London Media Centre

A Practical Guide for Broadcasters

Contact
broadcast@londonmediacentre.co.uk

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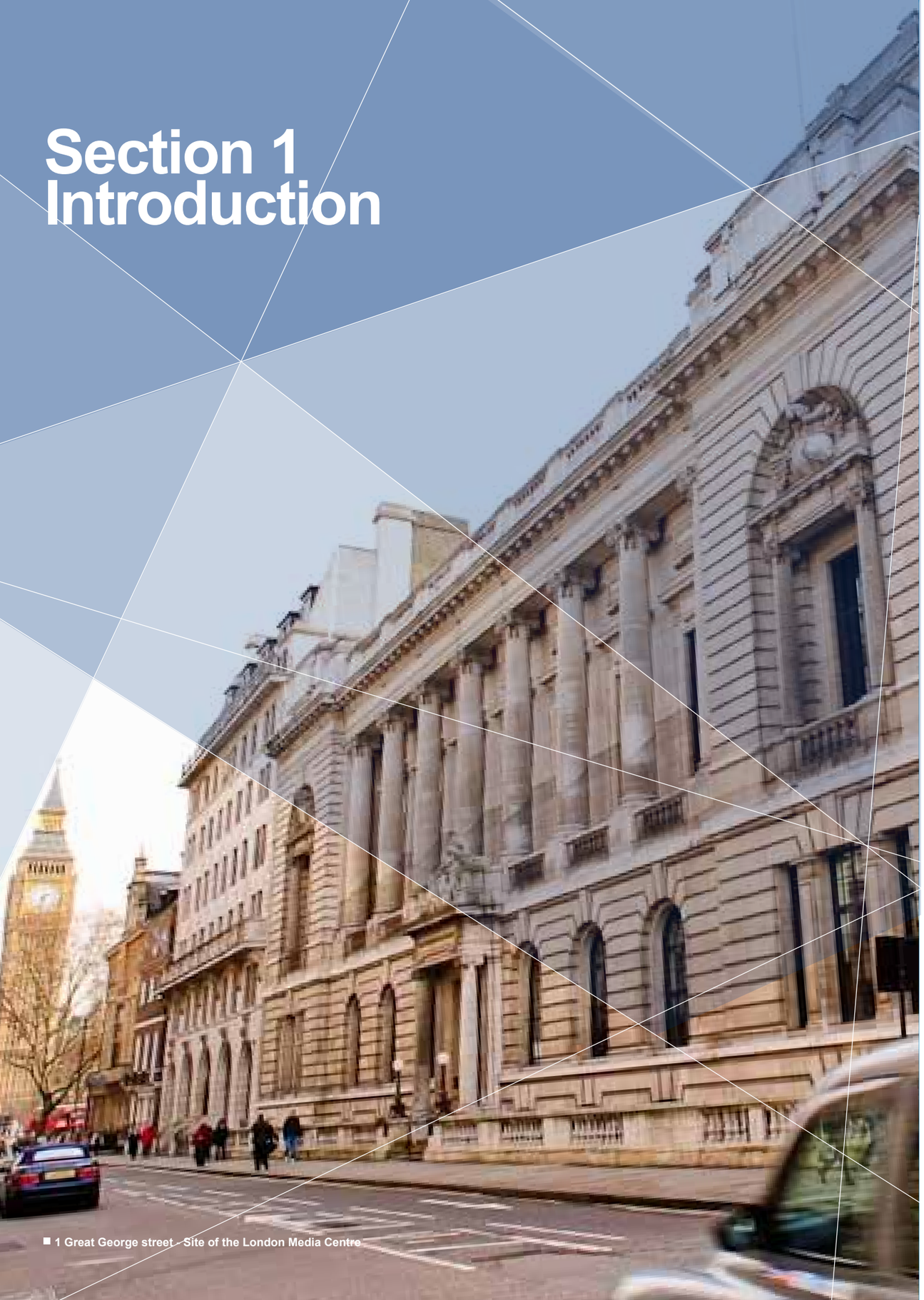
Section 1
Introduction



1 Great George street - Site of the London Media Centre

Guide for Olympic Related Filming in London for Olympic and Paralympic Games

The following guide provides broadcasters wanting to film Olympic and Paralympic related preview and Games-time material with information that enables them to operate in London prior to, and during, the Games period in 2012.

London has a huge offering for those looking to enhance their coverage of the great sporting action that we'll see. With iconic landmarks such as Horse Guards Parade and Hyde Park acting as locations for the Olympic action, heritage that includes historic Royal Palaces such as the Tower of London and Kensington Palace and free attractions such as museums and Royal Parks around the city, London has something for everyone coming to the Games. Add in top quality musicals and plays through West End theatre, alongside world renowed concert locations and you have great content to cover.

As the number one destination for international visitors, London has large and diverse communities representing nations from around the globe making it a true world city hosting the Games.

The official London Media Centre (LMC) is the Host City's facility for media attending the London 2012 Olympic and Paralympic Games in London. Based at One Great George Street in the London Borough of Westminster, just a short distance from the Houses of Parliament, this magnificent building offers first class facilities and is within easy reach of transport, accommodation and local amenities.

The London Media Centre will have three 'Live' positions in 2012 on Trafalgar Square, the South Bank and next to Tower Bridge all with iconic backdrops. Alongside this there will be a small number of vehicle positions that can be booked via the LMC broadcast team and additional places around the city where you will be able to film a piece to camera. These are all listed in the various borough, areas and Royal Parks section.

As part of the London Media Centre preparations for 2012, we have been working with Film London, borough film officers, Royal Parks, private landlords, Port of London Authority and media and filming officers of private attractions around the city, to create a simple and cohesive process for broadcasters covering Olympic related content. Where relevant, filming fees will be waived under this initiative, providing the venue, borough or area receives editorial coverage.

This guide is for crews of five or less looking to cover:

1 Olympic related preview material
2 The story of the city preparing for the Games
3 The great content that London will have during the Games period across events, attractions, communities and host city related stories leading up to and during the Games

NB: Please note that it does not cover filming for feature films, commercial and advertising productions and non-Olympic related programming. All of these activities will continue as normal and through the usual filming contacts around London.

All footage shot under this initiative can only be used for Olympic related purposes. It cannot be used for other programme formats without prior permission from the venue.

The initiative has two key time periods:

1 July 2011 until 30 June 2012

For those planning on filming Games related preview material covering the city preparing for 2012, such as the events and attractions available for people during Games time, specific London business community and people based stories or iconic landmarks that will act as sporting venues for the Games, you can arrange filming on a case by case basis.

If you are a Rights Holding Broadcaster please liaise with the LOCOG Broadcast department who will link LOCOG venue filming with city based filming. Rights Holders should co-ordinate filming for their editorial departments doing Olympic features through this system otherwise they may be charged as per normal. Rights Holders should be prepared to provide proof of their Public Liability insurance before filming can be confirmed. Please see section 6 of the general Film London Guidelines.

If the production size is in excess five people then charges may apply to cover logistics.

Contact: **LOCOG Broadcast**
Email: **rhbfilming@london2012.com**
Tel: **0302 012 1206**

If you are a Non Rights Holder, you should register with the London Media Centre, in the first instance, providing proof of your Public Liability insurance alongside other relevant information.

For filming guidance please email **broadcast@londonmediacentre.co.uk** with your requirements. You will then be provided with the relevant Borough / area / attraction contact so that you can liaise direct.

All broadcasters are asked to co-ordinate filming for their editorial departments doing Olympic features through this system otherwise they may be charged as per normal. If the production size is in excess of five people then charges may apply to cover logistics.

Contact: **London Media Centre (general help)**
Email: **broadcast@londonmediacentre.co.uk**

2 From 1 July 2012 until 10 September 2012

For the period covering pre-event build up prior to the Olympic Games Opening Ceremony on 27 July and through to the end of the Paralympic Games.

Contact the London Media Centre broadcast team with regard to the three LMC fibred positions on Trafalgar Square, South Bank and Tower Bridge areas and the vehicle positions available for short periods during the Games.

Contact: **London Media Centre (bookings)**
Email: **ratecardb@londonmediacentre.co.uk**

For any other filming at specific venues or areas please liaise direct with the relevant borough film office, landlord or venue to arrange filming. Contact details are at the start of each section with any special rules for that borough, private area or venue.

The boroughs, private landowners and attractions listed in this document, along with the relevant contacts for you, have all supported this initiative.
Those listed in this guide have agreed to:

1. Recognise the London Media Centre pass and the LOCOG RHB pass as a filming permit for the period from the 1 July – 10 September 2012. This means that broadcasters will not be charged for an additional permit to film if they are in possession of one of these passes.

2. Support this initiative for small crews of five people of less.

3. Support the initiative in accordance with the guidelines listed on page 7 that are supplied by Film London and reflect areas such as Public Liability Insurance which is required by law for filming on the streets.

Some individual boroughs, landlords and venues may have additional criteria to cover local aspects such as the Historic Royal Palaces who have thousands of visitors each day and may need to arrange filming around certain times. Some special circumstances are listed within this guide. Please check full details with the listed contact.

General Film London guidelines

Below are some general guidelines from Film London, the official filming body for the city, used by borough film officers in London. These are a guide and relate in most instances to larger production crew than the small five person or less crews likely to be in London reporting on the Games. If you have a major programme looking to carry out Olympic related activity such as a breakfast show, evening show or one-off programme then please contact the London Media Centre broadcast team **broadcast@londonmediacentre.co.uk**

For larger production enquiries
Contact: **Film London**
Tel: **020 7613 7676**
Email: **info@filmlondon.org.uk**

1. Cabling

The Production shall agree in advance with the relevant borough Film Contact regarding the appropriate use of cables, the safe laying of agreed cabling and the suitability of attaching cables to street furniture, trees, historic properties and any other relevant items. This process includes all matting, ramping and flying of cables to avoid hazards.

2. Camera Cranes / Jibs / Cherry Pickers

Camera cranes / jib arms
In advance of the shoot, the Production shall discuss and agree with the relevant film contact, and any other relevant authorities, the specific camera crane or jib arm to be used, and the positioning of such equipment.

Cherry pickers
In advance of the shoot, the Production shall discuss and agree with the relevant film contact, and any other relevant authorities, the specific cherry picker to be used, and the positioning of such equipment. It may be necessary for the relevant authority to carry out a highway inspection both before and after a cherry picker is used.

Camera cranes, jib arms and cherry pickers must be tested and have proof of documentation and shall be operated by certified qualified technicians. Productions shall agree to consult codes and guidance from recognised bodies such as ASPEC's Guidance in the Provision and Safe Operation of Cranes, and shall carry out a risk assessment where using such equipment.

Camera cranes and cherry pickers, and in some cases, jib arms are likely to require a licence from the relevant Local Authority (Borough). Rigging and de-rigging shall be undertaken with respect for local residents and in accordance with the statutory obligations governing noise levels.

3. Health & Safety

The Production is bound by law to take reasonable care and measures to ensure that a healthy and safe working environment is created and maintained for all. All relevant Health and Safety legislation must be abided by. Failure to follow appropriate Health & Safety procedures may invalidate any insurance.

More information available at **www.filmlondon.org.uk**

4. Historic & Cultural Locations

The Production shall adhere to any conservation regulations laid down by the respective film contact.

5. Parking

Broadcasters are advised to drop crews off as near as possible to broadcast locations because parking restrictions will be in force during Games time. Advice on parking is available from the relevant contacts listed for boroughs, attractions and landlords

The Production shall not obscure mandatory or warning traffic signs when parking vehicles on highways that are not closed.Parking charges are detailed on each Borough Film Service's rate card.

6. Public Liability Insurance

The Production shall provide a copy of Public Liability Insurance to the London Media Centre for all location filming and agree to indemnify the location owner or representative against any claims arising as a direct result of the activities of the Production.

Indemnity & Insurance
The Production shall obtain and produce to the London Media Centre a copy of the relevant insurance needed before shooting commences.

The need for insurance is governed by statutory obligation.

7. Rivers & Waterways

When planning to film on any waterway, the Production must liaise with the film contact from the relevant governing body as early as possible. Specific health and safety measures will apply. Port of London Authority and Inland Waterways Association are the relevant bodies.

Port of London Authority
a. The usual licence fee arrangements of the Port of London Authority for crews filming on normal, scheduled passenger boat services on the tidal Thames in central London (eg Thames Clippers, City Cruises etc) will be suspended for the period of the Games. The Port of London Authority does require all crews to inform them in advance of their plans to film on the River. [NB: Film crews will of course also still need to obtain the prior consent of the boat operator to film on their vessel].

b. All other filming on the river, eg when a company is chartering vessels for its filming, will have to go through the existing film licensing process. The Port of London Authority will charge normal licence fees in these cases to cover their office admin costs and regulatory costs.

Contact: **Port of London Authority**
Tel: **01474 562200 (switchboard)**
Tel: **01474 562364 (Corporate Affairs Team)**
Tel: **07736 362385 (Corporate Affairs - urgent out of hours)**

OFCOM (Office of Communications)

Spectrum licensing for programme production; a guide for visiting media.All broadcasters and media using wireless equipment will require a licence to operate their equipment in the UK.

