



# Papplewick Pumping Station

## Filming & Photography Policy

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**Ashley Smart**  
Museum Director

## **An overview of the museum**

Papplewick Pumping Station (PPS) is Britain's only fully restored and complete Victorian fresh water pumping station. It is a unique example of Victorian engineering, aestheticism and social enterprise combined. Built between 1882-5 to help supply the growing town of Nottingham with fresh, clean water, the Station played an important part in combating cholera and improving public health. Now a Scheduled Ancient Monument, accredited museum and charity, Papplewick is regarded by Historic England as a site 'of clear national importance'.

Since 1974, the museum has been maintained by the Papplewick Pumping Station Trust (PPST) and the volunteer led Papplewick Association which was established in 1975 to help maintain the pumping station and raise funds on its behalf. The museum holds 8 steam events per year for the general public in addition to other special events, and is currently open for static display on Wednesdays and Sundays. Please note, the pumping station is not available for hire when it is open to the general public.

The museum collection is made up mainly of the machinery, buildings and ephemera that relate directly to the pumping station or to the wider provision of water in the Nottingham area; this includes a unique brick vaulted underground reservoir that can be hired in addition to the main site.

A short film of the Pumping Station in operation can be seen at:  
[http://www.youtube.com/watch?v=J3tO7o\\_gJv4](http://www.youtube.com/watch?v=J3tO7o_gJv4)

# Filming & Photography Policy

## Preamble

Papplewick Pumping Station is registered as a Scheduled Ancient Monument, the highest listing that can be bestowed upon a building in England. It also continues to be a working site operated by Severn Trent Water. In view of this please be aware that Papplewick is not your typical film or photography location and there may be certain things you will not be allowed to do on site. Please discuss your proposed plans with the Museum Director before proceeding with any booking.

## Key policy rules and requirements

- 1.1 Papplewick Pumping Station Trust does not tolerate any filming or photography of a sexual, racist, misogynistic, politically extreme or illegal nature. Discovering of such activities will result in immediate termination of the contract, dismissal from the site and, if necessary, involvement of the Police. No refunds will be given.
- 1.2 The site may only be hired for film or photography shoots on the days when the museum is not open to the general public.
- 1.3 The Papplewick Pumping Station Trust must receive a full outline and schedule of the planned filming or photography in advance of the hire.
- 1.4 The flying of one drone at any one time by a trained operator is permitted on site for filming or photography purposes. Drones must not be operated outside of the pumping station's boundary.
- 1.5 All breakages and damage will be paid for. A returnable security bond will be required before any filming or photography may take place. The size of this bond will be determined by the proposed activities of the hirer.
- 1.6 Papplewick Pumping Station Trust reserves the right to halt filming or photography if it poses a risk to life or to the welfare of the buildings (inside and out) and/or the grounds.
- 1.7 Papplewick Pumping Station Trust operates a no smoking policy inside all of its buildings.
- 1.8 Papplewick Pumping Station Trust will not tolerate abusive behaviour towards its volunteers, staff and Trustees. Any such actions will result in immediate termination of the contract, dismissal from the site and, if necessary, involvement of the Police.

# **Terms, conditions and regulations of hire**

## **2. Booking & payment**

2.1 The hire charge and hire time will be agreed upon before the booking is confirmed. Hire times and rates range from a half day to a full day hire. A half day is four hours and a full day is eight hours. Rates are based on the hire finishing at the very latest of 8pm (i.e. a seven hour hire running 12pm-8pm). The earliest a hire may start is 9am. The duration of an evening hire is 6hrs and runs between 5pm and 11pm.

2.2 The person who signs the booking form will be personally responsible for the payments incurred. You must be over 18.

2.3 We will confirm your booking once we receive:

- Your copy of the booking form
- The full payment for your hire

2.4 The hire fee MUST be paid no later than 5 working days prior to the date of hire. If the fees are not paid on time your booking will be removed from the diary.

