	Terms & Conditions - Filming- Acting For Camera Course 12 Week Level 2026-2027 Course Code 565
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 filming. For the purpose of this agreement Class Act Drama Centre is referred to as the centre and the actor participating within filming, is referred to as the student member. Sound recordings, video recordings, photography, digital files obtained during filming are referred to as material, footage and footage clips.
2	**Course Aspects-Filming**
1.2	Filming is part of the Acting For Camera Course 12 Week Course Level 3 2026-2027 Course Code 565. Filming represents the culmination of course work, whereupon a showreel will be shot, either in an indoor / outdoor or combination of settings to create footage. Filming will take place in class time, during the later part of the course- last 6 weeks, at the course venue. Each student will have the opportunity to film footage for their personalised showreel. The course tutor will act as director and producer and may step down to an advisory capacity with both roles, should other student members demonstrate a high level of competence and a willingness to learn. It is not mandatory that student members attend filming to complete the course. However, it is expected that student members make themselves aware of filming dates (last 6 weeks), which will be detailed at the time of booking the course. There are no refund or partial refunds for missed attendance for filming as part of a course class under any circumstances. It is expected that student members attend filming, so that the project can be fulfilled, not only for their showreel but the completion of class peer's showreels, in which they may feature. The centre accept no liability for filming hours that actors/student members do not attend, although tutors will make every effort to finding a working solution on those dates. In addition it should be noted that if student members will also be expected to take supporting roles in class peer's showreels and assist as a crew member where necessary and for scenes that they do not feature in. This balance of roles and responsibilities is at the tutor's full discretion, with their decision being final.
3	**Casting**
1.3	Student members will be cast in roles by teaching staff as either actors for their personalised showreel and supporting actors for class peer's showreels or student crew. Student members will feature as the main character within their scenes, within their personalised showreel and be given the most screen time in edit. Showreels will consist of monologues, duologues and group scenes.
4	**Pre- Production preparation**

1.4	Student members who are cast as featured characters, are expected to provide their own costume, shoes and props where reasonable to film scenes. All scenes are created for modern day characters in the interests of simplicity. Tutors request that items are not purchased by the student member and that items already owned are used. The centre is not responsible under any circumstances for any costs a member incurs sourcing their costume.
2.4	Costume and prop assistance may be offered to a student member but must be ordered by completing a filming preparation form and submitting to our props department, 14 working days prior to filming, so that requirements can be sourced. Costumes and prop requirements cannot be guaranteed by our props department, who can only provide items that are already in stock. In the event that the department cannot source items, they will let a student member know 10 days prior to filming dates, so alternative arrangements can be made. All scenes will be written by a professional scriptwriter for each actor and their peers, and will be written with simplicity in mind and based in modern times. Costume, prop sourcing and ordering, is the student member's responsibility.
3.4	In sourcing costume and props, student members are asked not to wear logos or branding that will require legal permissions. By wearing a logo or using a branded prop within a scene and inclusion in the showreel, relevant permissions must be obtained in advance from the original copyright holder. By accepting these terms and conditions, the student member hereby indemnifies the centre, associated staff and crew and editing subsidiaries against any possible claims, disputes, expenses or similar that may arise from breaching any copyright laws or pre-existing terms and conditions attributed to the material.
4.4	In the interests of efficiency and budget, furniture that is provided for filmed scenes will be that which is sourced already onsite or in place.
5.4	Line learning- Student members will need to be off script for all scenes prior to filming. Teaching staff will assess this before filming commences. It is at the tutor's discretion to refuse to film any student member actor, who unnecessarily wastes the time of other actors and student crew and who may disrupt the filming schedule to the detriment of other student members involvement. No alternative to film or re-shoot will be offered. The centre may seek to recover costs and associated compensation directly from the disruptive student member actor, should an understudy need to be hired, overtime or re-booking of crew and additional venue hire be paid for, in order to complete class peer's showreels that have been detrimentally affected by their behaviour.
5	**Communication, Attendance and Punctuality**

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1.5	If a student member fails to attend filming and doesn't communicate their non-attendance to staff, an alternative slot will not be given to that individual. With retrospective emergency situations, an alternative may be considered, which will be at the discretion of teaching staff and filming crew, upon reviewing evidence of the emergency, that caused a student member to be unable to contact staff, prior to filming booked sessions and resulted in their non-attendance. If an alternative date is offered, an additional charge may be made if additional crew and venue hire costs are incurred, this will be at the discretion of senior staff. The centre accepts no responsibility or associated losses for a student member, who does not attend booked or re-booked filming hours.
2.5	We ask all student members to directly communicate with teaching staff throughout their course with provided telephone numbers and email addresses. Social media messages will not be accepted, nor will third party messages delivered by other student members. Direct communication keeps staff fully informed of student member's intentions and attendance, thus leaving them in a clear position to offer solutions to both the rest of the cast and any crew. Whilst social media is a useful tool for friendships within a course, it is not to be used when contacting teaching staff about important or confidential matters.
3.5	Filming, will run on a specific schedule with scenes pre-lit for specific scenes and in an order, that is efficient for the crew and student crew. Filming sessions are not drop in days and times must be respected for crew scheduling. If a student member arrives late, the crew cannot guarantee that scenes will be filmed and no alternative date will be given. If you experience an emergency, please contact teaching staff on the number provided at the beginning of your course.
4.5	Student members will need to attend for the entirety of their filming session, which will be held within class time as part of the course, as either a featured actor in their personalised showreel or a supporting actor or crew member in a class peer's showreel. Please be aware that full attendance and support of class peers is crucial for the success of all course showreels and that all student members will be working as a cohesive team to make this happen. If a student member leaves early (other than a genuine emergency), no offer to film on an alternative date will be given. Any expenses and losses incurred that may affect the rest of the cast and crew, will become the non-attending student member's responsibility.
6	**Refunds** (Filming)
1.6	No refund, nor partial refund will be given in respect to non- attendance at filming sessions from course fees. Course fees cover the filming experience. Should a student member decide early on within a course not to film, then no partial course fee will be given.
2.6	In the event of a further local or national lockdown the showreel component of the course, will be delayed. See full terms and conditions **Acting For Camera 12 Week- Level 3 2026-2027 Course Code 565** section 7
7	**Preparation During Filming**