Ofcom

Broadcasters and members of the media must ensure they obtain an appropriate licence for all wireless operation prior to setting up at broadcast locations or operating any equipment. This includes any Wireless Microphones, In-Ear Monitors, Wireless Cameras and Wireless Intercom. Failure to do so is a criminal offence in the UK and also risks causing interference to other spectrum users including the London 2012 Olympic Games and Paralympic Games.

The only exceptions are either devices using public networks such as mobile phones and portable computers or approved devices for short range applications – see 'When don't I need a licence' section.

You can find details of UK frequency ranges here:
www.jfmg.co.uk/pages/freq/freq.htm

Who are JFMG?

Much of the equipment used by broadcasters and the media will operate on wireless frequencies that have been especially allocated for "Programme Making and Special Events" (PMSE) use by Ofcom.

JFMG provide spectrum co-ordination and licensing services for applications of this nature, excluding Rights Holding broadcasters and media for the London Games (see page 9).

Due to the extremely high demand for spectrum around the London Games some broadcasters and members of the media may be required to retune or reprogram their equipment. JFMG will provide information as to the availability of your required frequencies.

Special Arrangements for the 2012 Games

The London 2012 Games will take place between 27 July and 9 September 2012. They will be staged at various locations around the UK; concentrating on the Olympic Park in East London. Wireless services will play an important role both in the build-up to and during the Games. Special arrangements have been put in place to cope with the extremely high demand for spectrum including a dedicated licensing service for Rights Holding media and broadcasters operated by LOCOG (The London Organising Committee for the Olympic and Paralympic Games). Rights Holders must apply for a special licence through this route in order to operate equipment within Olympic venues.

The availability of frequencies is limited, and we strongly suggest that you apply as early as possible for spectrum to avoid disappointment.

How do I obtain a licence?

All users should contact JFMG (unless you are a Rights Holder in which case see below).

You can apply via the office by downloading an application form from **www.jfmg.co.uk** and sending it by fax, email or post using the details below:

JFMG Ltd
UK House 4th Floor
2-5 Great Titchfield Street
London W1D 1NN
Email: admin@jfmg.co.uk
Tel: 020 7299 8660
Fax: 020 7299 8661
Out of hours: 07050 177335

Rights Holding broadcasters and media should apply to LOCOG for their spectrum licences using the contact details below.

Email: **spectrum@london2012.com**
Fax**: 0203 2012 001**

When don't I need a licence?

You don't need a licence to use some types of approved short range devices in the UK provided they operate in specific frequency bands and below specified power levels. Examples of typical licence exempt wireless devices include: Bluetooth headsets; Wifi enabled smart phones, tablets and computers; remote alarm and key fobs and wireless headphones.

For more information please refer to **www.jfmg.co.uk/pages/equip/Radiomics/exempt.htm**

How much will a licence cost?

Fees vary according to equipment type, frequency, power and duration of use. You can find full details of fees at **www.jfmg.co.uk/pages/fees/fees.htm**

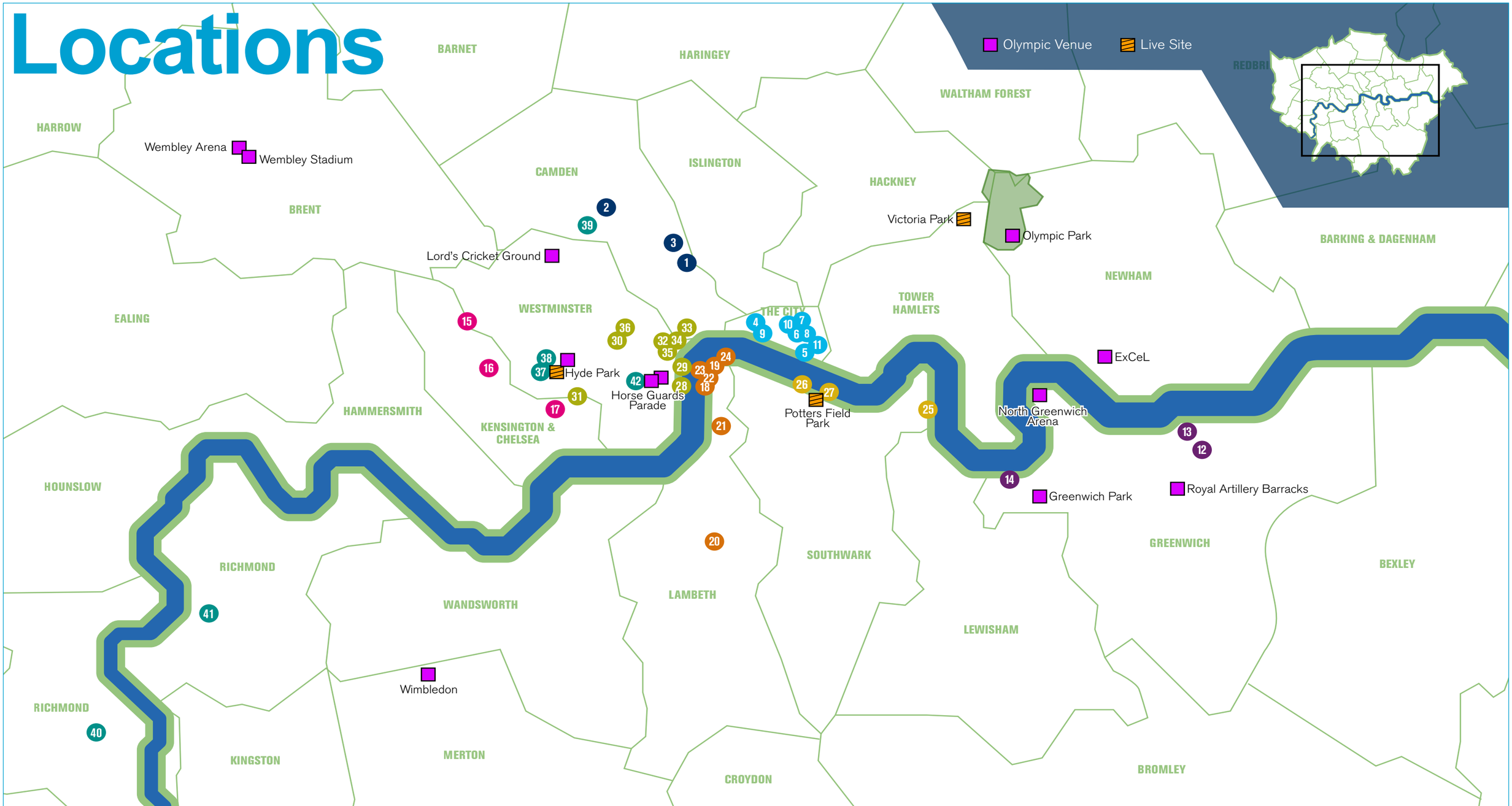
Typical fee for Wireless Microphones and In Ear Monitors - £34.00 per frequency per week (38 Euros)

Typical fee for Wireless Camera - £224.00 per week (249 Euros)

Typical fee for Duplex Talk Back - £68.00 per frequency per week (76 Euros)

Licences issued through JFMG's office are subject to a minimum charge of £28.00 (32 Euros)

Locations



Camden

1 Camden Town Hall (roof)
2 The Camden Roundhouse
3 Camden Lock/ High St/ Mkt

City of London

4 St Paul's Façade
5 Old Billingsgate
6 Royal Exchange
7 Guildhall
8 St Paul's Cathedral & Dome
9 One New Change
10 Leadenhall
11 Tower of London

Greenwich

12 Woolwich Barracks
13 Tall Ships at Woolwich Arsenal
14 Cutty Sark

Ken & Chelsea

15 Portobello Road
16 Churchill Pub
17 Exhibition Road Festival

Lambeth

18 Westminster Bridge
19 From Hungerford Bdg SW
20 Brixton Market
21 Lambeth Pier
22 Southbank 1-Fibred Position-LMC
23 London Eye
24 South Bank 2

Southwark

25 Greenland dock
26 More London-Fibred Position-LMC
27 Butlers Wharf

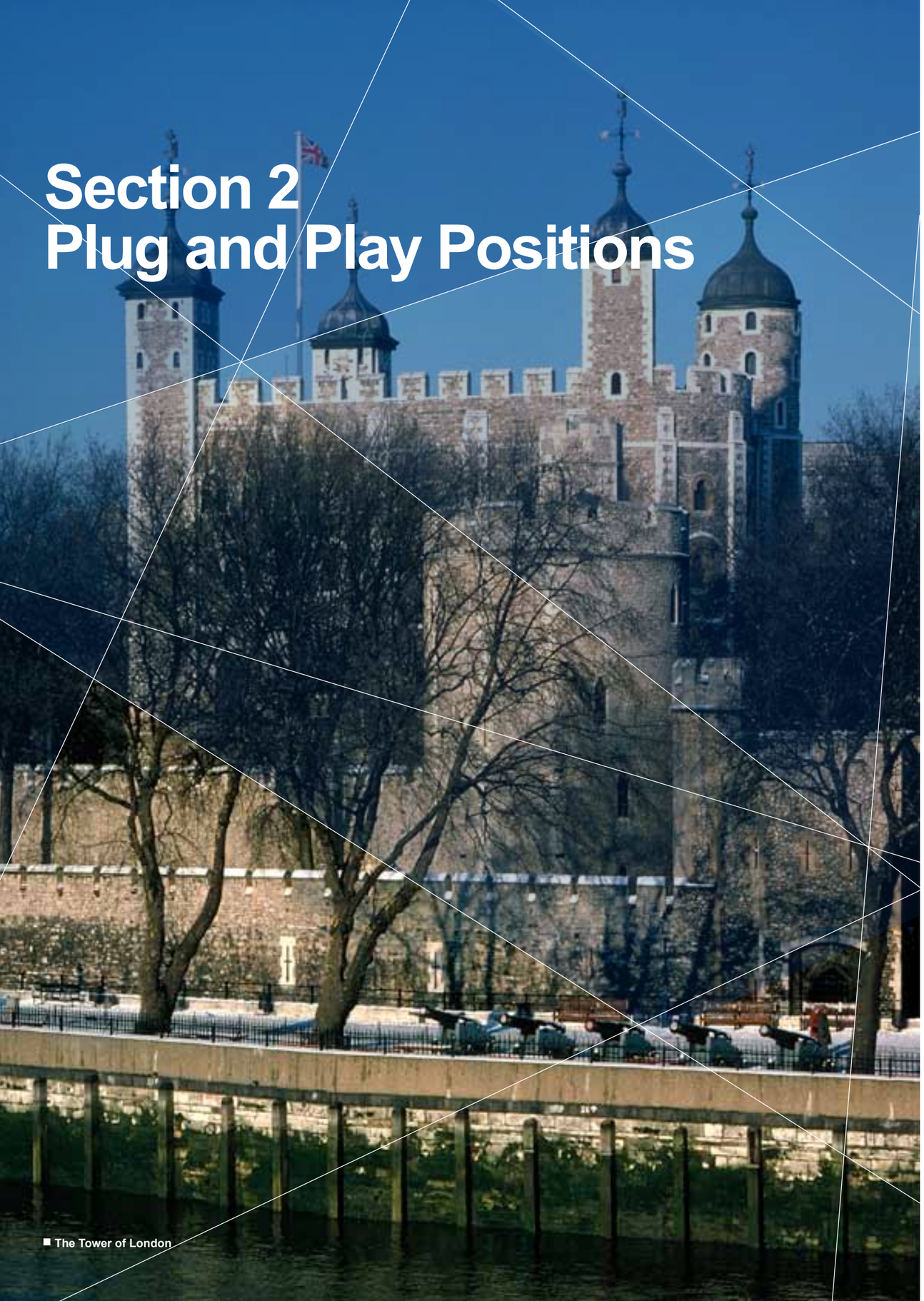
Westminster

28 Westminster Bridge
29 RAF Monument
30 Smallest pub/ Bruton Street
31 Harrods
32 Leicester Square
33 Royal Courts of Justice
34 Covent Garden
35 Trafalgar Square-Fibred Position-LMC
36 John Lewis, Oxford St

The Royal Parks

37 The Serpentine, Hyde Park
38 Buckhill, Kensington Gardens
39 Primrose Hill
40 Bushy Park
41 Richmond Park
42 St. James's Park

Section 2
Plug and Play Positions



■ The Tower of London

London Media Centre Fibred Positions

During the Games, the official London Media Centre will have three 'live' locations around the UK capital with live connectivity via fibre to the MCR at the centre and other POPS by arangement.

These can be booked via the LMC rate card by contacting the LMC broadcast service.

The three positions are - :

1 More London

The More London development can be found on the southern bank of the River Thames, immediately south-west of Tower Bridge. The Tower of London, Tower Bridge, HMS Belfast and the City Hall building, designed by renowned architect Norman Foster, all feature as impressive, iconic backdrops.

Adjacent to City Hall is a sunken amphi-theatre called The Scoop, along with shops, restaurants, cafes and a pedestrian area containing open-air sculptures and water features.

