

# PHOTOGRAPHY AND FILMING RULES

## RULES

Photography and filming of events are only permitted in the event rooms of the House of Lords with a valid photography and filming permit. Furthermore, photography and filming of an event is permitted on the grounds that content photographed or filmed is done so only for private consumption and not for publication.

These conditions must be adhered to for continued use of our venue. Further information on photography and filming can be found in the House of Lords Sales and Events terms and conditions or by contacting the House of Lords Sales and Events office. If you need guidance on what can be published please contact Black Rod's Office directly.

As per the event catering requirements, the request for these permissions are expected 8 weeks prior to the event.

## REGULATIONS

1. Permission for filming and photography is subject to the agreement of the host of the function. Their signature is therefore required on this application and no permit can be issued without it.
2. Permission to take photographs is limited to your designated event room in the House of Lords. Photography is strictly prohibited in all other areas of the Palace of Westminster (with exception of Westminster Hall), including all corridors and courtyards.
3. Completed applications for photography and filming must be returned to the House of Lords Sales and Events office where a permit will be issued.
4. Photographs and film taken are strictly for in-house magazines/newsletters or private consumption. Public dissemination of content taken at your event may attract unwanted attention to your organisation as well as the reputation of the House.

House of Lords Sales and Events Office

T: +44 (0) 20 7219 3356

E: [holsalesandevents@parliament.uk](mailto:holsalesandevents@parliament.uk)

Black Rod's Office

Joanne Hendrick (Higher Personal Secretary to Black Rod)

T: +44 (0) 20 7219 3099

E: [hendrickj@parliament.uk](mailto:hendrickj@parliament.uk)

# MEMBER-SPONSORED EVENT PHOTOGRAPHY AND FILMING APPLICATION FORM

## Event Room(s)

Please specify below which event room(s) you are requesting permission to photograph and film in.

Cholmondeley Room and Terrace

Attlee and Reid Room

Home Room and Terrace

Peers' Dining Room (Thursday evening)

Peers' Dining Room and Peers' Guest Room Bar (Friday evening)

Please note, photography and filming permissions for the [Committee Room G](#) and [River Room](#) must be given separately by their respective offices. Please use the contact details below to seek photography and filming permissions for the Committee Room G and River Room (if applicable).

Committee Room G

T: +44 (0) 20 7219 6049

E: [holroombookings@parliament.uk](mailto:holroombookings@parliament.uk)

River Room

T: +44 (0) 20 7219 3324

E: [riverroom@parliament.uk](mailto:riverroom@parliament.uk)

## Event Number

## Date of Event

## Time of Event

Start Time:

Finish Time:

:

:

## Name of Applicant

## Name of Third-Party Organisation

## Full Title of Sponsoring Member (Sitting Member of the House of Lords)

## Signature of Sponsoring Member (digital signatures are acceptable)

## Date of Submission

Once completed, please save this application form and attach it to an email addressed to [holsalesandevents@parliament.uk](mailto:holsalesandevents@parliament.uk). Please state clearly in the email subject line the event number followed by 'Photography and Filming Application Form'.

We look forward to receiving your application, thank you.