

**CO-OP FOOD ENQUIRY FORM (open store)**

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |  | Mobile |  |
| Email |  | Job title |  |

|  |  |
| --- | --- |
| Production company name |  |
| Name of Production |  |
| Type of production and/or brand name |  |
| Detail the scene(s) that you are filming |  |

|  |  |  |
| --- | --- | --- |
| Date(s) of access required: | Time IN | Time OUT |
|  |  |  |

|  |  |
| --- | --- |
| Where in the store do you want to shoot? |  |
| Total number of people on site: |  |

|  |
| --- |
| Are you filming nudity, sexual content, violence, stunts, weapons, with animals, pyrotechnics, etc |
|  |
| Are you using specialised equipment such as drones, lighting cranes, raised platforms, etc |
|  |
| Any big props or set dressing that you know of? |
|  |

**Personnel details:**

|  |
| --- |
| Production Team: (please write down name of producer + production manager) |
|  |
| Location Team: (please write down all team members who will be on site during the filming.) |
|  |

|  |
| --- |
| **Conditions / Restrictions** |
| Filming in a store that is open to the public is considered but only if the crew/cast size amounts to **less than 10 people on the shop floor and for up to 90 minutes.**  As well having to conform to the conditions of access, there are strict regulations for filming in an open store:   * Co-op customers always have priority. * All equipment must be handheld. No tripods, dollies, lighting stands or cables allowed. The Owner accepts no liability for loss or breakages of equipment brought on to site. * No gathering in a way that blocks aisles or emergency exits. * It is strictly forbidden to eat or drink on the store floor.   **PROHIBITED**  The following is prohibited anywhere on Co-op property:   * Possession or use of illegal drugs * Use of alcohol on site. * Smoking or using a vape. * Any real weapon.   **CONTENT**  Imagery can only be used for a named project, Co-op does not give permission for photography to be sent to any image libraries.  The Co-op will not entertain any content, promotion or brand that:   * Could damage the reputation of the Co-op. * Involves gambling or illegal betting. * Has a distinct political bias or be used for political party propaganda. * Involves scenes of an inflammatory nature (racism, violence, inhumanity). * Contains explicit nudity, adult only content or scenes of a sexual nature. * Contains strong language.   **IDENTITY**  The Cooperative Group **must not be identified** unless specific permission has been approved by Co-op Media.   * No referencing of the Co-op in any manner, verbally or visually is permitted. * No Co-op insignia, colour schemes or logos are to be identifiable on screen   **LIAISING WITH THE PUBLIC**   * It is expected that all people associated with the production behave in a respectful and kind manner at all times. The store manager has authority to remove crew if health and safety is compromised. * Production must ask permission from any person or staff that is captured on camera. Production to issue its own image release form to be signed by those affected. * Children, young people (under 18) and vulnerable adults cannot give their own consent to photography; the consent of a parent or guardian is required. |