



**spaces**  
at The Spine

# Spaces at The Spine - Filming Guidelines

**This document forms part  
of our standard terms and  
conditions.**

Both documents must be signed and submitted  
before any filming can take place.



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# 1. cabling

- a. For any works carried out in relation to the filming, Spaces at the Spine will require RAMS 10 working days prior. All requested RAMS will be reviewed by the RCP Property Services team in conjunction with Avison Young and a work permit must be issued prior to works commencing.
- b. M&E must liaise with Avison Young to arrange any outdoor cables and this is subject to rain and approval.
- b. All cables used for any purpose in the course of filming must be made safe as they are laid and not at some later time.
- c. Outdoor cables should be laid in the gutter along roads or in the junction between a wall and the footway.
- d. Cables on steps should be taped down to avoid the risk of tripping.
- e. Cables across footways should be laid at right angles under a taped mat. The matting should be:
  - i. a minimum of one metre wide and
  - ii. visible to the public by proper lighting, cones or high visibility hazard tape.

# 2. catering & 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. It is the responsibility of the producer or location manager to ensure that all litter is removed before the end of filming each day.

# 3. charges

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



## 4. checking in and out

- a. The location manager or notified person responsible for filming should contact the Event Planner and/or the Event Manager in charge of overseeing the filming on arrival and again on departure. These times will form the basis for charges.

## 5. children

- a. Producers or location managers must make adequate provision for the health and welfare needs of any children employed when filming.
- b. A child is considered to be a young person of less than 16 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.
- d. GEEPs will be required for children.

## 6. coning

- a. Any areas to be coned off must be agreed in advance.

## 7. consultation

- a. Spaces at The Spine and Avison Young will, at their own discretion, consult with the council and professional tenants before agreeing to filming.
- b. No contact should be made with professional tenants without the knowledge and permission of Spaces at The Spine and Avison Young.



## 8. cranes, camera cranes, and aerial platforms

- a. Use of cherry-pickers or scaffolding must be agreed in advance of filming. The exact position of such equipment will be agreed and the producer or location manager will ensure that the position is maintained. Access for emergency vehicles must be maintained at all times.
- b. Rigging and de-rigging must only be carried out at times agreed with Spaces at The Spine in advance of filming.
- c. Please note the section on height and weight restrictions in this document. Spaces at The Spine is not responsible for otherwise notifying production companies or location managers of these restrictions.

## 9. 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 coordinate and monitor Health & Safety systems and any control measures put in place as a result of the risk assessment.
- d. The instructions of Spaces at The Spine, Avison Young and Liverpool City Council should be followed at all times.
- e. Floor plans will be provided and the contractor must plot the location of equipment in advance, ensuring that pedestrian and fire exit routes are kept clear at all times.



## 10. height, weight and width restrictions

- a. Please note the following restrictions:

**Door of goods lift:** 2070mm height, 1070mm width

**Lift:** 2210mm height, 1835mm width, 1585 depth

**Roller shutter (undercroft car park entrance):** 4.3m

## 11. indemnity & insurance

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



## 12. 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 Royal College of Physicians 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 by Spaces at The Spine, Avison Young and Liverpool City Council.
- e. Generators must be sited exactly as agreed by Spaces at The Spine, Avison Young and Liverpool City Council, and should be run only at agreed times. Running a generator outside agreed times would constitute a material breach of the Agreement.



## 13. night filming

- a. Night filming is defined as any filming between 19:00 and 07:00.
- 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 should be completed before 22:00.
- d. It is unlikely that permission to film will be granted past 23:00.
- e. Excessive noise, or filming, rigging or de-rigging involving noise outside agreed times, will be treated as a material breach of the Agreement entitling Spaces at The Spine to terminate filming, without prejudice to its right to receive payment in full and its other rights under the Agreement. Alternatively, at its discretion, Spaces at The Spine may impose further charges for such use.
- 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 Spaces at The Spine, Avison Young and Liverpool City Council.





## 14. parking / loading & unloading

- 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 council security officer and Avison Young with regard to parking should be followed at all times.
- e. On occasions it is possible for car parks to be cleared for filming. In this case each space cleared will be charged at the normal daily or hourly rate as separately published. This will be approved by Avison Young and Liverpool City Council.
- f. A schedule of loading/unloading times must be agreed with your event manager in advance
- g. Please note, vehicle height and length restrictions:  
**Height:** 4.3m  
**Length:** up to 5m
- h. Please note availability for loading / unloading refer to exhibitor guidelines. Loading / unloading outside of normal hours and overnight parking must agreed with your event manager in advance.



## 15. prop or mock emergency vehicles

- a. Spaces at The Spine must be informed in advance if there are to be actors dressed in a specific uniform (Police, ambulance etc). The relevant emergency service should also be notified. A copy of the notification should be provided to Spaces at The Spine.
- b. Uniforms and vehicles resembling emergency services must be covered whenever possible and in particular between takes.
- c. Sirens should not be used without specific permission and flashing lights should be switched off when not in shot and covered when not in use.

## 16. sound playback

- a. The filming of artists to sound play-back can only be undertaken by prior arrangement.

## 17. street furniture, lighting, and other property

- a. No furniture may be removed, covered or altered in any way without the prior written agreement of Spaces at The Spine.
- b. Nothing should be attached to property without the prior written agreement of Spaces at The Spine, Avison Young and Liverpool City Council.



## 18. stunts, special effects, and pyrotechnics

- a. All stunts, special effects 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) (as amended).
- b. All plans for stunts, special effect or pyrotechnics must be agreed by Spaces at The Spine, Avison Young and Liverpool City Council in writing in advance.
- c. No firearms or replica/mock firearms should be used without the consultation and prior consent of Spaces at The Spine and, where appropriate, the Police. The production company must ensure the safe custody of such weapons at all times.

## 19. track way

- a. All matters with regard to the laying of track way must be discussed with Spaces at The Spine in advance of filming.

## 20. utilities

- a. Only domestic utilities services are available.

## 21. waste disposal

- a. The client is responsible for its own waste disposal, unless previously agreed, in which case additional charges may be incurred.



## 22. general care

- a. All materials within Spaces at The Spine meet the WELL Standard at a Platinum rating: wooden floors are oak, vinyl flooring is 96% recycled glass bottles and carpets 100% recycled fishing nets. We ask that visitors take great care when using our spaces to minimise the risk of damage or spills which would otherwise impact on our material concept.
- b. No equipment of any description is to be set up in close proximity to any Spaces at The Spine property and protection must be provided to protect carpets and wooden floors (if applicable). This is at an additional cost which can be provided by your Event Planner.

## 23. confidentiality of the agreement and related material

- a. Spaces at The Spine will not disclose any particulars of the filming to outside parties, nor post footage etc. on social media.
- b. Following the release of the official trailer, we may request any available stills or pictures showing our venue for marketing purposes (social media, website, etc.). Please inform your Event Planner if this is not possible, or whether an NDA is required to ensure confidentiality up to release date.



## please note:

- In these guidelines, any reference to a statute or statutory provision includes references to the same as from time to time re-enacted, amended or modified unless otherwise stated.
- 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 at Spaces at The Spine.
- This document is intended as a guide to the requirements of filming at Spaces at The Spine. It is not exhaustive and filmmakers, location managers and production companies must enter into a specific agreement before filming can be done. Spaces at The Spine accepts no liability for loss, financial or otherwise, alleged to have incurred as a result of these guidelines.

Date of Event:	Film Title:
Company Name:	Name and position of Authorised Client:
Signature:	Date:



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