



The English Market

Application Form -Filming/Photography Permission

BEFORE COMPLETING THIS FORM PLEASE NOTE THE FOLLOWING:

The permission of the managing agents (Aramark), the landlord (Cork City Council) and the landlord's insurers is required for any filming in the English Market, therefore a minimum notice period of at least 14 days applies.

Late applications may be refused or a late application fee may be charged of €200. Cork City Council reserves the right to grant or refuse any application.

MAXIMUM CREW NUMBERS: 5 PERSONS

Fees:

Location Fee: €250

Late Application fee: €200

A location fee of €250 will apply. A waiver of this fee may be granted if the filming is non-commercial and/or is promoting food and/or the English Market as a food venue or is by a charity etc, the ultimate decision on same rests with the City Council.

Insurance:

Applicants are to provide the following insurance documentation with their application:

1. Cover letter from Insurance Company confirming Insurance Cover (template provided at Appendix A).
2. Every applicant will be required to provide proof of Public and Employers Liability Insurance (copy certificate to be provided):
 - Public Liability of €6.5 million
 - Employers Liability of €13 million
3. Each policy must also provide a specific indemnity to Cork City Council and it's managing agents, Aramark Property, for the duration of filming.

Copy Insurance Certificates as outlined above, together with Indemnity, must be provided. Failure to submit correct or inadequate insurances and indemnities will result in refusal of your application.

Please note the following must be included in your insurance documentation:

1. reference to any specific exclusions/restrictions/warranties.
2. the business description of the company (which should be wide enough to cover the work being undertaken).
3. renewal date (and if the work being undertaken continues beyond the renewal date, further confirmation of renewal should be sought at that time, together with a note of any amendments to cover).
4. a specific indemnity to Cork City Council.

Please ensure that each section of this application form is fully completed and signed, and that you submit cover letter from Insurance Company together with copy of your insurances. Failure to do so will result in your application being refused and returned.

Applications should be returned by email to:

- Orla Lannin, Aramark Property : Lannin-orla@aramark.ie
- c.c. to Alison O'Rourke, Cork City Council: alison_orourke@corkcity.ie.

ENGLISH MARKET FILMING / PHOTOGRAPHY APPLICATION FORM

Your Details:	
Name of Production Company:	
Address:	
Contact Person:	
Contact No:	
Email address:	
Insurance Details:	
Insurance Company:	
Public Liability Policy No & Limit:	
Employers Liability Policy No & Limit:	
Confirm a specific indemnity has been granted to Cork City Council:	
Filming Details:	
Proposed Date of Filming:	
Time:	
Duration:	
Senior person on site:	
Their mobile no:	
Total Number of Crew: PLEASE NOTE THE MAXIMUM CREW NUMBER IS 5 PEOPLE, EXCEPT WITH THE PRIOR PERMISSION OF CORK CITY COUNCIL	
Total Number of Participants:	
Details of Equipment being used: Please note we required details of camera type, sound equipment type, lighting type, etc.	

ENGLISH MARKET FILMING / PHOTOGRAPHY APPLICATION FORM

Will you require power supply:	
Where and What in the Market do you propose to film: Please note that if you wish particular traders to feature you must contact them in advance directly themselves for their permission.	
Details of activities:	
Purpose of filming: (e.g. is this a documentary/tv series etc)	
Who has commissioned the production:	
Approx. Broadcasting date:	

END

ENGLISH MARKET FILMING / PHOTOGRAPHY APPLICATION FORM

APPENDIX A – INSURANCE COVER LETTER

INSURANCE COMPANY/BROKER
HEADED PAPER

(Current Date)

Re: Film Shoot / Photography at the English Market

Date/s of Filming: (INSERT DATE OF FILMING)

Dear Sirs,

Confirmation of Cover:

We hereby confirm the Insurance detailed below:

PUBLIC LIABILITY INSURANCE:

Insured:
Insurer:
Policy No:
Period of Insurance:
Expiration Date:
Type of Policy:
Limit of Indemnity: (€6.5million minimum)

Indemnity details:
(An indemnity is to be provided to Cork City Council and it's agents, Aramark, for the filming duration)

EMPLOYERS LIABILITY INSURANCE:

Insured:
Insurer:
Policy No:
Period of Insurance:
Expiration Date:
Type of Policy:
Limit of Indemnity: (€13 million minimum)

Indemnity details:
(An indemnity is to be provided to Cork City Council and it's agents, Aramark, for the filming duration)

Yours faithfully,

Attachments:

- Copy of Certificates of insurance cover and Indemnity