



## **Filming at Brantford Kinsmen Locations & Events**

### **Key principles**

- Patrons confidentiality is of utmost importance and written consent to filming must always be obtained
- Filming must not interfere with the provision of patrons enjoyment or effective running of the event
- Patrons and members safety is paramount at all times
- The privacy of patrons must be respected

### **Procedure**

#### **Before filming**

All filming requests must be directed to the communications team. Details of the request, including dates, specifications and duration must be sent by email to [info@brantfordkinsmen.ca](mailto:info@brantfordkinsmen.ca). Once terms of filming are agreed, they are only negotiable if sufficient notice is provided.

### **While filming**

- Film crew must be accompanied by the communications team at all times
- No patron or member are to be filmed without obtaining proper consent

### **Charges**

There is a schedule of charges, available on request, for any filming or photography at our locations which is to be used for purposes other than relevant news footage or for the club's own purposes. Fees are charged to cover administration and member costs. Additional costs may be charged if specific equipment is required or supervision is required out-of-hours.

Fees for not-for-profit organizations are negotiable and may be offered at a discounted rate.

### **Parking**

Larger vehicles can be accommodated if sufficient notice is given. Smaller vehicles are able to use the public parking fee may apply.