



The Devon and Exeter Institution's imposing Grade II\* listed building and evocative library provides an atmospheric setting for film and photography from small scale productions and fashion shoots to television dramas and feature films. Please note that as we are a charity we are unable to offer discounted rates.

### Conditions and Guidelines

1. A minimum of seven days notice is required for appointments for filming and photography. It is strongly recommended that a site visit be made to discuss requirements with appropriate staff in advance.
2. Access to the Library is between the hours of 9am and 5pm Monday - Friday, unless otherwise agreed.
3. On arrival, crews are to report to the Front Office, 7 Cathedral Close. We are unable to provide parking. Please notify us if vehicular access to Cathedral Close is required, as this needs to be arranged with the Cathedral office.
4. All filming and photography must be supervised by a member of staff at all times.
5. No item in the collection may be handled or moved except under the direct supervision of a member of staff. Crew members may be asked for assistance in moving items if necessary.
6. The feet of any tripods/lights may need to be protected in order to protect the floor surfaces.
7. Any costs arising from any damage caused by film crews or photographers or their equipment either to objects on display or the fabric of the building will be met in full by the film or photographic firm responsible. Film crews will provide a letter stating such prior to arrival at the Institution.
8. All filming and photography must be credited *Devon and Exeter Institution* (otherwise an additional charge may be levied).
9. No food or drink is allowed in the Libraries. The Institution cannot provide refreshments or office facilities, such as photocopying or other equipment.
10. The Institution and its surrounding area is a non-smoking zone.

### Filming and Photography inside the Institution.

Please note that the rates below may vary according to the scale/nature of the shoot.

- Monday - Friday 8am-10am: £100 per hour
- Monday - Friday 5-7pm: £150 per hour
- Monday - Friday 7-9pm: £200 per hour
- Quotes for other times available on request.