The site has 24-hour access and nearby public toilets. Potter's Field, adjacent to City Hall, will host a 'live site' during the Games period with entertainment and cultural activities.

2 South Bank

Occupying a prominent position on the South Bank of the River Thames, with enviable views through the EDF Energy London Eye (the world's tallest observation wheel), the position is based on a building overlooking Jubilee Gardens.

The roof of the building has clear, unobstructed views across the River Thames to the Houses of Parliament and Big Ben beyond.

The nearest station is Waterloo with national rail and underground lines. The Jubilee underground line runs direct to Stratford, site of the Olympic Park. Waterloo is also only three stops from Piccadilly Circus. There is a secure underground car-park on Belvedere Road.

3 Trafalgar Square

Trafalgar Square is, without doubt, the best known of London's piazzas and honours one of England's great military heroes, Horatio Nelson. The square is dominated by the 144-ft granite Nelson's Column. At the base of the column sit four lions facing fountains, which are famed for people jumping into their chilly waters on New Year's Eve.

On the north side of the square stands the National Gallery. To the left of a striking Anglican church on the north-east corner called St Martin-in-the-Fields, is the National Portrait Gallery.

The view south down Whitehall toward the Old Admiralty, where Lord Nelson's body lay in state, sees Big Ben stand out against the skyline.

For all three locations, Controlled 24 - hour access is via the LMC broadcast booking desk

Contact: **London Media Centre (bookings)**
Email: **ratecardb@londonmediacentre.co.uk**

Section 3

Central London Borough backdrops and vehicle bookable positions

This section contains central London Boroughs where the LMC and LOCOG pass will act as the filming permit from 1 July to 10 September 2012. These boroughs will not need a separate permit for broadcasters holding the aforementioned accreditations to film in the borough on the public highway. Areas owned by private landlords and private attractions will need to have specific permissions and those signed up to the guide are identified alongside the local contact to liaise with prior to filming.

London Borough of Camden

View from Primrose Hill, a Royal Park over ZSL London Zoo, The BT Tower and EDF Energy London Eye

Camden is one of London's most vibrant and colourful boroughs, situated to the north of the centre. Camden Town has a prime position on the banks of the London canal network. It's best known for its alternative culture which attracts young people to its lively and stimulating markets, music venues, cafes and bars. Visitors to London during the Games will arrive en masse to the borough's three railway stations - Euston, St. Pancras International and Kings Cross. St Pancras International is not only the terminal for Eurostar and the main high-speed rail hub connecting London to the rest of the UK, it is also a fantastic retail and hospitality destination, which features the Victorian Gothic backdrop of the St Pancras Renaissance London Hotel. The Javelin rail service connecting central London to the Olympic Park, via a high speed train, runs from this station which also boasts the longest champagne bar in Europe to ensure travellers start and end their journeys in style.

Camden High Street

Contact: Camden Film Office
Email: 360filmoffice@camden.gov.uk
Tel: 07900 406 360

Five Borough Highlights

- **The Regent's Canal**
  Canal boat trips along the canal from Camden Lock at the north end of Camden Town are a popular activity, particularly in the summer months.
- **Markets**
  Camden Town's adjoining markets occupy the Camden Lock, the Historic Stables, the Camden Lock village and two nearby streets. Stalls sell arts, crafts, alternative clothing, bric-a-brac, fast food and other things.
- **Green spaces**
  Hampstead Heath, Primrose Hill, Coram's Fields, Lincoln's Inn Fields and part of Regent's Park all make Camden one of the greenest of the inner London boroughs.
- **ZSL London Zoo**
  Located at the northern edge of Regent's Park, London Zoo houses a collection of 755 species of animals.
- **Museums and English Heritage Houses**
  Kenwood House on the northern boundary of Hampstead Heath, the John Soane's Museum of architecture overlooking Lincoln's Inn Fields and The Wellcome Collection displaying medical artifacts and artworks all contribute to the borough's cultural significance.

Filming Positions include:

Camden Town Hall Roof

Opposite the Victorian Gothic backdrop of the St Pancras Renaissance London Hotel, the roof of Camden Town Hall provides the perfect vantage point for 360-degree views over the key transport arrival terminals, central London and landmarks such as the British Library. 24-hour notice is required for access.

Contact: **Camden Film Office**

Camden Lock

Camden Town's network of canals, towpaths, markets and Grade II listed locks are alive with alternative culture and bustling activity seven days a week.
A regular waterbus service operates from here, heading westwards around Regent's Park, calling at ZSL London Zoo and on towards a picturesque area called Little Venice. Camden High Street has a vast array of bars, music venues, cafes and restaurants where, punks, goths, alternative rockers and indie kids mix and mingle. Standing positions are available on Camden Lock Bridge. The streets around Camden Lock are managed by the Camden Film Office. Should you wish to film on the canal side, please contact British Waterways.

Email: **waterways@itascalocations.com**

The Roundhouse

The Roundhouse is a Grade II listed, former railway engine shed in Chalk Farm, which has been converted into a performing arts and concert venue where international acts such as Robbie Willams have performed. It was declared a National Heritage Site in 2010 and is distinctive for its unusual circular shape and pointed roof. The venue is located to the north of Camden Town and is ideal for its close proximity to Camden Market.

Contact: **Camden Film Office**

ZSL London Zoo

Attractions for Internal and External Filming Positions:

ZSL London Zoo

London Zoo is the world's oldest zoo, housing 755 species and nearly 17,000 animals in total. Among the many fascinating experiences here are the African Bird Safari and Meet the Monkeys walkthroughs; The Butterfly Paradise; a new £5.3m Gorilla Kingdom and the magnificent Clore Rainforest Lookout, a walkthrough rainforest experience. There is also the newly opened Penguin Beach. From big cats to the smallest reptiles, there are numerous filming opportunities at London Zoo. It can be found at the northern edge of Regent's Park.

Contact: **Emma Kenly**
Email: **emma.kenly@zsl.org**
Tel: **020 7449 6280**

City of London

■ St. Paul's Catheral

The City of London, or Square Mile as it is also known, was founded by the Romans and is the oldest part of the UK capital.

Today, it is the world leaders international finance and business services. It has a resident population of around 9,000 but around 330,000 people work here. The legal profession forms a major component of the western side of the City, especially in the Temple and Chancery Lane areas. This is where the Inns of Court (professional associations for barristers and judges) are located, near to the Royal Courts of Justice. The City contains over 200 gardens, parks and open spaces - most notable are Postman's Park with its famous Watts Memorial to Heroic Self-Sacrifice and St Dunstan in the East, a garden developed within the ruins of a church. St Paul's Garden also provides a great space for City workers to relax in beautiful surroundings. Historic City landmarks include the City's Roman walls, St Paul's Cathedral, the Guildhall, Leadenhall Market, the Royal Exchange and the Monument to the Great Fire of London. The Bank of England, the Old Bailey courthouse, the Gherkin, the Barbican and Lloyd's building also make striking backdrops.

Contact: City of London Film Office
Email: filmoffice@cityoflondon.gov.uk

■ Leadenhall Market

Filming positions include:

Guildhall
The Guildhall is the seat of City government. Located off Gresham and Basinghall streets, its main room is a medieval-style great hall. The nearest London Underground tube stations are Bank, St Paul's and Moorgate. Access is by appointment only.

Contact: **City of London Film Office**

Five Borough Highlights

- **St Paul's Cathedral**
  Perched at the top of Ludgate Hill, the highest point in the City of London, St Paul's Cathedral dates from the 17th century and was designed by Sir Christopher Wren. Important services have ranged from the funerals of Lord Nelson and Sir Winston Churchill to the marriage of Prince Charles to Lady Diana Spencer. It is still a busy working Anglican cathedral with hourly prayer and daily services. In June 2011, one of the largest and most impressive restoration projects ever undertaken in the UK was formally completed. The St Paul's Cathedral programme of cleaning and repair has cost £40m, taken 15 years, and is the first time in its history that the building has been comprehensively restored inside and out.

- **Markets**
  Smithfield is a centuries old working meat market located in the north-west part of the City. Its traders supply inner city butchers, shops and restaurants with meat for the coming day, so the trading hours are generally from 2am until 7am every week day. Leadenhall Market is a covered market located at Grace church Street. It dates back to the 14th century and primarily sells fresh food.

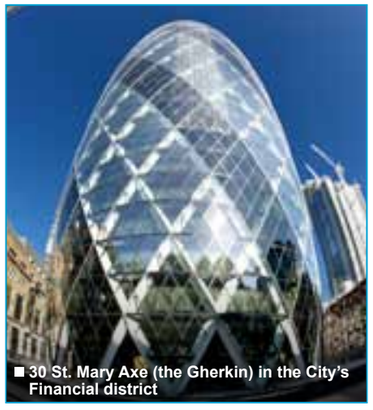
- **Museum of London**
  Fabulous new galleries downstairs (three years in the making) opened their doors in May 2010. The collections telling the story of London from 1666 to the present day have been imaginatively restaged. In one room, Charles Booth's poverty maps fill the walls, floors and ceilings. Other highlights include the spectacular Lord Mayor's Coach, walk-through Georgian Pleasure Gardens, and a 3D model of a Hackney street. Prehistoric, Roman, Medieval and Tudor London are also explored. Located at 150 London Wall.

- **The Barbican**
  The Barbican is Europe's largest multi-arts and conference venue presenting a diverse range of art, music, theatre, dance, film and education events. It is also home to the London Symphony Orchestra.

- **The Guildhall complex**
  The seat of City government, the Guildhall celebrated its 600th anniversary in 2011; its Great Hall is the third largest civic hall in England and has been the setting for famous state trials, including that of Lady Jane Grey in 1553. Next door is the Guildhall Art Gallery with a fine collection of Victorian paintings and pictures of London subjects (including one of the largest oils in the UK). Under the gallery are the remains of London's only Roman amphitheatre, and nearby (within the same complex) are the Guildhall Library and the Clockmakers' Museum - which shows a collection of clocks and watches which, begun in 1814, is the oldest of its kind in the world.

Leadenhall
Leadenhall Market is a covered market located at Gracechurch Street. It has an ornate roof structure, painted green, maroon and cream, and cobbled floors. It has featured in movies including Harry Potter and the Philosopher's Stone and The Imaginarium of Doctor Parnassus. Access is available by appointment only. Shops and stalls are open Monday - Friday only.

Contact: **City of London Film Office**



■ 30 St. Mary Axe (the Gherkin) in the City's Financial district

Old Billingsgate
The Grade II listed former Victorian fish market building will be home to the French National Olympic Committee throughout the Games. But there will be available stand-up positions beside the waterfront terrace allowing for shots looking down the River Thames towards Tower Bridge.

Contact: **City of London Film Office**

Royal Exchange
The Royal Exchange was founded in 1565 to act as a centre of commerce for the City. It is now a luxurious shopping centre with brands such as Paul Smith, Tiffany and Jo Malone. Its shape is a quadrilateral with a central courtyard and one pair of parallel sides, formed from the converging streets of Cornhill and Threadneedle Street. The available area for broadcast crews features a statue of the Duke of Wellington on horseback on the exterior forecourt.

Contact: **City of London Film Office**

St Paul's Cathedral
A £40m restoration and cleaning project was completed in June 2011, meaning that St Paul's Cathedral has been cleared of the building scaffolding that has stood for the past 15 years. This impressive iconic landmark now glimmers in the London sunshine in all its glory. Stand-up positions are available on the pavement in front of the 17th century masterpiece. 24 hours notice is required for filming inside and outside St Paul's as this is a working cathedral and they have weddings and ceremonies.

Contact: **Hannah Talbot**
Email: **Hannah@stpaulscathedral.co.uk**
Tel: **020 7246 8321**

Attractions for Internal and External Filming Positions

Tower Bridge
The iconic bridge over the River Thames is a combined bascule and suspension bridge, close to the Tower of London. It consists of two towers, which are tied together at the upper level by means of two horizontal walkways. The mid-section is raised and lowered around 1000 times a year to allow tall ships to pass through on request. Tower Bridge connects Southwark, south of the river to the City of London. The nearest station is Tower Hill on the Circle and District Lines. Stand-up positions are available on the bridge itself by appointment.

Contact: **City of London Film Office**

The London Borough of Greenwich

Greenwich Park, a Royal Park with a view of the Queen's House, the Old Royal Naval College and Canary Wharf

Located in South East London, Greenwich is best known for its maritime history and for giving its name to the Greenwich Meridian and Greenwich Mean Time. It was the birthplace of both King Henry VIII and Queen Elizabeth I and includes an UNESCO World Heritage Site. During the Games, Greenwich Park will be the venue for the Equestrian events and for the riding and running parts of the Modern Pentathlon. Greenwich Park is one of the eight Royal Parks of London and commands spectacular views over the River Thames, Canary Wharf and the City of London. In the centre, on top of a hill, is the Royal Observatory. To the north is the National Maritime Museum, Queen's House and The O_2 Arena (named the North Greenwich Arena during its tenure as an Olympic host venue). Next to the river-front sits the Cutty Sark clipper ship. She is the last clipper ship from the 19th century and once restoration work is complete, she will have an available adjacent satellite van position, making an exceptional backdrop during the Games.

