

**SCOTTISH SCREEN LOCATIONS
DATABASE ENTRY FORM**



Inclusion on our database is completely free of charge

1. LOCATION OWNER/REPRESENTATIVE:

Full name
Are you the owner of the property? Yes No (please tick box)
If not, please state your position/responsibility
Your address
.....
..... Postcode
Telephone Mobile
E-mail Website

2. LOCATION ADDRESS (if different from above)

Name of property
Address
.....
..... Postcode
Contact name at property
Should this named person be the main contact? Yes No
Telephone Mobile
E-mail Website

3. DESCRIPTION OF PROPERTY/LOCATION

Is the property residential commercial Open to the public

Please provide a brief description of the property: age, size, architectural style, any original features, number of rooms, unusual features, décor, etc

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Inland Urban Inland Rural Coastal Rural Coastal Urban Island

Condition: Inhabited Intact but unoccupied Operational Ruin

4. EXTERNAL FEATURES

Does the location/property have any unique external features? Please give details of any external features on the property or on the land surrounding it.

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5. PARKING AND SITE ACCESS

Does the property have its own parking? Yes No

If yes, what parking is available?

Are there any parking restrictions around the property? Yes No
If yes, please give details of any height or width restrictions, difficult access, steep gradients, that may directly affect vehicular access.

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6. FILMING USE:

Is the property available for interior filming? Yes No
And exterior filming? Yes No

Are there any restrictions on times of day for filming use?
Day Yes No Evenings Yes No Night Yes No
During business hours Yes No Weekends Yes No

7. PREVIOUS FILMING USE:

Have you ever had filming in your property before? Yes No
If yes, please tell us what it was, and when

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8. PHOTOGRAPHS:

We would like photographs of your property, which should be in colour, as recent as possible, with both exterior and interior shots. These can be sent to us as photographs, or as digital images on a disk or by e-mail to locations@scottishscreen.com

9. DATA PROTECTION ACT 1998:

Please read carefully and tick the boxes to show that you have understood and accepted the following. Failure to accept points 1-4 and omitting to sign this declaration means that we will not be able to register your location on our database, and if you don't accept point 5, we will not be able to offer you opportunities to feature on our marketing and promotional material.

1. *I, the undersigned, being the properly authorised representative for the location(s) as named on this form, declare that all the information provided is, to the best of my knowledge, true.*

2. *I give permission for all the information I have provided (including all associated photographic material) to be held on a computerised database maintained in accordance with the Data Protection Act 1998, and consent to all such information being disclosed to persons requesting details of locations from Scottish Screen Locations, by mail, electronic mail or via the on-line location database.*

If you consent, please tick the box

3. *I understand that Scottish Screen Locations will make every endeavour to ensure the accuracy of the information contained on the database and will take all reasonable steps to verify the bona fides of persons requesting from the database.*

4. *I understand that Scottish Screen Locations will not have any liability to the location owners for any loss, damages, costs or expenses which the location owner suffers or incurs as a result of providing the above information or as a result of any arrangements the location owner may make with third parties introduced through Scottish Screen Locations for the use of their property as a location.*

5. *In accordance with the requirements of the Data Protection Act 1998, Scottish Screen Locations needs to obtain your consent to contact you by phone, e-mail or letter about any activities, events, publications or other services that might be of interest.*

If you consent, please tick the box

You have the right to access your records held by Scottish Screen Locations.

Signature Date

Name in block capitals

Thank you for completing this form. If you have any queries, please contact us at Scottish Screen Locations, 249 West George Street, Glasgow G2 4QE, telephone 0141 302 1723/1724 or by e-mail locations@scottishscreen.com

