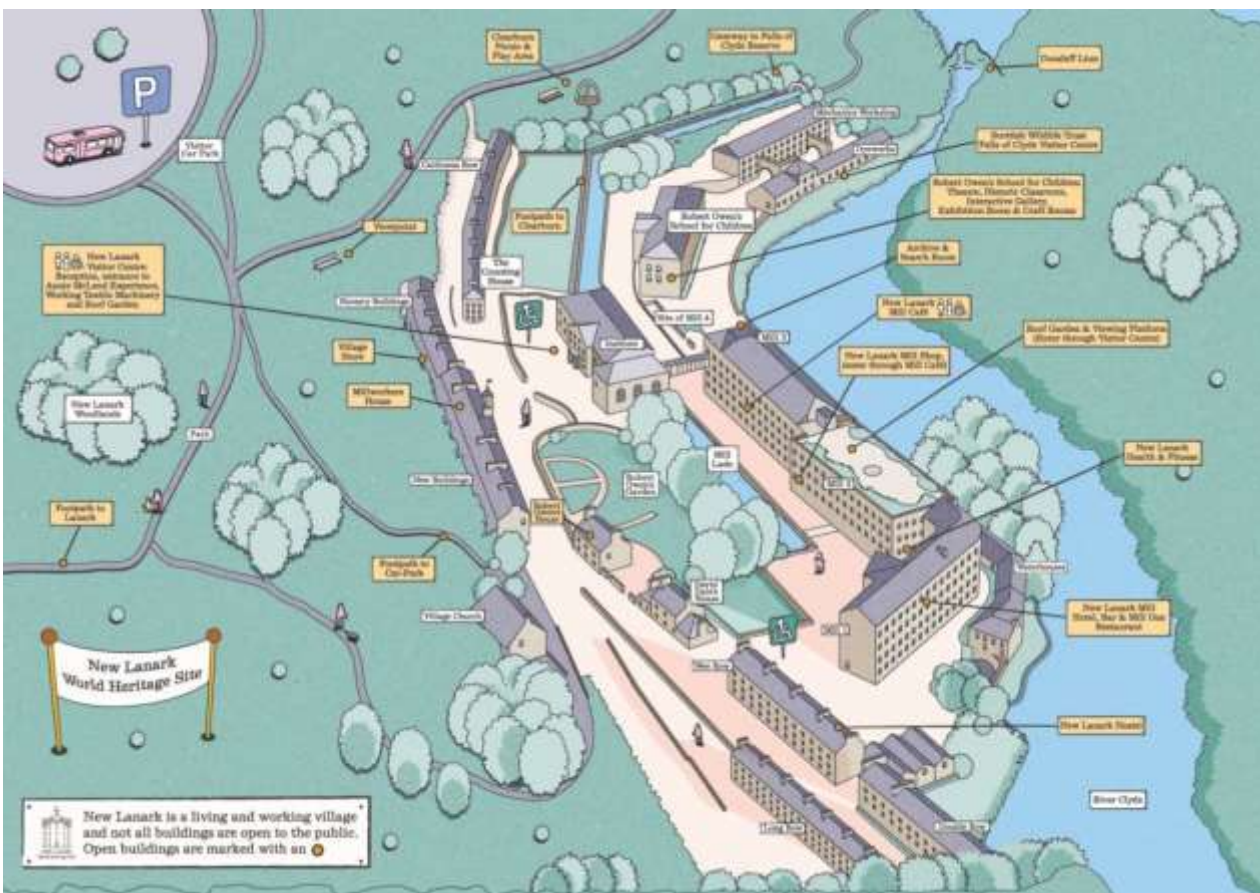
Please note that a LOCATION DONATION to New Lanark Trust will be required for all commercial filming and photography on site.

Before filming or photoshoots can be confirmed, clients must supply the following information:

- A completed Filming and Photography Enquiry Form
- Copy of your Public Liability Insurance (posted or digital PDF/JPEG)
- A full risk assessment for the shoot (New Lanark Trust can provide template if necessary)
- The full location donation must be submitted in full before the shoot date via cheque / BACS transfer.

The process of assessing your application and completing/obtaining the relevant paperwork can take a number of days. You are therefore advised to submit your enquiry with as much notice as possible.

