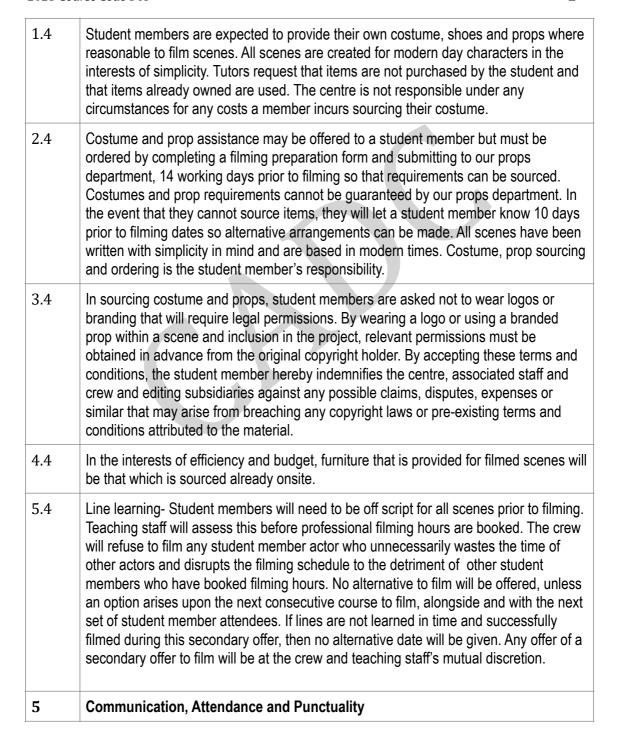
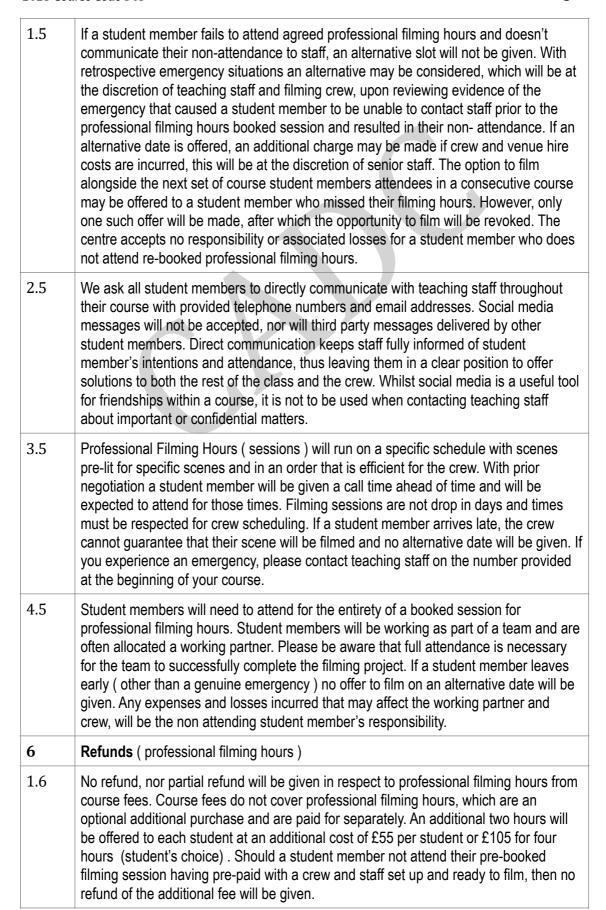
	Terms & Conditions -Optional Professional Filming Hours- Acting For Camera Course 8 Week Level 1- May 2023 Course Code 345
1	Definitions
1.1	The following terms and conditions are set out to help all parties be aware of and clear about the service provided for professional filming hours. For the purpose of this agreement Class Act Drama Centre is referred to as the centre and the actor participating within professional filming hours is referred to as the student member. Sound recordings, video recordings, photograpy, digital files obtained during professional filming hours are referred to as material and footage.
2	Optional Course Aspects and Optional Associated Fees Course Code 345
1.2	Professional filming hours are not covered as part of the course fee for Acting For Camera Course 8 Week Course Level 1 May 2023. To create showreel footage students will need to be professionally filmed towards the end of the course, the option to participate in extra filming hours will be offered to students. An additional two hours will be offered to each student at an additional cost of £55 per student or £105 for four hours (student's choice). Tutors will negotiate with interested students throughout the course and professional filming hours will be provided either after usual class time towards the end of the physical course or with a rota to be decided with the tutor and participants. In the event of a further local or national lockdown professional filming hours will not go ahead due to venue access and fees will not be charged for this additional experience. The Professional filming hours fee is for filming time only. Only student members who have enrolled upon the associated course 'Acting For Camera 8 Week Level 1 May 2023' are able to purchase professional filming hours.
2.2	Purchase costs of showreel footage is £75 per student. For more information on how showreels are created please see document 'Terms & Conditions-Optional Showreels Acting For Camera 8 Week- Level 1 May 2023 Course Code 345'. Purchasing a showreel is an additional option offered to students and is not covered in the course fee for Acting For Camera Course 8 Week Course Level 1 May 2023 Course Code 345.
3.2	There is no obligation for students to purchase professional filming hours or showreel footage. A student may choose to purchase professional filming hours and are under no obligation to then purchase showreel footage.
3	Casting
1.3	Student members will be cast in roles by teaching staff and allocated working partners. Multiples of these working partners may exist within one teaching group and if a student member's partner does not opt to purchase professional filming hours an alternative partner will be used or an external actor hired to play the student member's counterpart within a scene where possible.
4	Pre- Production preparation

