

Filming and Recording Guidelines

The Royal Collection Trust Press Office deals with filming requests for:

- The official residences of His Majesty The King, including Buckingham Palace, Windsor Castle, St James's Palace and The Palace of Holyroodhouse*
- The King's Gallery and the Royal Mews at Buckingham Palace
- The King's Gallery and the Physic Garden at the Palace of Holyroodhouse
- Items in the Royal Collection

**Please note that Royal Collection Trust will only consider applications for filming projects in which the royal residences feature as historic buildings, visitor attractions or locations of items in the Royal Collection. Filming projects relating to the Royal Family or the Royal Household should be submitted to the Royal Communications office at Buckingham Palace.*

Please note that all requests are subject to approval.

Location and reality filming are not permitted at the official royal residences, and un-commissioned filming projects will not be considered.

When making a filming application, please note the following guidelines:

- Please complete the Filming Application Form with full details of the programme and proposed filming arrangements. Applications must be submitted to press@rct.uk at least six weeks in **advance** of the proposed filming date to allow for the necessary permissions to be sought and scheduling around the diary commitments of the working palaces.
- Filming charges: facility fee £300 + VAT per hour, supervision fee £25 + VAT per person per hour. In addition, transmission fees and/or costs for the use of stills will be applicable. A five-year licence for one country and one language will cost £240 excluding VAT per item filmed/still provided. Other licences are negotiated on a case-by-case basis. A deposit may be payable in advance of filming.

For details, please contact the Picture Library: +44 (0) 20 7839 1377 (switchboard) or e-mail picturelibrary@rct.uk (Monday-Friday, 09:30–17:30).

- At the discretion of Royal Collection Trust, a cancellation fee may be charged if permission to film is granted and filming is subsequently cancelled by the film company with less than one week's notice.
- Companies applying to film must hold valid public liability insurance.