If you would like to speak to someone from New Lanark Trust about your shoot, please call 01555 661345 or email marketing@newlanark.org



Schedule Information

1. Would you like to undertake filming, stills photography or both?

2. Would you like to undertake aerial or drone filming/photography?

3. Please confirm your intended date & time of production at New Lanark (or estimated date/time)*

**If the time is out with our usual opening times an additional staff time donation may be incurred.*

4. Please give us much detail as possible about your production (title, theme, content, transmission etc)

5. Will New Lanark Trust have access to the finished article (stills or film) to share?*

**For example, a link to the film on YouTube or a copy of the stills photography for our archive.*

Location Information

1. Do you know which area(s) of New Lanark you would like to utilise?

Possible areas (exterior): Walkway from car park, Institute Forecourt, Robert Owen's Garden, general exterior views of village, Clearburn Play & Picnic Area, Gateway to the Falls of Clyde Wildlife Reserve.

Possible areas (interior): Musicians' Room, Gallery Room, River Room, Roof Garden, Working Textile Machinery Floor, Mill Café, Mill Shop, Robert Owen's House, Millworkers' House, Historic Classroom, Interactive Gallery.

2. Will you require any of the areas to be 'dressed' or altered in any way? Please provide details.

Shoot Information

1. Please provide details of the type of equipment you will be using onsite.

2. If intending to use a Drone, are you registered with the Civil Aviation Authority & do you have specific Public Liability Insurance for this equipment?

3. Please confirm the vehicles you would intend to bring and any parking requirements.

4. Please confirm the number of crew in attendance.

5. Please confirm the number of cast in attendance.

6. Please confirm who will be your 'Point of Contact' on the day of filming & their details.

7. Please confirm who will be your 'Emergency Contact' on the day of filming & their details.

Production Information

- 1. Please confirm the full contact details for your company or organisation.**

- 2. Please attach digitally (PDF) or JPEG a copy of your Public Liability Insurance or include with posted Enquiry Form.**

Extra requirements

- 1. Do you require any additional services or products from New Lanark Trust?***

**Please see the last page of this document for the additional donations required.*

Possible extras are: Access to Search Room archive materials, Interview with Staff Member, Guided Tour with Staff Member, late/early opening, complete building closure. (please contact us to discuss any requirements in addition to this)

2. **At New Lanark we are able to offer a range of catering and accommodation options which would be charged at a separate rate. Can you please confirm if this would be of interest to your production & for how many people?***

**On site we have the Mill Café, Mill One Bar & Restaurant, New Lanark Mill Hotel & Wee Row Hostel.*

New Lanark Trust Commercial Filming and Photography

Daily Suggested Donations 2016-2017

Filming	
Production type	Donation (per day)
National news channel (BBC, STV, Channel 4, Five)	£150
Travel programmes (national)	£175
Travel programmes (international)	£300
Factual/Educational programme	£50* (may be negotiable)
Drama / Fiction programme	£150
Feature Film	£500

Stills Photography	
Photography type	Donation (per day)
National news channel (BBC, STV, Channel 4, Five)	£75
Local Newspaper	£25
National Newspaper	£50
Factual/Educational publication	£25* (may be negotiable)
Travel guide / magazine	£25
Product advertising campaign	£200

Additional Donations 2016-2017

Depending on the extra services you require from New Lanark Trust, the following donations would be greatly appreciated in order to meet our staffing and resource costs.

Extra Requirements	
Service / product	Donation
Resources required from New Lanark Archive	Available through www.SCRAN.com (must be credited to New Lanark Trust)
Interview (on or off camera) with a member of New Lanark Staff	Different costs apply depending on the seniority level of the staff member required. Please contact us to discuss this requirement.
Guided Tour of the village with a member of New Lanark Staff	Different costs apply depending on the seniority level of the staff member required. Please contact us to discuss this requirement.
Late / early opening required	Please contact us to discuss this requirement.
Closure of public buildings required (thus incurring a loss of earnings to us through ticket sales)	Please contact us to discuss this requirement.

Donations are payable by cheque/BACS transfer before the date of production and should be made payable to 'New Lanark Trust'. Please return cheques & forms to 'Marketing Department', New Lanark Trust, New Lanark Mills, Lanark, ML11 9DB. For digital submissions please send to marketing@newlanark.org

Form completed by (please print name): _____

Organisation: _____

Job title: _____

Date: _____

Signature: _____