

	<b>Terms &amp; Conditions -Filming Days &amp; Dates- Acting For Camera Course Level 1</b>
<b>1</b>	<b>Definitions</b>
	The following terms and conditions are set out to help all parties be aware of and clear about the service provided for filming days. For the purpose of this agreement Class Act Drama Centre is referred to as the centre and the actor participating within the filming days is referred to as the student member. Sound recordings, video recordings, photography, digital files obtained during filming days are referred to as material and footage.
<b>2</b>	<b>Attendance and Scheduling</b>
2.1	Teachers will liaise with student members during their course to agree filming dates where filming cannot be completed in class time.
2.2	Most filming will take place on chosen weekend dates which are likely to be on a Saturday or a Sunday for approximately 5 hours, on one or two separate days towards the end of the course. Filming days will be held in and around the usual course venue . Alternatives will be offered in the event of weekend dates not being suitable for the student member. Dates will be negotiated early on within the course, with teaching staff and student members.
2.3	Student members will be cast by teaching staff and allocated working partners. Multiples of these working partners exist within one teaching group and if a student member's partner fails to attend filming days an alternative partner will be used or an external actor hired to play the student member's counterpart within a scene.
<b>3</b>	<b>Pre- Production preparation</b>
3.1	Student members are expected to provide their own costume, shoes and props where reasonable to film scenes. All scenes are created for modern day characters in the interests of simplicity.
3.2	Costume and prop assistance maybe offered to a student member but must be ordered by completing a filming preparation form and submitting to our props department exactly 14 working days prior to filming so that requirements can be sourced. Costumes and prop requirements cannot be guaranteed by our props department. In the event that they cannot source items, they will let you know 10 days prior to filming dates so that you can make alternative arrangements. All scenes have been written with simplicity in mind and are based in modern times. Costume, prop sourcing and ordering is the student member's responsibility.
3.3	In sourcing costume and props, student members are asked not to wear logos or branding that will require legal permissions. By wearing a logo or using a branded prop within a scene and inclusion in the project relevant permissions must be obtained in advance from the original copyright holder. By accepting these terms and conditions, the student member hereby indemnifies the centre, associated staff and crew and editing subsidiaries against any possible claims, disputes, expenses or similar that may arise from breaching any copyright laws or pre-existing terms and conditions attributed to the material.
3.4	In the interests of efficiency and budget, furniture that is provided for

	filmed scenes will be that which is sourced already onsite.
3.5	Line learning- Student members will need to be off script for all scenes prior to filming. Although teaching staff will assess this before filming days, the crew will refuse to film any student member actor who unnecessarily wastes the time of other actors and disrupts the filming schedule to the detriment of the rest of the class and other student members. No alternative to film will be offered, unless an option arises upon the next consecutive course to film, alongside and with the next set of student member attendees. If lines are not learned in time and successfully filmed during this secondary offer, then no alternative date will be given. Any offer of a secondary offer to film will be at the crew and teaching staff's mutual discretion.
4	<b>Communication, Attendance and Punctuality</b>
4.1	If a student member fails to attend an agreed filming day and doesn't communicate their non-attendance to staff, an alternative slot will not be given. With retrospective emergency situations an alternative maybe considered which will be at the discretion of teaching staff and filming crew, upon reviewing evidence of the emergency that caused a student member to be unable to contact staff prior to a filming day and resulted in their non attendance. If an alternative date is offered, an additional charge may be made if crew costs are required, this will be at the discretion of senior staff. The option to film alongside the next set of course student members attendees in a consecutive course maybe offered to a student member who missed their filming days. However, only one such offer will be made, after which the opportunity to film will be revoked. The centre accepts no responsibility or associated losses for a student member who does not attend filming days.
4.2	We ask all student members to directly communicate with teaching staff throughout their course with provided telephone numbers and email addresses. Social media messages will not be accepted, nor will third party messages delivered by other student members. Direct communication keeps staff fully informed of student member's intentions and attendance, thus leaving them in a clear position to offer solutions to both the rest of the class and the crew. Whilst social media is a useful tool for friendships within a course it is not to be used when contacting teaching staff about important or confidential matters.
4.3	Filming days will run on a specific schedule with scenes pre-lit for specific scenes and in an order that is efficient for the crew. A student member will be given a call time and will be expected to attend for those times. Filming days are not drop in days and times must be respected for crew scheduling. If a student member arrives late, the crew cannot guarantee that your scene will be filmed and no alternative date will be given. If you experience an emergency, please contact teaching staff on the number provided at the beginning of your course.
4.4	Student members will need to attend for the entirety of the filming days. Student members are working as part of a team and are often allocated a working partner. Please be aware that full attendance is necessary for the team to successfully complete the project. If a student member leaves early ( other than a provable emergency ) no offer to film on an