The Cutty Sark

Contact: Greenwich Film Unit
Email: filmofficer@greenwich.gov.uk
Tel: 020 8921 6048/6146

Five Borough Highlights

- **Royal Observatory Greenwich**
  Outside is a statue of General James Wolfe in a small plaza from which there are majestic views across the Old Royal Naval College (now the University of Greenwich), towards the River Thames, the skyscrapers of Canary Wharf and the City of London.

- **Old Royal Naval College**
  The Old Royal Naval College is the architectural centre-piece of Maritime Greenwich, a World Heritage Site. The buildings were originally constructed in 1712 to serve as Greenwich Hospital, designed by Christopher Wren. Lord Nelson's body lay in state in the Painted Hall of the Greenwich Hospital in 1806 before being taken up the Thames to St Paul's Cathedral.

- **National Maritime Museum**
  The historic buildings of largest museum of its kind in the world include the Royal Observatory and the 17th century Queen's House. The major Sammy Ofer wing opened in July 2011.

- **Royal Greenwich**
  To mark the Diamond Jubilee of Queen Elizabeth II in 2012, the London Borough of Greenwich will become the fourth to have Royal Borough status.

- **Town centre**
  Georgian and Victorian architecture dominates in the town centre, which spreads to the west of the park and The Old Royal Naval College. In the centre, there's the covered Greenwich Market and the art house Greenwich Picture house. Up the hill moving out of Greenwich, there are many streets of Georgian houses, including the world's only museum dedicated to fans, the Fan Museum.

Filming positions include:

The Cutty Sark
The river front next to the famous tea clipper, Cutty Sark, will be available for filming. Satellite van positions will be accessible during Games time.

Contact: **Greenwich Film Unit**

The Royal Artillery Barracks
Home to the Royal Artillery, these barracks in Woolwich are famous for having the longest continuous building facade in the UK, as well as having the largest parade square of any UK barracks. During the Games, the Shooting events and Paralympic Archery will be held here so plenty of stand-up positions will be made available.

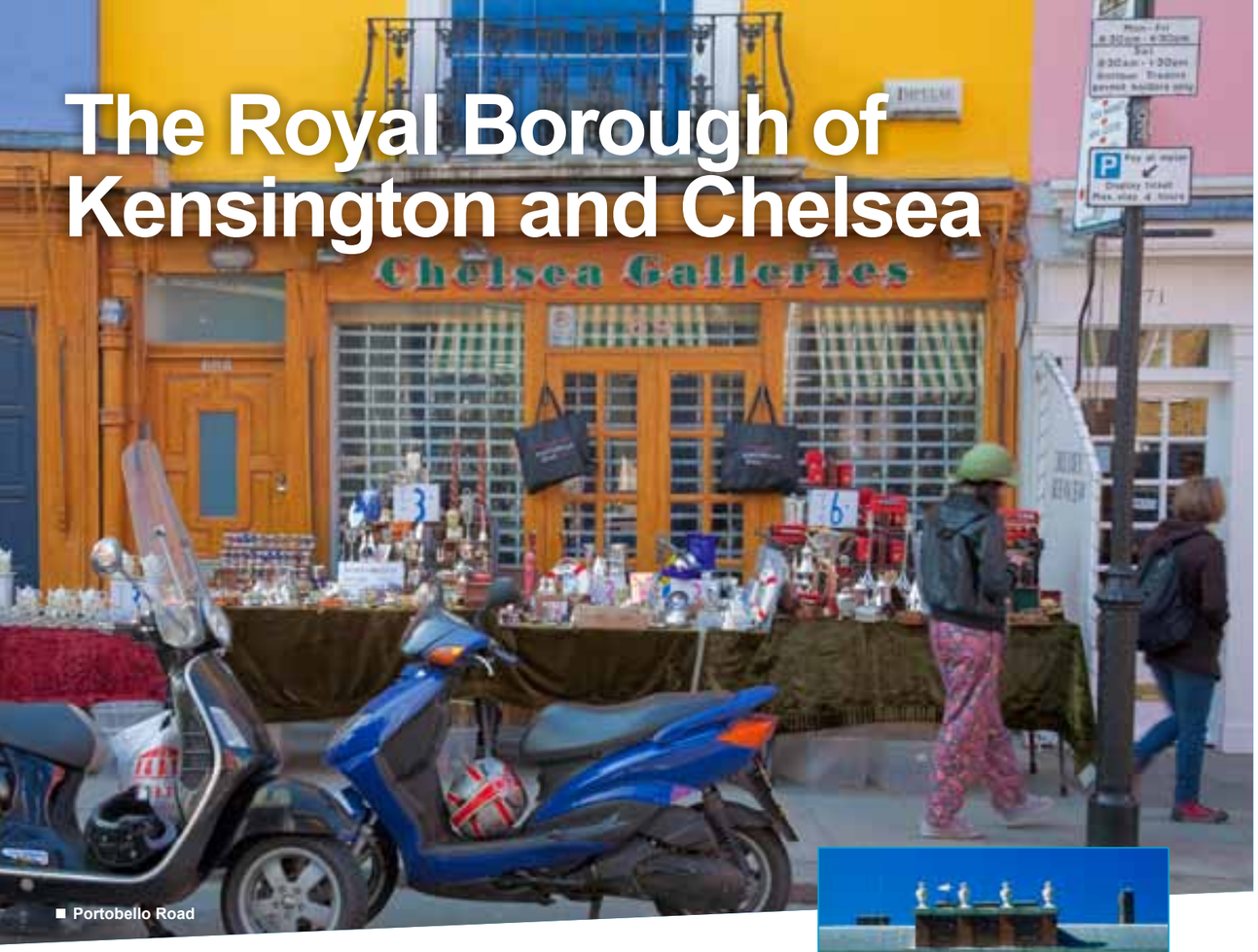
Contact: **Greenwich Film Unit**

Woolwich
Plans are afoot for tall ships to sail up and down the Thames from the Royal Arsenal to Tower Bridge during the Games as part of the Greenwich Festival, which will provide some of the best and most varied entertainment in London during Games time. The ships will be berthed at Woolwich and stand-up positions will be available. The official LOCOG Live Site will be in General Gordon Square and will form a central part of the celebrations. Central Woolwich has a Docklands Light Railway station, linked to Woolwich Arsenal railway station. Frequent trains run from here to Bank.

Contact: **Greenwich Film Unit**

The Old Royal Naval College

The Royal Borough of Kensington and Chelsea



■ Portobello Road

From quiet, attractive parks to internationally-famous museums, world class shopping to unique architecture, the Royal Borough of Kensington and Chelsea has it all.

The borough is home to three internationally famous museums, the Science Museum, the Victoria and Albert Museum and the Natural History Museum all within minutes of each other on the magnificent Exhibition Road.

All kinds of shopping is available,from Harrods and Harvey Nichols in Knightsbridge to the small independent shops of Notting Hill. Portobello Road enjoys its legendary market on a Saturday.

Beautiful Holland Park provides a place for visitors to relax in one of London's finest open spaces. In the summer, Opera Holland Park provides a critically acclaimed programme much enjoyed by residents and tourists.

Earl's Court exhibition centre will be the venue in 2012 for the Olympic volleyball tournament while both the men's and women's road cycle races will speed through the borough. And when the Olympics move on, Kensington and Chelsea will be hosts to Notting Hill Carnival, the largest and most colourful in Europe, before welcoming the Paralympics to London.

Contact: RBKC Film Office
Email: filmoffice@rbkc.gov.uk
Tel: 020 7341 5762

■ Kensington Palace

Filming positions include:

Portobello Road
Running almost the length of Notting Hill from south to north, and roughly parallel with Ladbroke Grove, Portobello Road is available for handheld walkabouts. On Saturdays, it is the home to the Portobello Road Market, known for its second-hand clothes and antiques. The market area is just over half a mile long and runs under a bridge with Hammersmith & City line Underground trains crossing above it.
Contact: **RBKC Film Office**

Five Borough Highlights

- **Harrods**
  The facade of this high-end department store situated in Brompton Road is a famous iconic London backdrop. It is strongly associated with the relationship of Diana, Princess of Wales and Dodi Al-Fayed, son of former Harrods owner, Mohamed Al-Fayed.
- **Notting Hill**
  Close to the north-western corner of Kensington Gardens, Notting Hill is best known as the location for the annual Notting Hill Carnival, the setting for the 1999 film Notting Hill starring Julia Roberts and Hugh Grant, and for being home to the Portobello Road Market.
- **Museums**
  The Natural History Museum has the most striking and architecturally significant frontage out of the three large museums on Exhibition Road, South Kensington. The other two are the Science Museum and the Victoria and Albert Museum.
- **Albertopolis**
  An area centred on South Kensington between Cromwell Road and Kensington Gore, which contains a large number of sites including the Albert Memorial, Royal Albert Hall, Royal College of Art, Imperial College London and the three museums.
- **Royal Hospital Chelsea**
  Designed by Christopher Wren, the Royal Hospital Chelsea is home to the Chelsea Pensioners in their distinctive scarlet coats and tricorne hats.The grounds of the Royal Hospital have been the site for the annual Chelsea Flower Show since 1913.

Exhibition Road Festival
During the Olympic Games, the Royal Borough of Kensington and Chelsea, in partnership with the Exhibition Road Cultural Group will stage an eight-day festival. It will showcase not only a £28m project to improve the infrastructure of, access to and facilities within Exhibition Road, it will also draw the world's attention to the museums, art galleries and academic establishments that make-up the area. Stand-up positions will be readily available throughout the duration of the festival.

Liaise with: **RBKC Film Office**

Harrods
London's most iconic high-end department store is offering stand-up positions out front with an available parking bay. The store occupies a five-acre site and has more than 330 departments. The Harrods motto is Omnia Omnibus Ubique—All Things for All People, Everywhere. Several of its departments, including the seasonal Christmas department and the Food Hall, are world famous The store, with its own doormen, even has its own dress code for customers.

Liaise with: **RBKC Film Office** for on street filming

For filming inside Harrods
Contact: **Joel Verner**
Email: **joelverner@harrods.com**
Tel: **020 7730 1234**

Attractions for Internal and External Filming Positions

Holland Park
This London Park stretches over about 54 acres and can be found in one of the capital's most affluent and fashionable districts. The northern section of the park is mostly semi-wild woodland with miles of beautiful wild flowers and fauna. The southern half boasts a famous Orangery, a giant chess set, a cricket pitch, tennis courts, and its own peacocks and piggery. It also plays host to renowned open air concerts performed by Holland Park Theatre and Opera companies.

Liaise with: **RBKC Film Office**
Email: **filmoffice@rbkc.gov.uk**
Tel: **020 7341 5762**

Kensington Palace
This royal residence, set in the lush surrounds of Kensington Gardens has been home to the British Royal Family since the 17th century. Prince William and Catherine Middleton - the newly married Duke and Duchess of Cambridge, use the palace as their official London residence. It is also home to the Duke and Duchess of Kent. The Palace is also famous for having been the official home of Princess Diana until her death. The State Rooms are open to the public and offer a magnificent backdrop with their elegant furnishings and abundance of paintings, frescoes and precious antiques.

Contact: **Ruth Howlett**
email: **ruth.howlett@hrp.org.uk**

Historic Royal Palace additional requirements

Broadcasters filming at any venue managed by Historic Royal Palaces must possess a minimum of £5 million public liability insurance. They must also supply a full list of kit (which comples with HRP conservation guidelines and is specific on lighting for interiors), names of crew/taken and any vehicle/parking requirements must be submitted in advance. Access for filming is usually only possible outside opening hours, Monday – Friday. All crews must comply with HRP filming guidelines, to be sent to crews on application.

Additional kit may be permitted outside opening hours if required, provided it meets HRP conservation and safety guidelines and a full list has been submitted in advance for approval by HRP press office.

HRP will supply additional security passes which must be worn at all times.

Broadcasters must submit requests as early as possible. HRP require a minimum of 10 days notice.

The minimum standard fee for small-scale filming is £350 per hour + VAT. There is not normally a charge for small TV crews filming outside opening hours but fees will be considered on a case-by-case basis.

All preview filming must be agreed with HRP press office in advance and is subject to fees, as detailed above.

London Borough of Lambeth

■ The EDF Energy London Eye and The Houses of Parliament

Lambeth is a long thin borough, approximately three miles wide and seven miles long. Brixton is its civic centre and the largest footfall areas are Streatham, Brixton, Vauxhall, Clapham and West Norwood. Open spaces include half of Clapham Common, Brockwell Park and Streatham Common. Along and around the South Bank, a tourist area has developed around County Hall, the Royal Festival Hall and the National Theatre. South Bank is an eclectic area that is the cultural heart of the city and home to some of London's most iconic attractions including the EDF Energy London Eye (London's number one tourist attraction), SEALIFE London Aquarium and the Hayward Gallery within the Southbank Centre, theatres, arts and design-led venues. The area is buzzing with things to see and do all year round; free events, music, film, exhibitions, dance, theatre, debates, festivals and all sorts of family fun. To the east is the Oxo Tower and to the north is Lambeth Palace and the Florence Nightingale Museum.