2.5 Depending on what activities you plan to hold on site you may be asked to pay a minimum £250 security bond in advance of your booking. This will be returned on the first working day subject to an inspection for any damage caused by you or your guests/clients/contractors/staff/models/actors during the hire period. Repairs for any damage caused will be deducted from the bond. Should the damage exceed the bond amount you will be billed for the total cost. Please note that the size of the security bond will be determined by the proposed activities of the hirer.

## **3. Cancellation fees**

3.1 If the hire is cancelled by you with less than 3 working days' notice prior to the date of hire you will not be liable for a full or partial refund. Cancellations will only be accepted in writing. Telephone calls or ansaphone messages will not be acceptable.

3.2 No compensation shall be payable to you should the booking have to be cancelled for any reason outside the Trust's control. You will however be entitled to the return of your hire fee.

3.3 If you breach the agreed policy guidelines or rules and are dismissed from site, there will be no refund of your fee.

## **4. The site and its Scheduled Ancient Monument status**

4.1 The pumping station is a Scheduled Ancient Monument and regarded as

one of the finest surviving Victorian water works in England. Its elaborate decoration, landscape and completeness make it a historically important and unique site. Please take note of the following safety precautions to eliminate any risk to these beautiful buildings:

- Smoking and use of naked flame inside any buildings or marquees is strictly forbidden.
- Use of any flammable substance, compressed gas, explosive or items containing such whilst on site is strictly forbidden.
- Guests/clients/contractors/staff/models or actors are forbidden to climb upon any machinery, exhibits or installations, inside or out. Safety barriers are not to be crossed without prior consultation & permission.
- Neither food nor drink is allowed inside the engine house.
- Nothing may be fitted or fixed to the walls, doors etc of any of the pumping station buildings.

4.2 It is YOUR responsibility to ensure that you have informed your guests/clients/contractors/staff/models or actors prior to the day of hire about the historical and industrial nature of the site (see also: Section 8.1).

4.3 No artefacts or fragments are to be removed from the site under any circumstances. Thefts will be reported to the Police.

## **5. The use of the site**

5.1 Depending on the type of hire requested you and your party may be given a safety briefing before your hire commences. The Museum Director will contact you prior to the date of hire if this is applicable.

5.2 The museum must receive a full outline and schedule of the planned filming or photography in advance of the hire.

5.3 All hires MUST finish at the agreed time. Any hires that over run will face additional charges.

5.4 The Pumping Station is to be used in a civil and orthodox manner during the hire. Indecent and illegal activities/subject matter is NOT permitted on site (this includes pornographic, racist, misogynistic, nude and politically extreme or illegal nature). Discovering of such activities will result in immediate termination of the contract, dismissal from the site and, if necessary, involvement of the Police. No refunds will be given.

5.5 A drone may be used during the hire but the pumping station must be notified in advance that one will be used. Only one drone may be flown in the air at any one time and all operators must be qualified. The drone must not fly within 50m of

people, buildings or vehicles and must not ascend above 100m. The drone must remain within the pumping station's boundary and may not fly inside any of the buildings.

5.6 No items may be removed from the site and items must be returned to their original position/location if moved during the hire.

5.7 Smoking may only take place outside the buildings.

5.8 You must formally request the café to be open during your hire no later than one week before your booking.

5.9 The site must be left clean and tidy upon departure.

## **6. Site Access**

6.1 The hirer and all associated members of the hire may arrive no earlier than 20 minutes before the start of the official hire time.

6.2 The Engine House is not accessible to all, particularly those confined to a wheel chair. For further details please talk to the Museum Director before making a booking.

## **7. Car parking**

7.1 The main drive way and lawn at the top right of the drive may be used for parking.

## **8. Security**

8.1 The main site is monitored by CCTV cameras.

8.2 Papplewick Pumping Station staff will maintain a general presence throughout the hire. The Museum Director will be based in the Superintendent's House and can be contacted on 07547 000020 during your hire.

8.3 The main gates will be closed but not locked during the duration of your hire.

8.4 If you or any members of your group witness people other than your own group on site and who are clearly not Papplewick volunteers or Severn Trent Water technicians, you must inform the Museum Director immediately.