	alternative date will be given. Any expenses and losses occurred that may affect the working partner and crew will be the non attending student member's responsibility.
5	<b>Refunds</b>
5.1	No refund, nor partial refund will be given in respect to course fees should a student member not attend their filming option days which are always scheduled for the end of any course. Please refer to our withdrawal policy for further information.
6	<b>Preparation During Filming</b>
6.1	All student members will be informed of the order of scenes by the crew at the beginning of the day. This may fluctuate throughout the day due to circumstances beyond the crew's control. In the interests of efficiency and the best use of time, it is requested that all student members attempt to be ready for each scene with costuming, make-up, props and script work where possible. If a student member disappears onsite, has not made contact with crew, or takes an unreasonable amount of time to be prepared for each scene, then crew may opt to move onto new scenes without them. If delays are detrimental to the rest of the class, then the crew will have no option but to cut the student member out of missed scenes
6.2	Refreshments- It is requested that student members bring all required refreshments with them for the filming day shoot, so that student members remain onsite and accessible throughout the time period they are required.
6.3	Smoking is not permitted onsite, nor the use of real cigarettes within scenes. If a student member wishes to smoke outside, we ask that they inform a crew member to ascertain whether or not they are likely to be needed in that time frame.
6.4	Teaching staff will require student members to bring scripts to the filming day for reference and to mark any changes. Waiting around between scenes is a natural part of being a film actor. We would suggest that student members bring scripts to rehearse whilst waiting. The concept of 'hurry up and wait' is part of a film actors experience. The expectation to be ready to film when required is part of the work.
6.5	It is expected that each student member will film one inner monologue visuals ( sound will be recorded either in course class time or at the filming day, this script does not need to be memorised but can be read and recorded ) and three dramatic scenes with other actors. The crew will attempt to film all of these scenes if delays are not encountered. The centre only guarantees that two scenes be filmed per student member as part of the course footage but will make every reasonable attempt with the student member's cooperation to film all four scenes.
6.6	Changing areas will be provided close to the location. Please be aware that the centre are not responsible for student member's unattended belongings. We suggest student member's keep valuables with them at all times. In the event of asking the centre to lock valuables in the costume cupboard, please be reminded that the centre is not responsible for the student member's belongings.

6.7	Toilets are located on each floor of the filming venue with a male and female toilet being found on alternate floors throughout the building
6.8	A rehearsal area and chairs will be provided for those student members waiting to film scenes. We suggest that noise is kept to a minimum as it is likely to be close to the filming location
6.9	We ask student members not to disturb crew or other student members whilst recording and to be aware of sound levels. In the event that a message needs passing on, or a question needs to be asked please speak to a member of staff that is not directly involved in the filming of scenes at that time.
7	<b>Reshoots</b>
7.1	In the unlikely event that editors believe a scene needs to be re-filmed due to issues of quality that the centre can correct, the opportunity to re-film may be presented at no extra cost to the student member.
	Every effort to produce a quality presentation screening and course footage is undertaken. The equipment provided is of the highest quality and regularly maintained. Several back-up strategies for sound and vision are in place, however, the centre cannot be held responsible for any lighting, sound or interference issues caused by circumstances outside of their control. This includes camera/equipment failure, adverse lighting, noise issues, restrictions imposed by local building works, road closures, acts of terrorism , adverse weather conditions & force majeure.
8	<b>Consents</b>
8.1	In order to participate in filming days, all student members will be asked to sign a consent and release form at the very beginning of the course. A copy of this document is clearly displayed on our website in our policies page. The consent and release form is a standard requirement of all audio visual projects within the UK. We ask that all student members thoroughly read the form prior to enrolling upon the course.
9	<b>Copyright</b>
9.1	For full details about copyright attributed to footage and materials obtained during filming days please refer to section 8.1 within the Terms and Conditions Showreels document.
9.2	The centre asserts its full rights as copyright owner of all materials that have been captured, processed and/or produced by the centre, whether or not such material forms part of a finished project. The copyright of all produced material is solely owned by the centre and protected under UK law.
9.3	Script content is offered to all student members to use on a lifetime license and there are no extra charges or permissions required by a student member in respect of using these works within the content of their course footage. However, no changes can be made to the script without written permission from the centre, which must be obtained in advance to filming days.
9.4	Permission for student members, to use script material outside of the course has not been granted and script materials can only be used for the express purpose of filming course footage.
9.5	External scripts supplied by student members are not permitted to be

