

Dear

### LOCATION CONTRACT

This letter constitutes an Agreement between ..... (The Company) and The Linnean Society of London (the Owner) and sets forth the terms and conditions upon which The Company will be permitted to film at Burlington House (the Property).

1. The Company, its employees and persons authorised by it for the purposes of the film shall have permission to enter upon and film and record in those parts of the Linnean Society Rooms, Burlington House discussed and expressly agreed between ..... (The Company) and authorised person from the Linnean Society of London.
2. The proposed schedule for filming/recording on the property is set out in the attached Appendix to this letter of Agreement. No filming/recording beyond what appears in the schedule shall take place without the prior agreement of the Owner or his/her representative.
3. It is agreed that permission hereby given for the filming/recording in any room or location of the Property includes all the contents normally held in that room or location except those which are expressly excluded by the Owner.
4. The Company agrees to make good forthwith to the satisfaction of the Owner, or at the option of the Owner, to pay the reasonable cost of making good or full compensation for any loss or damage to the Property or to the contents therefore arising out of the facilities granted to provided always that each claim for loss or damage is notified to the producer or his/her representative at the Property by the completion of the filming/recording or notified in writing to The Company within 14 days of such completion. In the case of works of art or other chattels of value The Company will accept the decision of an expert appointed by agreement between the Owner and The Company as to the reasonableness of the cost of making good or as to the amount of full compensation.
5. The Company will indemnify and keep indemnified the Owner against all actions proceedings costs claims and demands which may be brought or made against the Owner in respect of personal injury and damage to property arising directly out of the activities in connection with this filming/recording.
6. The Company shall on request provide before the start of the filming/recording and to the satisfaction of the Owner or its insurance company evidence that The Company has taken out sufficient insurance policies to cover its liabilities under this agreement.
7. In recognition of the rights and facilities being granted The Company agrees to pay the Owner by ..... the sum shown on the Appendix hereto
8. The Owner accepts that in consideration of the payment detailed in the attached Appendix to this Agreement all world television rights, titles and interests and rights, titles and interests (including the right to transmit by satellite(s) and all other forms of television distribution including pay and basic cable now existing or developed in the future) and rights, titles and interests for world showing to paying and non-paying audiences and/or for home entertainment in relation to The

Company the filming/recording made by The Company in connection with the activities shall vest in The Company

For and on behalf of

Signed:

Date:

For and on behalf of THE LINNEAN SOCIETY OF LONDON

Signed:

Date

**APPENDIX 1 TO LOCATION CONTRACT BETWEEN .....AND THE LINNEAN SOCIETY OF LONDON**

This letter when signed and countersigned will constitute an Agreement between .....  
and The Linnean Society of London in connection with use of the Property for filming/recording  
as detailed hereunder:

1. **PRODUCTION:**
2. **PRODUCER:**
3. **PROPERTY:** Linnean Society of London, Burlington House
4. **AGENT:** Authorised person
5. **AREAS TO BE USED:** As per attached Appendix 2
6. **LIGHTING:** As per attached Appendix 2.
7. **DATES AND TIMES:**
8. **FEES:**

Basic facility charge (including one compulsory support staff\*) £ 1,350 per day  
\* large film crews or complex electrical or lighting requirements may involve additional staff time being  
charged at £50 an hour.

The daily fee shall be paid in advance in respect of each day [or hours, or part thereof] for which the  
schedule has been agreed in Appendix 2. Additional charges of £100 per hour will be made for extra time  
during which either there is filming or there remains any plant, equipment, personnel or other materials in  
connection with the filming.

Both parties to this Agreement accept that the terms for the provision of these facilities by  
THE LINNEAN SOCIETY OF LONDON and for their use by The Company shall be those  
set out in the Location Contract signed between the two parties.

For and on behalf of

Signed: Date:

For and on behalf of THE LINNEAN SOCIETY OF LONDON

Signed: Date:

## LOCATION CONTRACT: APPENDIX 2

### **1. Areas/rooms to be used**

To be arranged.

### **2. Courtyard**

Access, parking and use to be agreed with the Royal Academy. The Linnean Society of London has no rights in this area.

### **3. Dates and times of use : Please specify times of arrival and departure**

Times of access are 10.00 – 17.00, excluding weekends and public holidays. The building must be vacated (and cleared of all equipment) by 17.00

### **4. Acknowledgements** (delete as applicable)

Reference / No reference to be made to the Linnean Society of London in the credits (this may be a security requirement).

### **5. Security**

No later than 14.00 on the working day before any filming, details are to be provided of

- a) Names of all crew members (both freelance and employed)
- b) Equipment to be brought in
- c) Power requirements
- d) Any minor variations on the contract filming details must be put down in writing and signed by the support staff member responsible. No other proof of agreement will be accepted.

All members of your staff will be provided with identification and may be refused entry if it cannot be produced. They must follow promptly and courteously the instructions of the Linnean Society of London staff support officer regarding access, obstruction, movement of furniture, power lead routing and health and safety requirements.

### **6. Safety and Damage**

Noted that an insurance policy for liability will be in force and that The Company accepts full liability for any accidents. Given the nature of the building and its contents there is a need for a bond of £1,000 to be deposited with the Linnean Society of London by 17.00 the day previous to any filming. Further agreed that the responsible staff member will inspect the areas used after filming and that subject to satisfactory report the bond can be discharged that day.

### **7. Lighting**

Tungsten and tungsten-halogen lamps.

Illuminance not to exceed 2500 lux for any object in the field of lighting.

Illuminance for minimum time. Lights to be directed away from pictures, or specified objects or shielded by screens when not filming or setting up.

**No lighting equipment will be placed nearer than 2m to any picture or specified object.**

**8. Specific factors during the hire of the LINNEAN SOCIETY OF LONDON ROOMS**

- a) If any of the Society's furniture needs to be moved this must be agreed beforehand with the support staff member and it must be replaced in the same place
- b) No objects on tables or walls are to be moved without the Executive Secretary's consent
- c) Power supplies are limited. Overloading will result in a fuse blowing.
- d) Hire of the Rooms does NOT include hire of any of the Society's equipment (phone, fax, photocopier, computers etc.)
- e) It is not generally possible to exclude visitors as we have no mechanism to warn them in advance of special use of the Rooms. Services to our Fellows may have to continue.
- f) It is not generally possible to switch off telephones, fire alarms or other equipment.

**9. General factors**

- a) No food or drink to be brought into the building
- b) No smoking anywhere in the building
- c) Health and safety requirements may mean that some areas of the Linnean Society of London have restricted access. Do not enter these areas unless it has been specifically sanctioned beforehand. Please note instructions in event of a fire: these are posted in public areas.
- d) It is acknowledged that this is a building has not been designed or adapted for the purpose of filming. No warranty is given that the location is safe, fit or appropriate for this purpose.

For and on behalf of

Signed:

Date:

For and on behalf of THE LINNEAN SOCIETY OF LONDON

Signed:

Date: