

REQUEST TO PHOTOGRAPH, FILM, ILLUSTRATE OR MEASURE

YOUR DETAILS

First name	Last name
Phone number	Home address
Email address	
Date of birth	

OUTLINE OF PROPOSED WORK

Proposed date(s)	Work area
Outline exactly what you wish to do - subject, media etc.	
Why do you wish to do this, and what will this be used for?	

YOUR REFERRING BODY (COMPANY, UNIVERSITY etc)

Name of company or institution	
Contact name	Email address
Position	Telephone number

We will normally contact the above named person prior to granting position.



SIGNATURE

NAME

DATE

I understand that completion of this form does not constitute permission to undertake the activities outlined above. A written response will be issued, normally within 3 working days, with a permit issued upon arrival if applicable. If permission is granted it will apply solely for the purposes of having access to the building and using images etc of the building as detailed above. Separate clearance must be obtained for the photography etc of people, and for use of images other than for those purposes detailed in this form.

**WHEN THE FORM IS COMPLETED PLEASE RETURN IT WITH A PHOTOCOPY / SCAN OF PHOTO ID TO:
INFO@ROUNDHOUSE.ORG.UK OR BOX OFFICE, ROUNDHOUSE, CHALK FARM ROAD, LONDON NW1 8EH**

ROUNDHOUSE USE ONLY:

Head of Marketing	Comments
Approved <input type="checkbox"/>	
Declined <input type="checkbox"/>	Signature: _____ Date: _____

Head of Operations	Comments
Approved <input type="checkbox"/>	
Declined <input type="checkbox"/>	Signature: _____ Date: _____

ID Verification	Photo ID received details: _____
	Referee Contacted: _____
	Clearance given by: _____ Date: _____

PASS ISSUED No:



ROUNDHOUSE