

LICENCE FOR FILMING

BETWEEN CHELTENHAM BOROUGH COUNCIL of Municipal Offices Promenade  
Cheltenham Gloucestershire GL50 9SA ("the Council") and

..... of/whose registered office is situated at .....("the Hirer")

Re: .....("the Film")

Temporary alteration required	YES/NO  If Yes please provide details (No alteration to be made unless agreed in writing with the Council)
The Fee	TBA
The Deposit	TBA
Council's Authorised Officer	The Council's Adam Reynolds
Licence Period	
Location	
Purpose of filming	Film, advert, documentary, TV show, student project, other .....
Cancellation period	
More than 28 days prior to filming	25% of Fee to cover Council's admin costs
Less than 28 days notice	Fee non refundable
Catering services	Yes/No
Special Effects/pyrotechnics	Yes/No
Special requirements	

I/We have read and agree to abide by the terms and conditions of this Licence. I understand that any changes to the terms and condition will be posted on the Council's website and agree to abide by any changes to the terms and conditions.

Signed.....

Name.....

Position.....Duly authorised to sign on behalf of the Hirer