## **9. The underground reservoir**

The reservoir was built in 1879 and taken out of service soon after due to a crack in the brickwork. It is a unique structure and is located on a hill  $\frac{3}{4}$  mile from the main pumping

station site. Access is via a small agricultural track that most (but not all) vehicles can navigate. The term and conditions for the reservoir set out below should be read in conjunction with the rest of the points within this document; all are relevant.

- 9.1 The reservoir is accessed via two flights of steep staircases, one outside and the other inside. There is no alternative means of access and must be taken into consideration should you or any members of your party have difficulties with mobility. Any equipment/props etc. you bring will need to fit down the stairwell. Please remember this!
- 9.2 The reservoir is treated as a confined space and therefore capacity is limited to 25 people inside at any one time.
- 9.3 Rain water naturally leaches through the roof of the reservoir particularly during the autumn/winter months after heavy rain falls. You are advised to wear appropriate clothing and footwear and use protective covers for cameras/film/lighting/sound equipment. The Papplewick Pumping Station Trust will accept no responsibility for any water damage to equipment or clothing (including footwear).
- 9.4 Ambient lighting is provided by a petrol generator. It is not able to power 2-3kw lights or similar theatrical lighting rigs. You must bring your own generator and fuel if you wish to use high powered lighting.
- 9.5 Smoke machines may be used inside the reservoir but be aware it takes considerable time for the smoke to dissipate completely.
- 9.6 Drones may not fly inside the reservoir.
- 9.7 An individual may not work inside the reservoir on their own.
- 9.8 No artefacts may be taken away from the reservoir.

## **10. Public Safety**

- 10.1 The Papplewick Pumping Station Trust has Public Liability Insurance with £10m cover and a safety briefing will be given at the start of your hire. However, it is advisory that you forewarn your party of the historical and industrial nature of the site prior to the day of hire. These include informing them of: uneven ground, cobblestones, open water, oil & soot deposits, industrial machinery and ephemera displayed around the site.
- 10.2 For 'lone person' hires of the main site you will be issued with a two-way radio so that the Museum Director can contact you every forty-five minutes for a 'check-in'. If you move from one location to another you must inform the Museum Director immediately.
- 10.3 Severn Trent Water (STW) still operate the site as a water pumping and treatment facility. You must keep away from the operational units located in the

grounds and abide by any instructions/requests issued by STW personnel or displayed on signage.

## **11. Papplewick Pumping Station Trust reserves the following rights to:**

- 11.1 Accept or refuse a booking at our absolute discretion.
- 11.2 Halt filming or photography if it poses a risk to life or to the welfare of the buildings (inside and out) and/or the grounds.
- 11.3 Cancel any booking if felt necessary to do so. In such a case all monies will be refunded to the hirer but neither the Management nor the Papplewick Pumping Station Trust will liable to pay compensation to the hirer.
- 11.4 Terminate the hire if there is unruly, aggressive or inappropriate behaviour on site that breaches the terms and conditions of the hire. In such cases you will not be liable for a refund.

## **12. Disclaimer & Indemnity**

- 12.1 The hirer shall indemnify Papplewick Pumping Station Trust against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon Papplewick Pumping Station Trust property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person. The hirer and their guests/clients/contractors/staff/models and actors, come onto site at their own risk.
- 12.2 The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsible during the hire period. If signed on behalf of a company or organization, that said company or organization will be held fully responsible during the hire period.

By signing the booking form that accompanies these terms and conditions you, as the hirer, understand, accept and agree to the Terms & Conditions of Hire as set out above by the Papplewick Pumping Station Trust.

**Papplewick Pumping Station Trust  
Rigg Lane, Ravenshead NG15 9AJ**

**Mob: 07547 00020**

**Main office: 0115 9632938**

**[www.papplewickpumpingstation.org.uk](http://www.papplewickpumpingstation.org.uk)  
[director@papplewickpumpingstation.org.uk](mailto:director@papplewickpumpingstation.org.uk)**