Contact: Lambeth Film Office
Email: info@filmoffice.co.uk
Tel: 020 8980 8771

■ A Latin American green grocer in Brixton

Filming positions include:

Albert Embankment

The Albert Embankment is a stretch of the river bank on the south side of the River Thames between Vauxhall Bridge and Westminster Bridge. It is a one mile length of wide pedestrian walkway, which offers excellent views of landmarks such as the Secret Intelligence Service building at Vauxhall Bridge and the Houses of Parliament. Filming must be arranged in advance as this is private land.

Contact: **Lara Delaney, Press Co-ordinator**
Email: **lara.delaney@southbankcentre.co.uk**
Tel: **020 7921 0888**

South Bank and the Southbank Centre

Southbank Centre is a complex of artistic venues on the South Bank of the River Thames between County Hall and Waterloo Bridge. It comprises three main buildings (the Royal Festival Hall, the Queen Elizabeth Hall and the Hayward Gallery). Nearby, although not part of the Southbank Centre, are the National Theatre and BFI Southbank. This is one of the most popular public spaces, part of a pedestrian friendly stretch of the river extending eastwards from Westminster Bridge, past the EDF Energy London Eye, Southbank Centre, Tate Modern and Shakespeare's Globe theatre. Filming must be arranged in advance as this is private land.

Contact: **Lara Delaney, Press Co-ordinator**
Email: **lara.delaney@southbankcentre.co.uk**
Tel: **020 7921 0888**

Hungerford and the Golden Jubilee Bridges

Crossing the Thames between Waterloo Bridge and Westminster Bridge, the Hungerford Bridge is a steel truss railway bridge, flanked by two pedestrian bridges. At the north end is Charing Cross railway station. The south end has stand-up positions available and is within close proximity to Waterloo station, County Hall, the Royal Festival Hall and the EDF Energy London Eye. Each pedestrian bridge has steps and lift access. Filming must be arranged in advance as this is private land.

Contact: **Lara Delaney, Press Co-ordinator**
Email: **lara.delaney@southbankcentre.co.uk**
Tel: **020 7921 0888**

Five Borough Highlights

- **South Bank**
  The South Bank offers excellent vantage points up and down the River Thames. The section between Lambeth Bridge and Westminster Bridge is called 'The Albert Embankment'. From here you can get great views of the Houses of Parliament and Big Ben. Along the embankment you will also find mime artists and during the Games this area will have numerous cultural events all along the riverside. The area is renowned as a centre for culture within London encompassing the National Theatre, Royal Festival Hall and Southbank Centre all of which will have programmes in 2012 for the Games. The SEALIFE London Aquarium completes the area with its sea life experience in the heart of the city.

- **Brixton**
  Located around four miles south south-east of Charing Cross, Brixton boasts London's most multiethnic community, with around 24% of Brixton's population being of African and Caribbean descent. It is a vibrant area with a street market, best known for its African and Caribbean produce.

- **EDF Energy London Eye**
  The EDF Energy London Eye is the tallest observation wheel in Europe, standing at 443-ft and situated on the South Bank of the River Thames at the western end of Jubilee Gardens. The wheel carries 32 passenger capsules each holding a maximum of 25 people. One complete revolution takes around 30 minutes.

- **Jubilee Gardens**
  Created in 1977 to mark the Silver Jubilee of Queen Elizabeth II, Jubilee Gardens is a public park on the South Bank. Its neighbours are the EDF Energy London Eye, Shell Centre, County Hall and the River Thames. The park is the site of a memorial to the casualties of the International Brigades of the Spanish Civil War. The area will host cultural events prior to and during the Olympic and Paralympics Games.

- **Skaters and mime artists**
  In the undercroft of the Queen Elizabeth Hall, next door to the Royal Festival Hall, both part of the Southbank Centre, hides a skateboarding park. It is considered London's most iconic skate park and attracts tourists as well as skateboarders. Mime artists can be found all along the South Bank entertaining the public.

Attractions for Internal and External Filming Positions

The EDF Energy London Eye

At a 135m high the London Eye is the world's tallest cantilevered observation wheel offering spectacular views over the capital. As an iconic feat of design and engineering it welcomes more visitors a year (3.75 million) than the Taj Mahal and Pyramids of Egypt. As a high profile visitor attraction and an icon for modern Britain, the London Eye receives a vast amount of media interest.

All film crews (even LMC or LOCOG accredited) need to seek prior consent from the London Eye press office before filming on the London Eye or London Eye property. Most projects will incur a cost (unless they specifically promote the wheel, London/ Britain and tourism, architecture, design and engineering or are educational). All crews will need to complete an online request form and agree to comply with all terms and conditions before contacting the press office. All filming must reference the London Eye. All filming requests will be dealt with on an individual basis, please allow time for requests to be processed. Images and stock footage in various formats are also available on request and at no cost.

Contact: **EDF Energy London Eye Press Office**
Email: **pressoffice@londoneye.com** or see **www.londoneye.com/filming**
Tel: **0870 220 2777**

The National Theatre

The National Theatre is one of Britain's best known and well-renowned theatre companies. Set on the edge of the Thames on the cultural South Bank, the 1960's urban architecture is striking and its series of interlocking terraces exploit fantastic views over the Thames and St Paul's Cathedral. The complex features three auditoriums and showcases theatre from Shakespeare to contemporary playwrights. The venue also features live daily music from the foyer and regular outdoor performances.

Contact: **John Langley**
Email: **j.langley@nationaltheatre.org.uk**
tel: **020 7452 3333**

■ The National Theatre

London Borough of Southwark

■ Tower Bridge and City Hall

Southwark is located directly south of the River Thames and the City of London. Some of the UK capital's most treasured museums and attractions can be found in here, including the Imperial War Museum, HMS Belfast, the London Dungeon, The Clink and the Vinopolis wine museum. Southwark has many literary associations. Charles Dickens set several of his novels in the old borough where he lived as a young man. The area also boasts a palette of spectacular backdrops including London Bridge, the Millennium Bridge and the iconic Tower Bridge. The skyscraper, Shard London Bridge, currently under construction, will be the tallest building in Europe when completed, whilst Shakespeare's Globe theatre and Borough Market offer an historical glimpse into London's past. Southwark is also home to the Greater London Authority, which includes the offices of the Mayor of London, within the distinctive City Hall building.

Contact: Southwark Film Office
Email: info@southwarkfilmoffice.co.uk
Tel: 0845 833 1523

■ The Globe Theatre

■ Millenium Bridge with view over St. Pauls'

Five Borough Highlights

- **Riverbus Piers**
  Operated by Thames Clipper, this water-bus service transports around 7,500 commuters daily from piers including Bankside Pier (for Tate Modern and the Globe Theatre), and London Bridge City Pier. Bankside Pier has Shakespeare's Globe theatre as a backdrop. A boat from London Bridge is a fast and simple way of reaching The O_2 Arena (renamed the North Greenwich Arena for the duration of the Games).

- **Borough Market**
  Dating back to Roman times and still one of the largest food markets in London, Borough Market is located just south of the historic Southwark Cathedral. It is open to the public from Thursday to Saturday and attracts stall-holders from all over the UK. It is regularly featured in films including Bridget Jones's Diary and Lock Stock and Two Smoking Barrels.

- **Shakespeare's Globe**
  This working theatre is a reconstruction of the Globe Theatre, an authentic Elizabethan playhouse which was destroyed by fire in 1613. The fire was caused by an accident with a cannon during a production of Henry VIII. The site also includes a second reconstruction of Blackfriars Theatre.

- **Bridges**
  Blackfriars Bridge, London Bridge, Tower Bridge and the London Millennium Bridge all cross the River Thames from within the borough. The most iconic crossing is without doubt Tower Bridge, which will be available for stand-up positions (see City of London and Plug and Play positions). The steel suspension London Millennium Footbridge provides an awe-inspiring view of St Paul's Cathedral on one side and Tate Modern on the other.

- **Bankside**
  Situated on the South Bank of the River Thames between Blackfriars Bridge to the west and London Bridge to the east, the skyline of the Bankside district is dominated by the former Bankside Power Station, which now houses the Tate Modern art gallery.

Filming positions include:

Butler's Wharf

Just east of Tower Bridge, Butler's Wharf is an historic Grade II listed site now housing luxury flats and restaurants on the south bank of the River Thames. Lying between the picturesque street Shad Thames and the Thames Path, it overlooks both the iconic Tower Bridge and St Katharine Docks on the other side of the river.

Contact: **Film Fixer Ltd, Karen Everett/ Andrew Pavord**
Email: **info@filmfixer.co.uk**
Tel: **0845 190 1970**

Greenland Dock

is the oldest of London's riverside wet docks, located in Rotherhithe, in the area known as Docklands. It is now used purely for recreational purposes such as sailing, windsurfing, canoeing and even Chinese Dragon Boat racing. Stand-up positions will provide fantastic views of the Canary Wharf cityscape. The nearest tube station is Canada Water on the Jubilee Line.

Contact: **Film Fixer Ltd, Karen Everett/ Andrew Pavord**
Email: **info@filmfixer.co.uk**
Tel: **0845 190 1970**

South Bank (Blackfriars Bridge to London Bridge)

Stand-up positions will provide phenomenal views of St Paul's Cathedral and the Tate Modern skyline along with iconic London vistas such as pedestrians crossing the London Millennium Footbridge or tourists enjoying the sunshine outside the Shakespeare's Globe theatre.

Contact: **Film Fixer Ltd, Karen Everett/ Andrew Pavord**
Email: **info@filmfixer.co.uk**
Tel: **0845 190 1970**

Attractions for Internal and External Filming Positions

HMS Belfast

This grand example of Britain's maritime past is now a museum ship, managed by the Imperial War Museum. Originally a Royal Navy vessel it is now permanently moored on the River Thames, close to Tower Bridge and City Hall. Launched in 1938, she was the largest and most powerful cruiser of her time and played an important role in the Second World War. The Quarterdeck offers spectacular views of Tower Bridge and nine different interior decks feature the recently refurbished Admiral's Quarters, the ship's engine rooms and other rooms of historical maritime interest.

Accredited crews must give a visual or verbal credit for the relevant site in all final edits. Imperial War Museums are only responsible for authorising filming inside the Imperial War Museum London, to film outside Imperial War Museum London, consult the Southwark Film Office.

Contact: **Eleanor Farrell**
Email: **efarrell@iwm.org.uk**

Imperial War Museum

The museum has a large collection of art, documents, videos, models and photographs charting Britain's war history and its impact on society. The museum's open atrium houses several spectacular vehicles and aircraft, including a Mark V tank, Polaris missiles, various battle aircraft and a Supermarine Spitfire, which actually flew in the Battle of Britain. Beyond the striking Georgian architecture of the building itself there are many spacious galleries, exhibition rooms, a domed reading room and chapel within which to film. Guidelines for filming at Imperial War Museum

Accredited crews must give a visual or verbal credit for the relevant site in all final edits Imperial War Museums are only responsible for authorising filming inside the Imperial War Museum London, to film outside Imperial War Museum London, consult the Southwark Film Office.

Contact: **Eleanor Farrell**
Email: **efarrell@iwm.org.uk**

City of Westminster

■ Trafalgar Square

■ Street performer in Covent Garden

The City of Westminster occupies much of the central area of London, including most of the West End. It is divided into localities including the political district of Westminster, the shopping areas around Oxford Street, Regent Street, Piccadilly, Covent Garden and Bond Street, plus the night-time entertainment district of Soho, including Chinatown. Westminster contains many of the most famous sites in London. Some of the popular tourist sites are Buckingham Palace, the Houses of Parliament, Big Ben and nearby Westminster Abbey. Hyde Park, a Royal Park, which will feature the Triathlon and Marathon Swimming events during the Games and Lord's Cricket Ground, which will host the Archery, are both located in Westminster. The Marathons and the Cycling Road Races will start and finish on The Mall in St. James's Park (a Royal Park), which runs from Buckingham Palace at its western end to Trafalgar Square at its eastern end. And the Beach Volleyball events will take place on Horse Guards Parade also in St. James's Park, just off Whitehall.

Contact: Westminster Special Events Office
Email: speciale@westminster.gov.uk
Tel: 020 7641 2390

Filming positions include:

Covent Garden
This thriving area with street entertainers, street cafes, dining and shopping is also home to the Royal Opera House. Covent Garden is one of the most popular tourism areas in London and thousands flock there every day to watch the fantastic street entertainers from around the globe and to enjoy the markets and London Transport Museum.