1.7	All student members will be informed of the order of scenes by their tutor. This may fluctuate throughout filming 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 the crew may opt to move onto new scenes without them. If delays are detrimental to other student members, 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 during filming, 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 of a venue, we ask that they inform the director and or crew member, to ascertain whether or not they are likely to be needed to shoot during 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 screen actor. We would suggest that student members bring scripts to rehearse whilst waiting. The concept of ' hurry up and wait' is part of a screen actor's experience. The expectation to be ready to film when required is part of the work.
5.7	It is expected, where possible that each student member as a group, will be involved in creating a personal showreel under the supervision of their tutor. It is not mandatory to complete a showreel to complete the course, although tutors will make every effort to make this happen with the student member's co-operation and willingness to film or continue film
6.7	Changing areas will be provided for indoor locations. 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 indoor location venue buildings
8.7	With indoor locations 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, student 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**

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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 where possible. 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, all student members actors, will be asked to sign a consent and release form, during 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, showreel footage clips and materials obtained during filming, please refer to section 11 **Acting For Camera 12 Week- Level 3 2026-2027 Course Code 565**
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 showreel. 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 and resulting footage clips.
5.10	External scripts supplied by student members are not permitted to be used during filming.
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** (inside venues)

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1.11	Access to the venue buildings 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/room. 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- Filming**
1.12	Guests, nor family or friends can be invited to watch or participate within filming hours and childcare provision cannot be offered 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 an additional 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 showreel 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 filming during classes as part of their course. There is no time available during filming for extensive coaching, as this will delay filming for all other scenes and other actors/student members. Coaching will take part in personal one to one online sessions only. During filming the student member must work as an actor, under guidance from the allocated director.
3.14	If showreel footage is completed to a satisfactory standard it will be sent to edit. In post production, editing is undertaken by production. Editing requires time to produce a quality end 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.

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2.15	In the event of adverse weather conditions which pose a risk to the health and safety of centre staff, student members or equipment and has the potential to prevent successful video or audio capture, the centre reserves the right to change the date or time of filming to a more suitable date or time. Please see cancellation information section 16 within this document.
3.15	The centre takes health and safety matters seriously and we reserve the right in all instances, to remove any of our staff and or equipment from the location, if we deem it to be unsafe or if the crew/student crew are subjected to abusive or aggressive behaviour. In the event that this may occur, filming may need to be cancelled. The centre reserves the right to change the date or time of filming to a more suitable date or time, depending upon the severity of the disruption.
4.15	For specific information on Covid-19 safety guidelines please see section 7 in the document ' Terms & Conditions-Acting For Camera 12 Week- Level 3 2026-2027 Course Code 565'
16	**Cancellation by the centre**
1.16	In the event that the centre is forced to cancel filming due to severe adverse weather conditions, all student members will be contacted on telephone numbers that they provided at the time of enrolment. It is the student member's responsibility to keep the centre updated of any telephone number changes since that time. Likewise a recorded message/or website announcement may be placed upon our office telephone answer machine service course webpage, informing you of any decision to cancel filming based upon adverse weather conditions. We suggest that any student member who is unsure of plans prior to setting off, to call the office or supplied contact numbers to see if early decisions have been made or to check the course webpage for updates. The centre are not responsible for any aborted journeys based upon cancellation due to adverse weather conditions. The centre reserves the right to change the date or time of shooting days- filming to a more suitable date or time.
2.16	In the event of equipment failure or technical difficulties, all efforts will be made to find suitable replacement equipment and or staff, so as not to delay filming and adversely impact the showreel's quality or delivery. The equipment used on the day of filming will be at the discretion of the senior member of the film crew, and no further claims or liability will be accepted. The centre reserves the right to change the date or time of filming to a more suitable date or time, in the event that equipment failure cannot be resolved in good time that day.
3.16	The centre also reserves the right to remove any student member who has been aggressive or abusive to staff. In this instance no refunds for any course fees will be issued and damages for the disruption to the filming day may be sought, alongside police prosecution if relevant.
4.16	In the event of key staff being ill or experiencing an emergency, the centre will attempt to reschedule an alternative date for filming or they will organise substitution staff. The centre will inform the student member as quickly as is reasonably possible.

5.16	In the event of a further local or national lockdown, filming will not go ahead due to venue access but will be transferred to an online project, until such time that filming showreel footage can resume.
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	**Liability**
1.17	No liability will be accepted by the centre for any delays or failure to deliver previews or final showreels, 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 12 Week- Level 3 2026-2027 Course Code 565. This document shall be taken as an agreement between the client and the centre under UK Law.

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