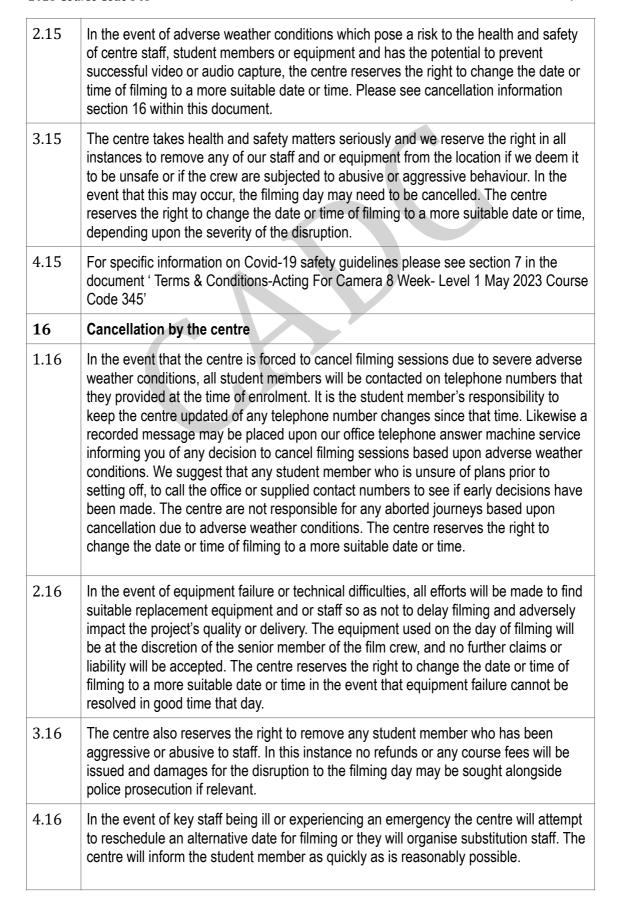




2.6	In the event of a further local or national lockdown professional filming hours will not go ahead due to venue access and fees will not be charged for this additional experience and fee for this optional additional purchase that has been pre-paid will be refunded within 28 days of any possible lockdown announcement.
7	Preparation During Filming
1.7	All student members will be informed of the order of scenes by the crew at the beginning of the filming session. This may fluctuate throughout the session due to circumstances beyond the crew's control. In the interests of efficiency and the best use of time, it is requested that all student members attempt to be ready for each scene with costuming, make-up, props and script work where possible. If a student member disappears off-site, has not made contact with crew, or takes an unreasonable amount of time to be prepared for each scene, then crew may opt to move onto new scenes without them. If delays are detrimental to other students, then the crew will have no option but to cut the missing student member out of affected scenes to make up time.
2.7	Refreshments- It is requested that student members bring all required refreshments with them for the session, so that student members remain onsite and accessible throughout the time period they are required.
3.7	Smoking is not permitted onsite, nor the use of real cigarettes within scenes. If a student member wishes to smoke outside, we ask that they inform a crew member to ascertain whether or not they are likely to be needed in that time frame.
4.7	Teaching staff will require student members to bring scripts to the filming session for reference and to mark any changes. Waiting around between scenes is a natural part of being a film actor. We would suggest that student members bring scripts to rehearse whilst waiting. The concept of 'hurry up and wait' is part of a film actor's experience. The expectation to be ready to film when required is part of the work.
5.7	It is expected that each student member will film one inner monologue's visuals during filming sessions, sound will be pre-recorded in class time or at the beginning of the filming session, this script does not need to be memorised but can be read and recorded. In addition three dramatic scenes with be filmed with other actors. The crew will attempt to film all of these scenes if delays are not encountered. The centre only guarantees that two scenes be filmed per student member during professional filming hours but will make every reasonable attempt with the student member's cooperation to film all four scenes.
6.7	Changing areas will be provided on location. Please be aware that the centre are not responsible for student member's unattended belongings. We suggest student member's keep valuables with them at all times. The centre nor staff members are responsible for the student member's belongings.
7.7	Toilets are located within the building
8.7	A rehearsal area and chairs will be provided for those student members waiting to film scenes. We suggest that noise is kept to a minimum as it is likely to be close to the filming location.