Five Borough Highlights

- **Covent Garden**
  This area started life as the largest fruit and vegetable market in England and has transformed into an entertainment and shopping area with numerous attractions. The area is well known for its street entertainers and everyday people from around the world watch some of the most original acts performing on the square. The famous market offers different attractions during the week and at weekends.
- **Parks**
  These include Green Park, Hyde Park, Kensington Gardens, Regent's Park and St James's Park, five of the eight royal Parks in London (see Royal Parks section).
- **Soho and Theatreland**
  This small, multi-cultural entertainment district features restaurants, theatres, bars, pubs and clubs. It is home to London's red-light area as well as the UK capital's gay village around Old Compton Street. Gerrard Street is the centre of the bustling Chinatown.
- **Buckingham Palace**
  Home and primary residence of the British monarch, Buckingham Palace has an impressive facade. The site includes the Victoria Memorial, placed at the centre of Queen's Gardens on a white marble surround in front of the palace and dedicated to Queen Victoria. Situated at one end of the Mall, Buckingham Palace faces Admiralty Arch at the other end of this famous road that will be the finish for road events during the Games.
- **The Palace of Westminster**
  The two Houses of Parliament - the House of Lords and the House of Commons form part of a UNESCO World Heritage Site, which also features Big Ben and Westminster Abbey. They are located close to the government buildings of Whitehall and Downing Street in the heart of Westminster.

Guidance for filming in Covent Garden

1. LOCOG and LMC accredited crews must still give prior notice between 1 July 2012 and 10 Sept 2012.
2. Prior to this date please arrange filming with the contact below.

Contact: **Sophie Kenyon or Emily Brown**
Email: **sophie.kenyon@capitalandcounties.com**
Emily.brown@jcpr.com
Tel: **0203 214 9177 / 0203 047 4012**

Leicester Square
This world-renowned pedestrianised square in the West End lies equal distances (about 400 yards) north of Trafalgar Square, east of Piccadilly Circus, west of Covent Garden and south of Cambridge Circus. Surrounding the square are the major film premier screening cinemas and at the centre of a small park in the middle of Leicester Square sits a 19th century statue of William Shakespeare surrounded by dolphins.

Contact: **Westminster Special Events Office**

Royal Air Force Memorial
The RAF Memorial is a military statue on Victoria Embankment, sited near Cleopatra's Needle, between the north-bank ends of Charing Cross Bridge and Westminster Bridge, and directly to the east of the principal Ministry of Defence building at Whitehall. A sculptured eagle sits on top. Stand-up positions offer views across the River Thames to the EDF Energy London Eye.

Contact: **Westminster Special Events Office**

Royal Courts of Justice
Stand-up positions are available on the pavement outside the Royal Courts of Justice, the building which houses the Court of Appeal of England and Wales and the High Court of Justice. The building is a large grey stone edifice in the Victorian Gothic style found on The Strand. The nearest tube stations are Chancery Lane and Temple.

Contact: **Westminster Special Events Office**

The Coach & Horses Bruton Street
The Coach & Horses is a quaint little mock-Tudor pub in Mayfair, just a stone's throw from three major shopping streets. Stand-up positions are available from the pavement outside.

Contact: **Westminster Special Events Office**

Westminster Bridge
Crossing the River Thames between Westminster on the north side and Lambeth on the south side, Westminster Bridge offers phenomenal vistas. The bridge is painted predominantly green, the same colour as the leather seats in the House of Commons. This is in contrast to Lambeth Bridge, which is red, the same colour as the seats in the House of Lords. Stand-up positions are available on the south-west corner of Westminster Bridge, with views directly over the Houses of Parliament.

Contact: **Westminster Special Events Office**

Attractions for Internal and External Filming Positions:

The Banqueting House, Whitehall
The grandest and best known survivor of the architectural genre of banqueting house, and the only remaining component of the Palace of Whitehall. The building is important in the history of English architecture as the first building to be completed in the neo-classical style which was to transform English architecture. Today, the Banqueting House is a national monument, open to the public and preserved as a Grade I listed building

Contact: **Ruth Howlett**
Email: **ruth.howlett@hrp.org.uk**

Historic Royal Palace additional requirements

Broadcasters filming at any venue managed by Historic Royal Palaces must possess a minimum of £5 million public liability insurance. They must also supply a full list of kit (which comples with HRP conservation guidelines and is specific on lighting for interiors), names of crew/taken and any vehicle/parking requirements must be submitted in advance. Access for filming is usually only possible outside opening hours, Monday – Friday. All crews must comply with HRP filming guidelines, to be sent to crews on application.

Additional kit may be permitted outside opening hours if required, provided it meets HRP conservation and safety guidelines and a full list has been submitted in advance for approval by HRP press office.

HRP will supply additional security passes which must be worn at all times.

Broadcasters must submit requests as early as possible. HRP require a minimum of 10 days notice.

The minimum standard fee for small-scale filming is £350 per hour + VAT. There is not normally a charge for small TV crews filming outside opening hours but fees will be considered on a case-by-case basis.

All preview filming must be agreed with HRP press office in advance and is subject to fees, as detailed above.

British Library

Holding more than 150 million items from all over the world in both print and digital formats, this is Britain's national library. Constructed in 1973, this titanic building features numerous reading rooms, which are used to research its extensive collection of books, journals, recordings, maps and magazines. In the centre is a four-storey glass tower containing the King's Library, 65,000 printed volumes and maps by King George III. Situated next to St Pancras International Station, the British Library faces an attractive piazza featuring several works of public art.

Contact: **Miki Lentin**
Email: **miki.lentin@bl.uk**
Tel: **020 7412 7112**

National Portrait Gallery

Located very close to Leicester Square and the theatres of the West End, this gallery is home to 160,000 portraits of historically famous British men and women from over the centuries. It includes paintings, drawings and sculpture. One of its best known images is the Chandos portrait, the most famous depiction of William Shakespeare. It houses both classical and contemporary art.

Contact: **Eleanor Macnair**
Email: **emacnair@npg.org.uk**
Tel: **020 7312 6620**

Regulations for filming at the National Portrait Gallery:

1. There must be a clear editorial mention of the National Portrait Gallery, or a swing shot clearly showing the Gallery front entrance in the final film. The editorial mention could be simply "here we are at the National Portrait Gallery in London"
2. With limited resources available in the press office, each shoot will need to fit in with logistical capabilities and arranged on a case by case basis.
3. Filming must be arranged in advance as this is a public venue. Ideally three days notice.
4. A member of the press team must accompany the filming due to logistical issues such as health and safety in the Gallery
5. Filming should take place prior to or after opening hours. These are Sat- Wed – 10am till 6pm. Thur – Fri - !0am – 9pm

Churchill Museum and Cabinet War Rooms

This museum is a biographical exhibition exploring the life and times of British statesman and wartime Prime Minister Winston Churchill. The museum comprises the Cabinet War Rooms, an historic and fascinating underground complex that was home to the British government command centre throughout the Second World War. It is a fully-preserved historical site, with original equipment, furniture and documents, a backdrop that brings to life Britain's wartime history. Any filming must have a verbal/visual reference to the Churchill Museum and Cabinet War Rooms.

Contact: **John McPherson**
Email: **jmcpherson@iwm.org.uk**
Tel: **020 7766 0152**

■ View of the South Bank over Westminster

■ Shaftesbury Avenue

■ The Old Vic © Mark Francis

Freemason's Hall

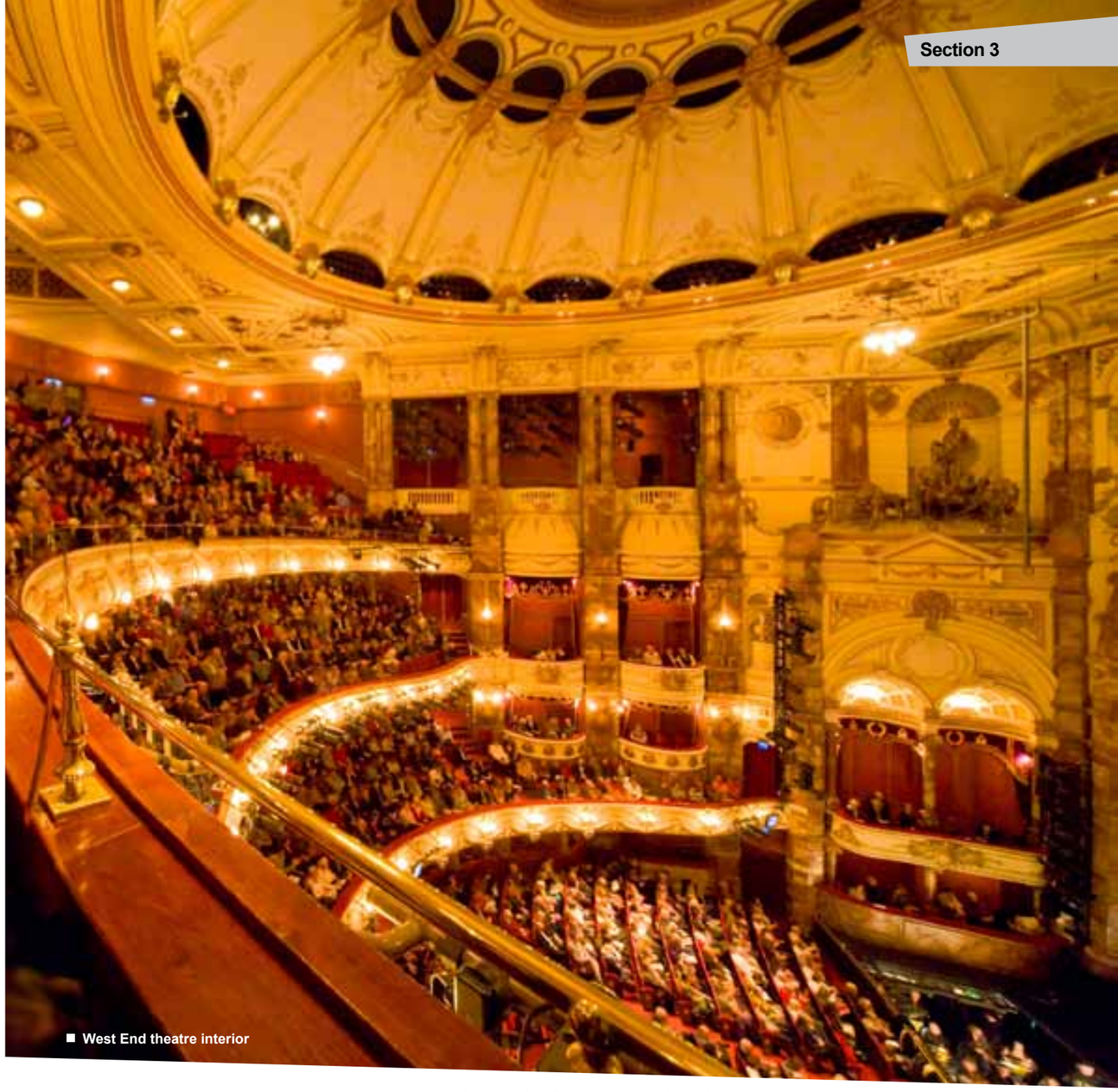
This ornate building is the headquarters of the United Grand Lodge of England. It is in Great Queen Street, very close to Covent Garden and Holborn and is more than 200 years old. The impressive art deco interior covers two acres of floor space. Features of interest include its two huge Masonic bronze doors which open up onto a 120ft Grand Temple. The walls and ceilings are covered with beautiful, brightly coloured mosaics. There are a further 23 temples within the Hall itself, all highly ornate in their various art deco styles.

Contact: **Karen Haigh**
Email: **khaigh@ugle.org.uk**
Tel: **020 7395 9350**

Selfridges

The department store on Oxford Street has been on this site for more than a century. It is the second largest department store in the UK after Harrods. In recent years, the splendour of the Grade II listed building has been restored and updated to create a striking backdrop both from the outside and for interior retail design. In several areas, including the Designer Rooms, the windows have been opened up to ensure natural light floods the shop floors. Selfridges is renowned for its retail entertainment concept, centred on The Ultralounge, 3,000sqft of space in-store dedicated to the arts.

Contact: **Bruno Barba**
Email: **bruno.barba@selfridges.co.uk**
Tel: **020 7318 3204**


■ West End theatre interior

Theatreland

London's world-renowned theatre district is home to over 40 playhouses which stage internationally successful musicals, classic revivals, new plays and comedy. Prominent theatre streets include Shaftesbury Avenue, St Martin's Lane and The Strand, and historic venues include the Theatre Royal Drury Lane, the Theatre Royal Haymarket and the London Palladium. The legendary tkts ticket booth in Leicester Square is the one stop shop for all discount tickets for visitors to the capital. Filming positions include external theatre shots and filming in theatre foyers only by arrangement with the Society of London Theatre.

Contact: **Julia Hallawell / Alison Duguid, the Society of London Theatre**
Email: **Julia@solttma.co.uk / Alison@solttma.co.uk**
Tel: **020 7557 6700**

The Royal Parks of London

View from General Wolfe Statue, Greenwich Park

During the summer of 2012 11 Olympic and Paralympic events will take place in six of the eight Royal Parks. Visited by over 37 million people each year, the 5,000 acres of historic parkland provide unparalleled opportunities for enjoyment, exploration and healthy living in the heart of the capital. With 135,000 trees, 280 historic buildings and monuments, 68 miles of paths, cycle routes and horse-rides, 34 tennis courts, 21 lakes and ponds and 16 football pitches - The Royal Parks offer something for everyone.

