

Conditions of Consent to Film

The Edinburgh International Book Festival site in Charlotte Square Gardens and the venues on George Street are private, managed by the Book Festival for the duration of the Book Festival. Unauthorised filming for any purposes is expressly prohibited. The Edinburgh International Book Festival will be delighted to grant consent to film in line with the following conditions:

General Filming

- All film crews/broadcasters must be accredited with the press office through our on-line accreditation system (<http://www.edbookfest.co.uk/press-office/accreditation>) and wear their press passes at all times.
- All film crews/broadcasters must check into the Book Festival Press Office upon their arrival in Charlotte Square Gardens.
- Filming may take place in the gardens, cafes and bookshops at any time once accreditation is confirmed and press passes have been collected.
- Release forms must be provided and signed by a parent or guardian if any children are filmed.
- **No radio microphones may be used in Charlotte Square Gardens or in any of the theatres at any time - all microphones must be cabled or boom.**

Filming Book Signings

- If you wish to film a Book Signing written permission must be obtained from the author in advance and you will be accompanied by a member of the press team. (We will accept email confirmation from the author or their publicist).

FOR MORE INFORMATION CONTACT FRANCES SUTTON, PRESS MANAGER:
frances@edbookfest.co.uk / Tel: 0131 718 5654 / Mob: 07841 579481

The Edinburgh International Book Festival Ltd is a Scottish charity (SC010120) and a limited company (registered in Scotland no 79939) and has its registered office at 5A Charlotte Square, Edinburgh, EH2 4DR.

Conditions of Consent to Film

Filming in Adult Events

If you wish to film in an event, written permission must be obtained from all authors and the chairperson taking part in advance (we will accept email confirmation from the authors or their publicists) and the following conditions apply:

- The New York Times Main Theatre will already have broadcast quality cameras positioned to film all events. It will not be possible to include any additional cameras. Footage shot by the Book Festival can be made available to you if specific permission is granted by the author, chairperson and all participants in the event in advance.
- All filming in events in other theatres at the Book Festival is done with a single static camera on a tripod which will be placed on the back row of the seating. Neither the camera nor the operator may move during the event, and a sound feed must be taken from our sound desk (we will provide a single balanced XLR at the camera position.) No additional microphones can be used as there is no bandwidth available for radio microphones. A second camera position can be offered in exceptional circumstances depending on the theatre.
- Two press seats will be held on the back row of the seating bank - one for the camera and one for the operator.
- Please come to the Press Office at least 45 minutes before the start of the event so that we can take you to the Theatre and ensure that you are set up and ready to go before the audience come in. If you arrive at the Press Office once the audience has been seated, we reserve the right to refuse the camera crew admission to the event.
- Written permission (we will accept this by email) is required from the author and/or his/her publisher confirming that they are happy that you film the event.
- There is no additional cost to film the event.

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- Footage from the event will be made available for the Book Festival to use on the official Book Festival website, and in the Book Festival archive. This must be provided to The Edinburgh International Book Festival Head of Marketing within 48 hours of the filmed event.
- Edinburgh International Book Festival must be credited whenever footage of the Festival is used. Credit must read 'Edinburgh International Book Festival'. No abbreviation is acceptable.

Filming in Children's Events

- There are very limited filming opportunities in children's events due to the nature of the events, the audience and the smaller venues.
- All requests for filming events in the children's programme must be registered with the Press Office by Monday 15 July 2019. The conditions to film in children's events are the same as to film in events in the adult programme.

I confirm that I have read and accepted the Conditions of Consent for filming at the Edinburgh International Book Festival.

Name (Please Print)

Signature:

Broadcaster/Programme:

Date:

Date of Filming:

Event to be Filmed:

Time & Venue of Event:

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