9.7	We ask student members not to disturb crew or other student members whilst recording and to be aware of sound levels. In the event that a message needs passing on, or a question needs to be asked, please speak to a member of staff that is not directly involved in the filming of scenes at that time.
8	Reshoots
1.8	In the unlikely event that editors believe a scene needs to be re-filmed due to issues of quality that the centre can correct, the opportunity to re-film may be presented at no extra cost to the student member.
2.8	Every effort to produce quality footage is undertaken. The equipment provided is of the highest quality and regularly maintained. Several back-up strategies for sound and vision are in place, however, the centre cannot be held responsible for any lighting, sound or interference issues caused by circumstances outside of their control. This includes camera/equipment failure, adverse lighting, noise issues, restrictions imposed by local building works, road closures, acts of terrorism, adverse weather conditions & force majeure.
9	Consents
1.9	In order to participate in filming days, all student members will be asked to sign a consent and release form at the very beginning of the course. The consent and release form is a standard requirement of all audio visual projects within the UK. We ask that all student members thoroughly read the form prior to signing.
10	Copyright
1.10	For full details about copyright attributed to footage and materials obtained during filming sessions please refer to section 9 within the document 'Terms & Conditions Optional Showreels Acting For Camera 8 Week- Level 1 May 2023 Course Code 345'
2.10	The centre asserts its full rights as copyright owner of all materials that have been captured, processed and/or produced by the centre, whether or not such material forms part of a finished project. The copyright of all produced material is solely owned by the centre and protected under UK law.
3.10	Script content is offered to all student members to use on a lifetime license and there are no extra charges or permissions required by a student member in respect of using these works within the content of their course footage. However, no changes can be made to the script without written permission from the centre, which must be obtained in advance to filming days.
4.10	Permission for student members, to use script material outside of the course has not been granted and script materials can only be used for the express purpose of filming course footage.
5.10	External scripts supplied by student members are not permitted to be used during the filming of course footage.
6.10	Please see section 4- 3.4 of this document in respect of student member's using logos or branded props within a scene.

11	Access
1.11	Access to the building is monitored for security reasons. Please be reminded that for student members arriving late, filming may have already commenced and staff phones may now be turned to silent. Please text and continue to call until a staff member organises letting you into the building. No liability will be accepted by the centre for a student member's late arrival and subsequent lack of attendance or delayed access.
12	Non student member attendance- Professional Filming Hour Sessions
1.12	Guests, nor family or friends can be invited to watch or participate within filming sessions and childcare provision cannot be offered during filming sessions and must be sourced by the student member if relevant.
13	Filming & Photography behind the scenes
1.13	Filming and photography is not permitted behind the scenes, unless everyone involved in the team, including student members and staff /crew have signed a consent form. Should a student member wish to ask permissions to take photographs or film behind the scenes then a copy of a release form must be overviewed by senior staff at least 14 working days prior to filming, with the purpose of photography or filming of intended footage made clear. If any of the team refuse to be filmed behind the scenes, then the opportunity will be denied for all. Those who do not wish to be filmed behind the scenes, have a right to refuse filming based upon their privacy and no further explanation of their refusal must be sought. These permissions in no way affect consent to film course session footage but pertain to behind the scenes footage only. Verbal consent to post or upload photos or video of other student members behind the scenes, would not suffice and would be in breach of these terms and conditions.
14	Artistic License & Editing
1.14	The camera operator/ director have artistic license during the filming process. Student members are not permitted to self direct their scenes.
2.14	Drama tutors will rehearse students ready for professional filming hour sessions during classes as part of their course. There is no time available during filming sessions for extensive coaching, as this will delay filming for all other scenes and other actors/student members. During filming the student member must work as an actor, under guidance from the allocated director.
3.14	Editing is undertaken by production staff and requires time to produce a quality product. A quality product is important for the centre, the student member and the editor's professional reputation.
15	Health & Safety
1.15	The centre's staff will work with Health & Safety issues in mind and reserve the right not to film in dangerous or unsafe situations. In this instance the centre reserves the right to change the date or timing of filming to a more suitable date or time.



5.16	In the event of a further local or national lockdown professional filming hours will not go ahead due to venue access and fees will not be charged for this additional experience. Pre-payment for this optional additional experience will be refunded within 28 days of the lockdown announcement.
6.16	The centre will not be liable for any further damages presented that are outside of the centre's control and are considered a force majeure.
17	Preview Scheduling
1.17	Short edited and watermarked previews of footage obtained during professional filming hours will be available online with a password protected private link for student members to view a snapshot of their work, 28 days after professional filming sessions have been completed.
18	Showreel Ordering
1.18	Showreels cannot be ordered until after previews have been released online. Please see the Terms and Conditions Showreel document for further information about showreels.
19	Liability
1.19	No liability will be accepted by the centre for any delays or failure to deliver previews of footage, caused by any element which is the student member's responsibility.

All Terms and Conditions stated within this document are deemed acceptable to the client upon enrolment upon Acting For Camera 8 Week- Level 1 May 2023 Course Code 345 and subsequent additional purchase of professional filming hours attendance. This document shall be taken as an agreement between the client and the centre under UK Law upon purchase of professional filming hours.