Often referred to as the lungs of London, the eight parks are Bushy Park, The Green Park, Greenwich Park, Hyde Park, Kensington Gardens, The Regent's Park (and Primrose Hill), Richmond Park and St James's Park. These green open spaces are managed and conserved by The Royal Parks, an executive agency of the Department for Culture, Media and Sport (DCMS), which also manages Brompton Cemetery, Grosvenor Square Gardens, Victoria Tower Gardens and the gardens of 10, 11 and 12 Downing Street

Horse Guards Parade

For further information on The Royal Parks please visit:
www.royalparks.org.uk

To view The Royal Parks Press Image Library please visit:
www.royalparkspressimages.org.uk

Contact: Katy Murray
London 2012 Communications Manager for The Royal Parks
Email: kmurray@royalparks.gsi.gov.uk
Tel: 0300 061 2146

Niki Duignan, Filming Manager for The Royal Parks
Email: nduignan@royalparks.gsi.gov.uk
Tel: 0300 061 2111

Five Highlights

- **Host venues for Olympic and Paralympic events**
  Three Royal Parks will act as host venues during the London 2012 Games: the Equestrian and Modern Pentathlon events will take place in Greenwich Park, Beach volleyball will take place on Horse Guards Parade in St James's Park and the Triathlon and Marathon Swimming competitions will take place in Hyde Park. Subject to planning permission, Hyde Park may also be home to an Olympic Live Site featuring large screens showing live Games action, live music performances, interactive sports zones, cultural and artistic performances and exhibitions to showcase London and the UK to the world.

- **Royal Gardens**
  Kensington Gardens, once the private gardens of Kensington Palace, covers 275 acres and lies immediately to the west of Hyde Park. Kensington Gardens is home to the Albert Memorial, the Serpentine Gallery, the Peter Pan statue and the Diana, Princess of Wales Memorial Playground. The park also features The Round Pond and The Long Water which meets The Serpentine Lake in Hyde Park.

Primrose Hill

- **Wildlife in the city**
  Richmond Park and Bushy Park, situated in south west London, are the largest of the Royal Parks and together they cover almost 3,600 acres (more than four times the size of Central Park in New York). Famous for being the hunting grounds for King Henry VIII, today they are home to herds of red and fallow deer, along with a wide variety of other wildlife. In 2012 the Road Race Cycling route will pass through both parks and Bushy Park, situated near Hampton Court Palace, will also feature on the Men's Time Trial Cycling race route.

- **Flower gardens football pitches and fine views:**
  The Regent's Park is home to the Open Air Theatre, London Zoo, Queen Mary's Gardens (which feature 30,000 roses), a Boating Lake and the formal Avenue Gardens (which feature in the film The Kings Speech). Popular with sports enthusiasts, the park offers the largest grass area of playing fields in central London. The park is also rich in wildlife and visitors can expect to see over 100 species of wild birds. Immediately to the north of the park is Primrose Hill, which offers spectacular panoramic views of Westminster and the City.

- **Deckchairs and a view of Buckingham Palace**
  The Green Park, which dates back to 1554, is located next to the most famous landmark in London, Buckingham Palace, and is situated next to St James's Park. At just over 47 acres, it is the smallest of the eight Royal Parks, but is visited by over six million people each year. The park consists of green meadows and woodland and is a popular place for Londoners and tourists to relax in deckchairs during spring and summer.

Filming positions include

The Serpentine in Hyde Park
The Serpentine is a 28-acre recreational lake in Hyde Park, which will be used as the venue for the Marathon Swimming competition and the swimming leg of the Triathlon during the London 2012 Games. There are stand-up positions available on the southern bank and there is space for a satellite van. These positions will not be available on competition days or for the days either side of competitions.

Buckhill in Kensington Gardens
Situated between West Carriage Drive and The Longwater, Buckhill offers one of the longest uninterrupted views in central London towards Kensington Palace. There is space available for a satellite van and for stand-up positions.

View from the General Wolfe Statue in Greenwich Park
Greenwich Park, which dates back to 1427, is part of the Maritime Greenwich World Heritage Site and is home to the Prime Meridian Line and the Royal Observatory. There is a position available for a satellite van near the General Wolfe statue.

Greenwich Park will host the Olympic and Paralympic Equestrian competitions and elements of the Modern Pentathlon. The position is available from 9 to 15 July and then from 15 to 31 August 2012.

Chestnut and Lime Avenues in Bushy Park
Bushy Park, located near Hampton Court Palace, is the second largest Royal Park in London. It is home to a number of famous landmarks including the beautiful Diana (Arethusa) Fountain which is located at the junction of the great Chestnut and Lime Avenues. The Road Race Cycling route and the Time Trial Cycling route will each pass through the park, and both landmarks will feature along the route. There is a position available for a satellite van in the Diana car park (located next to the Fountain and Chestnut Avenue). This position will not be available on competition days.

Deer herds and open views in Richmond Park
Richmond Park, a National Nature Reserve and a Site of Special Scientific Interest, is the largest Royal Park in London (2,500 acres). It is home to the beautiful Isabella Plantation and a herd of Red and Fallow deer. The Olympic Road Race Cycling event will pass through Richmond Park on both the outbound and inbound routes. There are stand up positions available and a space for a satellite van in Roehampton car park which offers expansive views across the park. This position will not be available on competition days.

■ Kensington Gardens, The view from Buckhill

The Royal Parks' Filming Guidelines and Conditions:

Until 8 July 2012

In order to film within the eight Royal Parks free of charge between now and 8 July 2012 media must meet the below conditions:

- Media must be London 2012 Games Rights Holders and/or accredited by the London Media Centre (LMC). The filming must be for less than four hours and the crew must be five people or under.
- The editorial needs to meet the following criteria:
- The name of the Park that is being filmed in and 'The Royal Parks' must appear on the screen or be mentioned by the presenter or, if appropriate, by a Royal Parks' spokesperson in the final cut.
- The piece that appears in the final cut must be about the London 2012 Games and it must also be relevant to the chosen location in the Royal Parks.

From 9 July 2012 to 12 September 2012

LMC accredited media and London 2012 Games rights holders will be able to film free of charge provided the filming is for less than four hours, the crew is five people or fewer and no vehicles are involved.

General Conditions (applicable at all times)

Fees: For broadcasters that do not meet the above conditions, the standard charges will apply (minimum £280 excl VAT). Please contact The Royal Parks filming team in order to secure a licence.

Breaking news: News organisations in receipt of a Royal Parks Annual News Permit can continue to use their permit for breaking news stories in the parks.

■ The Serpentine

Section 4 Additional Borough filming opportunities

Richmond-Upon-Thames

Additional Borough filming opportunities

The London Borough of Barking and Dagenham

Situated in east London, the London Borough of Barking and Dagenham has the River Thames to its south, which forms a boundary between the district and its neighbour, the London Borough of Greenwich. Much of the Borough is within the regeneration area known as London Riverside, part of the Thames Gateway zone.

Contact: **Geoff Smith**
Email: **geoff.smith@lbbd.gov.uk**
Tel: **020 8227 2623**

The London Borough of Barnet

The north London borough of Barnet borders Hertfordshire to the north and five other London boroughs - Harrow and Brent to the west, Camden and Haringey to the south-east and Enfield to the east. Its major landmark attraction is the Royal Air Force Museum, built on part of the site of Hendon Aerodrome and dedicated to the history of aviation. The borough, which includes High Barnet, Totteridge and Whetstone, Golders Green, Finchley and Cricklewood is served by the northern-most sections of the London Underground's Northern Line.

Contact: **Dennis Firminger**
Email: **film@reelfilmlocations.com**
Tel: **0845 402 2998**

The London Borough of Brent

Situated in the north-west, around six miles from the city centre, the major area of the London Borough of Brent is Wembley. During the Games, Wembley Arena will host Badminton and Rhythmic Gymnastics. Next door to the arena, Wembley Stadium, with its 130-metre high arch will host the final gold medal events of both the men's and women's football.

Contact: **Louise Inder**
Email: **louise.inder@brent.gov.uk**
Tel: **020 8937 1076**

The London Borough of Enfield

The London Borough of Enfield is the most northerly London Borough. Enfield Town is 10.1 miles (16.3km) north north-east of Charing Cross. The town is famous for having the world's very first ATM cash machine installed at a branch of Barclays. The poet John Keats went to school in Enfield.

■ Wembley Stadium

Contact: **Dennis Firminger**
Email: **film@reelfilmlocations.com**
Tel: **0845 402 2998**

The London Borough of Hackney

One of the host boroughs for the Games, the London Borough of Hackney is to the north-east of the City of London. It includes the arts and fashionable districts of Hoxton and Shoreditch as well as Hackney Marshes, the largest collection of football pitches in Europe and an entertainment site during the London 2012 celebrations. London's first Tudor theatres were built in Shoreditch and the Gunpowder Plot was first exposed at nearby Hoxton. There are 1,300 listed buildings in Hackney, including the iconic Grade II-listed Hackney Empire, as well as 25 conservation areas including Clapton Square and many urban open-spaces such as Clapton Common and Clissold Park.

Contact: **Rebecca Staffolani**
Email: **rebecca.staffolani@hackney.gov.uk**
Tel: **020 8356 3541**

The London Borough of Hammersmith & Fulham

Districts within the western borough of Hammersmith & Fulham include West Kensington, Shepherd's Bush and White City - site of the 1908 Olympic Stadium when the UK first hosted the Summer Olympic Games. White City Stadium (originally The Great Stadium) was built in White City, London, for the 1908 Summer Olympics, often seen as the precursor to the modern seater stadium and noted for hosting the finish of the first modern distance marathon. It also hosted speedway and a match at the 1966 World Cup, before the stadium was demolished in 1985. It is the only UK Olympic stadium to be demolished, as Wembley Stadium was rebuilt. Hammersmith features in Charles Dickens' Great Expectations as the home of the Pocket family. Shepherd's Bush boasts Westfield shopping centre, currently the largest urban shopping centre in Europe.

Contact: **Janet Potter**
Email: **janet.potter@lbhf.gov.uk**
Tel: **020 8753 2171**

The London Borough of Haringey

The north London Borough of Haringey shares borders with six other London boroughs. Clockwise from the north, they are Enfield, Waltham Forest, Hackney, Islington, Camden and Barnet. Landmarks include Alexandra Palace, which will be transformed into the Dutch National Olympic Committee hospitality hub called Heineken Holland House during the Games. Finsbury Park also lies within the borders of Haringey and will host the Jamaican National Olympic Committee during London 2012 at Finsbury Park.

Contact: **David Waterson**
Email: **filmoffice@haringey.gov.uk**
Tel: **020 8489 6903**

London Borough of Havering

The principal town in the north-east is Romford. Other main communities are Hornchurch, Upminster and Rainham. The borough features mainly suburban development with large areas of protected open space. In contrast, Romford is a major metropolitan retail and night time entertainment centre and to the south, the borough extends into the London Riverside development area of the Thames Gateway. Places of interest include the Diver - a 15ft tall standing steel sculpture placed in the River Thames at Rainham.

Contact: **Elizabeth Aelberry/ Joanne Yeomans**
Email: **elizabeth.aelberry@havering.gov.uk**
joanne.yeomans@havering.gov.uk
Tel: **01708 432232**

The London Borough of Hounslow

This western borough is home to the headquarters of GlaxoSmithKline and British Sky Broadcasting's studio complex, both based in Brentford's 'Golden Mile'. The Golden Mile is the name given to a short stretch of the Great West Road because of the concentration of industry that have their factories based there. The most picturesque part of Hounslow is arguably Chiswick, located on a meander of the River Thames, six miles west of Charing Cross. The Chiswick reach of the Thames is heavily used for recreational and competitive rowing.

Contact: **Dennis Firminger**
Email: **film@reelfilmlocations.com**
Tel: **0845 402 2998**

The London Borough of Islington

Home to Sadler's Wells Theatre and the London Canal Museum, the borough of Islington contains north London districts including Angel, Highbury, part of Kings Cross, Finsbury and Old Street. Finsbury Park also lies within the borders of Islington and will host the Jamaican National Olympic Committee during London 2012. Kings Place on the border between Islington and Camden is a music and visual arts venue combined with seven floors of office space, which is home to the Guardian newspaper. Highbury is the location of the Emirates Stadium, home to Premiership Football Club Arsenal.