	used during the filming of course footage.
9.6	Please see section 3.3 of this document in respect of student member's using logos or branded props within a scene.
10	<b>Access</b>
10.1	Access to the building is monitored for security reasons. Our staff will wait at security doors for approximately 15 mins after the call time, after which they will be required to carry out other duties. If a student member arrives later than the call time, plus an additional 15 minutes and the door is not manned then we ask the student member to call the supplied teaching staff's contact numbers at the beginning of the course. Please be reminded that filming may have already commenced and staff phones may now be turned to silent. Please text and continue to call until a staff member organises letting you into the building. No liability will be accepted by the centre for a student member's late arrival and subsequent lack of attendance or delayed access.
11	<b>Non student member attendance- Filming Days</b>
11.1	Guests, nor family or friends can be invited to watch or participate within the filming days and childcare provision cannot be offered during filming days and must be sourced by the student member if relevant.
12	<b>Filming &amp; Photography behind the scenes</b>
12.1	Filming and photography is not permitted behind the scenes, unless everyone involved in the team, including student members and staff /crew have signed a consent form. Should a student member wish to ask permissions to take photographs or film behind the scenes a copy of a release form must be overviewed by senior staff at least 14 working days prior to filming, with the purpose of photography or filming of intended footage made clear. If any of the team refuse to be filmed behind the scenes, then the opportunity will be denied for all. Those who do not wish to be filmed behind the scenes, have a right to refuse filming based upon their privacy and no further explanation of their refusal must be sought. These permissions in no way affect consent to film course footage but pertain to behind the scenes footage only. Verbal consent to post or upload photos of other student members behind the scenes, would not suffice and would be in breach of these terms and conditions.
13	<b>Artistic License &amp; Editing</b>
13.1	The camera man/ director have artistic license during the filming process. Student members are not permitted to self direct their scenes.
13.2	Drama tutors will rehearse students ready for filming days during the weekly evening class parts of their course. There is no time available on filming days for extensive coaching, as this will delay filming for all other scenes and other actors/student members. Extra coaching can be booked from our resident drama tutors prior to filming at the usual hourly rate of £35 per hour, details of one to one coaching can be found on the centre's website. During filming the student member must work as an actor under guidance from the allocated director.
13.3	Editing is undertaken by production staff and requires time to produce a quality product. A quality product is important for the centre, the student member and the editor's professional reputation.

14	<b>Health &amp; Safety</b>
14.1	The centre's staff will work with Health & Safety issues in mind and reserve the right not to film in dangerous or unsafe situations. In this instance the centre reserves the right to change the date or timing of filming to a more suitable date or time.
14.2	In the event of adverse weather conditions which pose a risk to the health and safety of centre staff, student members or equipment and has the potential to prevent successful video or audio capture, the centre reserves the right to change the date or time of filming to a more suitable date or time. Please see cancellation information section 15 within this document.
14.3	The centre takes health and safety matters seriously and we reserve the right in all instances to remove any of our staff and or equipment from the location if we deem it to be unsafe or if the crew are subjected to abusive or aggressive behaviour. In the event that this may occur, the filming day may need to be cancelled. The centre reserves the right to change the date or time of filming to a more suitable date or time, depending upon the severity of the disruption.
15	<b>Cancellation by the centre</b>
15.1	In the event that the centre is forced to cancel the day based upon adverse weather conditions, all student members will be contacted on telephone numbers that they provided at the time of enrolment. It is the student member's responsibility to keep the centre updated of any telephone number changes since that time. Likewise a recorded message maybe placed upon our office telephone answer machine service informing you of any decision to cancel filming days based upon adverse weather conditions. We suggest that any student member who is unsure of plans prior to setting off, to call into the office or supplied contact numbers to see if early decisions have been made. The centre are not responsible for any aborted journeys based upon cancellation due to adverse weather conditions. The centre reserves the right to change the date or time of filming to a more suitable date or time.
15.2	In the event of equipment failure or technical difficulties, all efforts will be made to find suitable replacement equipment and or staff so as not to delay filming and adversely impact the project's quality or delivery. The equipment used on the day of filming will be at the discretion of the senior member of the film crew, and no further claims or liability will be accepted. The centre reserves the right to change the date or time of filming to a more suitable date or time in the event that equipment failure cannot be resolved in good time that day.
15.3	The centre also reserves the right to remove any student member who has been aggressive or abusive to staff. In this instance no refunds or any course fees will be issued and damages for the disruption to the filming day may be sought alongside police prosecution if relevant.
15.4	In the event of key staff being ill or experiencing an emergency the centre will attempt to reschedule an alternative date for filming or they will organise substitution staff. The centre will inform the student member as quickly as is reasonably possible. The centre will not be liable for any further damages presented that are outside of the centre's

	control.
16	<b>Presentation Scheduling</b>
16.1	The course footage will be screened publically at either a small local cinema or a theatre space with a cinema screen or within a presentation classroom. This will be dependant upon availability and scheduling. Screenings maybe held within 4 months of the final day of filming. A formal invitation will be sent to all student members. Four free complimentary tickets will be available to all student members who feature in the footage. A complimentary drink will be available upon arrival. No further screening will take place. If for any reason the screening is cancelled by the centre all student members will be informed and an alternative date arranged.
16.2	In essence the public screening acts as a preview and review for student members considering ordering showreel material.
17	<b>Showreel Ordering</b>
17.1	Showreels cannot be ordered until after public filming days have been completed and public screenings taken place. Please see the Terms and Conditions Showreel document for further information about showreels.
18	<b>Pricing</b>
18.1	The Centre reserves the right to increase prices for courses at the beginning of any term before a course and enrolment commences. The cost of filming days is covered within the course fees.
19	<b>Liability</b>
19.1	No liability will be accepted by the centre for any delays or failure to deliver course footage to be publically screened if caused by any element which is the student member's responsibility.

All Terms and Conditions stated within this document are deemed acceptable to the client upon enrolment upon Acting For Camera Course Level 1 and subsequent attendance to the attached filming day. This document shall be taken as an agreement between the client and the centre under UK Law.