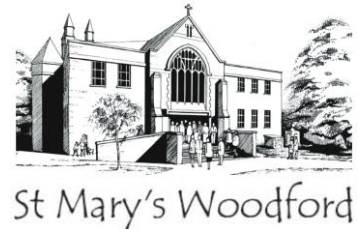


St Mary with St Philip and St James: Woodford's Parish Church  
207 High Road, South Woodford, London E18 2PA  
Parish Office 020 8505 3000 Charity No: 1127596



info@stmaryswoodford.org.uk www.stmaryswoodford.org.uk

### **Agreement for ....**

Thank you for sending details of your plans for .... Please sign...

#### **Filming and Preparation**

Arrival, set up and filming of... may take place as follows inside the main church space and in the graveyard as discussed and detailed in the information sent via email and scripts provided. Rigging and derigging is to be undertaken during these times. Any variation to this must be agreed with the Rector and any additional time will incur additional costs:

St Mary's Woodford is to be included in the credits. Scenes inside the church must be respectful of this sacred Christian space. The configuration of the furniture and fittings for filming will need the agreement of the Rector.

#### **Fixtures, fittings and utilities**

Church furniture and fittings (including altar, communion rails and chairs) may be lifted and moved but must be returned to position afterwards. Please take photos for positioning. All furniture must be lifted and the piano must be wheeled carefully across the floor to prevent damage. The altar and associated fittings must be treated with respect and nothing additional should be placed on the altar.

You may use church lighting. You may bring any equipment which has passed suitable electrical/safety PAT testing within the recommended timeframes. This equipment including additional lighting must have a power supply provided by you. We will not be held liable for any delays/cancellation to filming caused by overloading the church electrical system. You may not use the church sound system or any other church electrical equipment or IT systems.

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All equipment and rubbish must be removed from the church premises within the access timescales set out above, with the space left clean and tidy and church fixtures and fittings left as they were found. Failure to do so will incur further costs to you.

Should your filming require a generator, a lighting technician should be designated to its supervision, and the additional lighting required, at all times. Naked flames are only permitted on or near the altar using our candles or holders or similar and must be closely supervised by a designated person at all times.

#### **Access**

Access is only to the main church space, outside space, entrance, downstairs toilet and first floor toilets under the timescales set out above. There is no access to any of the other rooms in the church building. We will

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St Mary's Woodford

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vacate the whole church building, graveyard and drive of people apart from  
the Rector and any other church officials needed to supervise and ensure there is no other church access.

### **Damage**

Damage of any kind to the fabric, fixtures or fittings of any part of the church building, graveyard, grounds and drive must be agreed, repaired and paid for, including suitable compensation for church admin time in arranging specialist works and legal/planning permissions as may be required.

### **Gambling, smoking, drinking alcohol, illicit/illegal, drugs food and drink**

Gambling, smoking, drinking alcohol, illicit/illegal drug possession or consumption must not happen in the church building, graveyard, grounds or drive. Food and drink must not be consumed within the church itself.

### **Public liability**

You are responsible for providing us with adequate public liability insurance to a minimum of £5 million for your activities in the church building, graveyard, grounds and drive. You must supply us with a risk assessment seven days before filming commences.

### **Parking**

You may park vehicles on the church drive during the times set out above. Light goods vehicles or smaller are best suited due to the narrow entrance and exit. Please take great care: manoeuvring requires a banks person. You must not block access to the pavement, public highway or the access road to the adjacent Woodford Memorial Hall.

### **Payment**

You agree to pay the sum of **xxxx** to St Mary's Parochial Church Council. Please ensure 50% of the amount reaches our account within 7 days of signing this and the balance no later than 14 days before filming is due to begin. Any additional payments incurred must be paid within 28 days of us notifying you. Payment is possible by BACS to Sort Code 08-92-99; A/C No 67270417; A/C Name: St Marys Woodford, with appropriate cheque clearing time.

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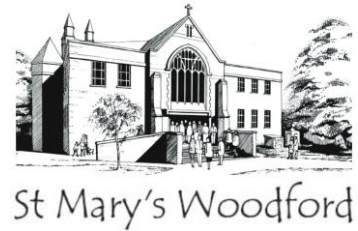
### **Cancellation**

If church cancels the booking, the full amount paid will be returned. If you cancel the booking after payment has been received, no refund will be given. If you cancel and rebook for alternative date(s), we will retain payment and the new date(s) will be charged at 50%.

Signed by:

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The Revd Dr Elizabeth Lowson  
Rector, St Mary's Woodford

Church Warden, St Mary's Woodford

Church Warden, St Mary's Woodford

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