Contact: **Dominic Reeve-Tucker**
Email: **info@filmoffice.co.uk**
Tel: **020 8980 8771**

The London Borough of Lewisham

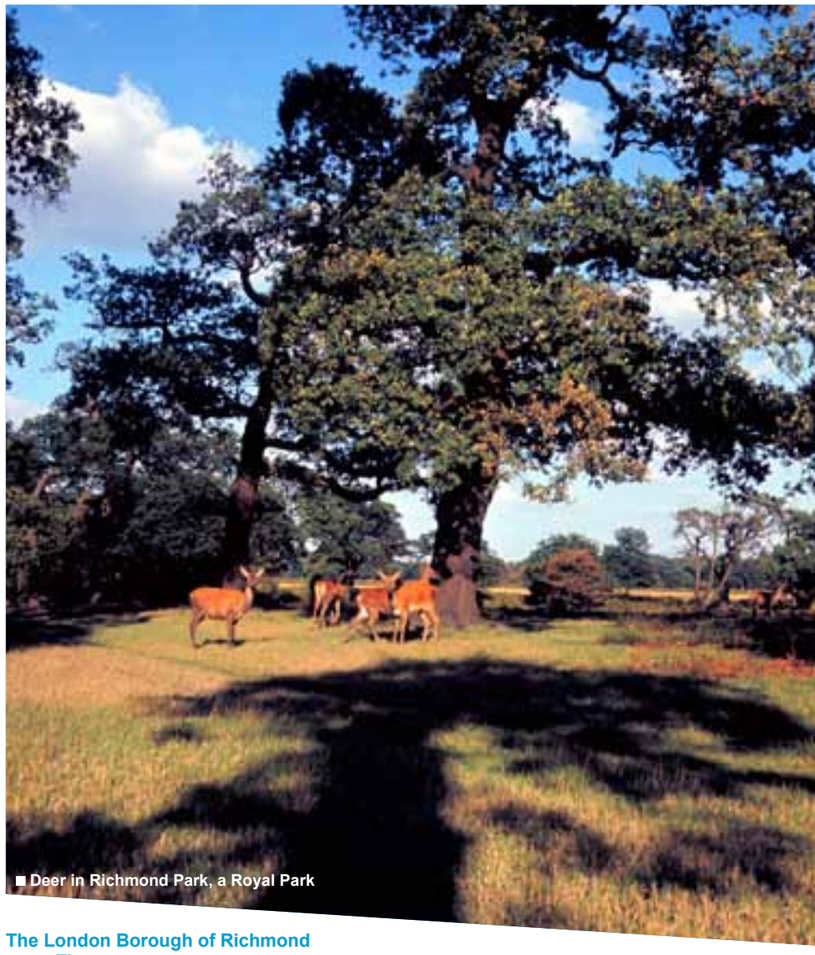
The southeast borough of Lewisham is surrounded by the London Borough of Greenwich to the east, the London Borough of Bromley to the south and the London Borough of Southwark to the west. Major landmarks include All Saints Church in Blackheath, the Citibank Tower in Lewisham and the Horniman Museum in Forest Hill. The museum was founded by Victorian tea trader Frederick John Horniman and contains his collection of natural history, cultural artifacts and musical instruments.

Contact: **Andrew Pavord**
Email**: info@lewishamfilmoffice.co.uk**
Tel: **0845 833 1523**

The London Borough of Newham

Situated five miles (8km) east of the City of London, the borough of Newham is the principal host for the 2012 Summer Olympics. In Stratford, adjacent to the London Olympic Park and Stratford International station, a Westfield shopping complex, equal in size to the largest complex in Europe based in White City, is due to open in September, 2011. It will have 300 stores and see much celebratory activity take place during the Games. ExCeL London exhibition centre is also located in the borough. During London 2012, ExCeL will be host venue theTable Tennis and Weightlifting.

Contact: **David Fearn**
Email: **david.fearn@newham.gov.uk**
Tel: **020 8430 2261**


■ Deer in Richmond Park, a Royal Park

The London Borough of Richmond upon Thames

The London Borough of Richmond upon Thames is unique for being the only London borough situated both north and south of the River Thames. The borough is residential and home to some of the most affluent districts in the UK capital such as Barnes, Richmond and East Sheen. Twickenham has the second largest stadium in the UK after Wembley and is the home of the Rugby Football Union. Parks take up a great deal of the borough and include Richmond Park, Bushy Park, Kew Gardens and Hampton Court Park. During the London 2012 Olympic Games, Hampton Court will host the start and finish of the men's and women's Time Trials in the Road Cycling competition (for access to Hampton Palace see separate section). Both the men's and women's Time Trials are free events. Richmond Park will host part of the Road Cycling course in 2012 which will also go past Hampton Court Palace.

Contact: **Sarah Hillman**
Email: **s.hillman@richmond.gov.uk**
Tel: **020 8487 5157**

For Richmond Park and Bushy Park see Royal Parks section.

■ Alexandra Palace

Borough guidelines for Richmond

1. Blanket "free" access cannot be granted to all council owned buildings for filming. Access to these buildings will be granted on a case by case basis and if council resources are needed to aid filming then charges may apply.

2. With filming on the public highway, if the council is asked to check if Highways work will interfere with Olympic related filming or it is asked to issue a notice of No Objection then an administrative charge for Officer time may apply

The London Borough of Sutton

The London Borough of Sutton is south of the London Borough of Merton, west of the London Borough of Croydon and east of the Royal Borough of Kingston upon Thames. It has 89 parks and open spaces within its boundaries and is only one of five London Boroughs to have no London Underground tube station.

Contact: **Tom McDaniel**
Email: **thomas.mcdaniel@sutton.go.uk**
Tel: **020 8770 5311**

The London Borough of Tower Hamlets

■ Canary Wharf

Situated in the eastern part of London and covering much of the traditional East End, the London Borough of Tower Hamlets includes much of the redeveloped Docklands region, including West India Docks and Canary Wharf. Many of the tallest buildings in London are located on the Isle of Dogs in the south of the borough, forming the capital's iconic cityscape backdrop. Victoria Park in Bethnal Green will be one of the London 2012 Live Sites, with big screens and a carnival atmosphere throughout the Games. Other notable landmarks include the Curry Houses of Brick Lane and the iconic World Heritage Site of the Tower of London. This historic castle on the north bank of the River Thames is separated from the eastern edge of the City of London by the open space known as Tower Hill. It is cared for by the charity Historic Royal Palaces and is protected as an UNESCO World Heritage Site. Visitors can explore rooms restored to their former glory, once used by past kings and queens and see the dazzling collection of Crown Jewels. As well as having ceremonial duties, Yeoman Warders provide tours around the Tower.

The Chief Yeoman Warder takes part in the free-to-view Ceremony of the Keys to lock up the Tower every evening at 9.53pm.

For Tower of London filming contact:
Katrina Whenham
email: **katrina.whenham@hrp.org.uk**

For filming in Tower Hamlets
Contact: **Dominic Reeve-Tucker**
email: **info@filmoffice.co.uk**
tel: **020 8980 8771**

London Borough of Waltham Forest

Waltham Forest is one of the five London boroughs to have been designated host boroughs for the Games. It is located between Epping Forest in the east and the River Lea in the west. Eton Manor in Leyton forms the northern part of the Queen Elizabeth Olympic Park. During the Games, the area will house three Olympic-sized swimming pools, one sychronised swimming pool and one water polo pool. These pools will be used for athlete training. During the Paralympic Games, Eton Manor will host the Wheelchair Tennis events, with temporary seating for 10,500 spectators. David Beckham was born in the borough.

Please note, broadcasters must have a minimum of £10 million public liability insurance to film as per Borough guidelines.

Contact: **Claire Saunders**
Email: **claire.saunders@walthamforest.gov.uk**
Tel: **020 8496 4791**

Attractions for Internal and External Filming Positions

Alexandra Palace

Known as the People's Palace, this is an awe-inspiring example of Victorian architecture. One of London's premier leisure complexes it boasts stunning panoramic views of London. Set in 196-acres of parkland this striking venue features an ice rink in the main hall, which has recently undergone a £2.3m refurbishment. Other areas of interest include a popular skateboarding park, a deer enclosure, a quaint boating lake and a colourful farmers' market every Sunday, which often attracts around 2,000 visitors. During the Games, Alexandra Palace will be home to the Dutch National Olympic Committee. It will transformed into Holland Heineken House.

Contact: **Amanda Sears**
Email: **amanda.sears@alexandrapalace.com**
Tel: **020 8365 4366**

Kew Palace

The most intimate of royal palaces, Kew Palace was built as a private house in 1631 and used by the royal family between 1729 and 1818. Experience a riot of colour in authentically recreated Georgian rooms, before wandering through the eerie rooms of the upper floor, left untouched for centuries. The People's Library at Kew Palace allows visitors to explore the history of the Palace and its residents using touch screens and copies of rare and unpublished material.

Contact: **Ruth Howlett**
email: **ruth.howlett@hrp.org.uk**

Hampton Court Palace

Along with St James's Palace, Hampton Court is one of only two surviving palaces out of the many owned by King Henry VIII. Today it is cared for by Historic Royal Palaces and stages the Hampton Court Palace Festival and the Hampton Court Palace Flower Show each year. Its attractive features include the Hampton Court Maze, Anne Boleyn's Tudor gatehouse and the great gatehouse entrance, all of which would make for iconic backdrops.

Contact: **Ruth Howlett**
email: **ruth.howlett@hrp.org.uk**

Tower of London

This historic castle on the north bank of the River Thames is separated from the eastern edge of the City of London by the open space known as Tower Hill. It is cared for by the charity Historic Royal Palaces and is protected as a UNESCO World Heritage Site. Visitors can explore rooms restored to their former glory, once used by past kings and queens and see the dazzling collection of Crown Jewels. As well as having ceremonial duties, Yeoman Warders provide tours around the Tower. The Chief Yeoman Warder takes part in the free-to-view Ceremony of the Keys to lock up the Tower every evening at 9.53pm.

Contact: **Ruth Howlett**
email: **ruth.howlett@hrp.org.uk**

Historic Royal Palace additional requirements

Broadcasters filming at any venue managed by Historic Royal Palaces must possess a minimum of £5 million public liability insurance. They must also supply a full list of kit (which comples with HRP conservation guidelines and is specific on lighting for interiors), maes of crew/taken and any vehicle/parking requirements must be submitted in advance. Access for filming is usually only possible outside opening hours, Monday – Friday. All crews must comply with HRP filming guidelines, to be sent to crews on application.

Additional kit may be permitted outside opening hours if required, provided it meets HRP conservation and safety guidelines and a full list has been submitted in advance for approval by HRP press office.

HRP will supply additional security passes which must be worn at all times.

Broadcasters must submit requests as early as possible. HRP require a minimum of 10 days notice.

The minimum standard fee for small-scale filming is £350 per hour + VAT. There is not normally a charge for small TV crews filming outside opening hours but fees will be considered on a case-by-case basis.

All preview filming must be agreed with HRP press office in advance and is subject to fees, as detailed above.

■ Hampton Court Palace

Section 5
London's Transport network

Overview

Transport for London (TfL) is the integrated body responsible for the capital's transport system and manages London's buses, London Underground (LU), the Docklands Light Railway (DLR), London Overground and London Trams.

TfL also runs London River Services (LRS), Victoria Coach Station (VCS) and London Transport Museum as well as taking care of a range of walking and cycling initiatives.

Network Rail owns, operates and maintains Britain's railways and manages some of the biggest and busiest railway stations in the capital except St Pancras International and Stratford International which are owned by High Speed 1. Various train operating companies (TOCs) look after the different main line rail services in and out of the capital.

Filming

TfL network
www.tfl.gov.uk

To film, photograph or request footage of the TfL network please contact the Press Office:

Contact: **TfL Press Office**
Email: **pressoffice@tfl.gov.uk**
Tel: **0845 604 41 41**

The TfL Press Office will be able to help and advise on filming and photographing at:

- Tube stations
- London's buses
- Docklands Light Railway (DLR),
- London Overground
- London Trams
- London River Services (LRS)
- Victoria Coach Station (VCS)
- London Transport Museum
- Barclays Cycle Hire scheme
- Transport Control Centres

Network Rail
www.networkrail.co.uk

To film and photograph at key railway stations in the Capital please contact the Network Rail media relations team on:

T: **020 3356 8700**
E: **mediarelations@networkrail.co.uk**

Network Rail will be able to help and advise on filming and photographing at:

- Cannon Street
- Charing Cross
- Euston
- Fenchurch Street
- Gatwick
- King's Cross
- Liverpool Street
- London Bridge
- Paddington
- Victoria
- Waterloo

Association of Train Operating Companies
(ATOC) – www.atoc.org

To film and photograph on the train services coming in and out of the capital, please contact the ATOC Media Office on:
Tel: **020 7841 8020**

ATOC represents the train companies which run rail services in and out of the capital, and will be able to advise about filming on:

- c2c
- Chiltern Railways
- East Coast
- East Midlands Trains
- First Capital Connect
- First Great Western
- First Hull Trains
- Grand Central
- Heathrow Express
- London Midland
- National Express East Anglia
- Southern
- Southeastern (Javelin)
- South West Trains
- Virgin Trains

High Speed 1
www.highspeed1.com

To film and photograph at St Pancras International and/or Stratford International, please contact the High Speed 1 media relations team on:

T: **07717 151 070**
E: **ben.ruse@highspeed1.co.uk**

High Speed 1 will be able to help and advise on filming and photographing at:

- St Pancras International
- Stratford International

(also Ebbsfleet and Ashford International stations in Kent).

Filming during the London 2012 Games

Access to film and photograph on the TfL parts of the transport network during the London 2012 Games will be subject to a permit provided by TfL. Further information will be provided closer to Games time.

Photography provided by:

Greenwich Council
Newham Council
Pawel Libera
Royal Parks
ZSL London Zoo
www.londononview.com
www.visitbritainimages.com

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