



## FREQUENTLY ASKED QUESTIONS

### FILMING

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#### ARE THERE ANY RESTRICTIONS FOR FILMING IN ANY OF THE MEETING SPACES OR PUBLIC AREAS?

There are no restrictions to filming in hired meeting spaces providing general health and safety is abided by and no permanent changes are made to the rooms. Public areas are available to hire at weekends only as part of an exclusive venue hire.

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#### WILL YOU ALLOW FILMING AFTER CLOSING TIME? DO YOU HAVE ANY RESTRICTIONS FOR FILMING LATE IN THE EVENING OR AT NIGHT?

Filming inside the building can take place at any time of day or night. Bespoke overnight venue hire fees are available.

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#### WILL YOU ALLOW FILMING DURING OPENING HOURS? ARE YOU ABLE TO BLOCK OFF PART OF THE VENUE FOR FILMING DURING OPENING HOURS?

Filming would be allowed during opening hours if the venue was booked exclusively. Otherwise public areas are used by delegates accessing their meeting rooms, and so filming is not permitted in public areas of the venue during normal opening hours. Filming within hired event spaces is permitted at any time.

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#### DO YOU HAVE SPACES WITH LOTS OF NATURAL LIGHT? AT WHAT TIME OF THE DAY DOES THE LIGHT USUALLY COME INTO THE ROOMS?

All event spaces have natural daylight (with exception of our lecture theatre) and all event rooms at the back of the building have views of the canal. The time of direct sunshine varies throughout the year.

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#### ARE THERE ANY AREAS IN THE VENUE THAT CANNOT BE USED FOR FILMING?

Our members business centre on the ground floor can't be used for filming.

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#### ARE YOU HAPPY FOR STAFF OR VISITING IET MEMBERS TO BE INCLUDED IN FILMING? DO YOU HAVE ANY RESTRICTIONS ON THIS?

Individual consent from both staff and IET members would be required.

AUSTIN

BIRMINGHAM

COURT

VENUES FROM: **IET**

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### **DO YOU HAVE EASY ACCESS FOR FILM CREWS TO BRING LARGE EQUIPMENT INTO THE BUILDING? IS THERE ADEQUATE PARKING FOR TRUCKS AND EQUIPMENT LORRIES? DO YOU HAVE LARGE LIFTS TO GET TO UPPER FLOORS?**

There is a side entrance from Cambridge Street which allows easy access to the first floor. Alternatively, access is via our courtyard to the ground floor and a lift is available from there. We have a car park onsite which can accommodate 17 car parking spaces.

### **WHAT ARE THE FEES FOR USING THE VENUE AS A FILMING LOCATION?**

Room hire and filming hire fees are applicable and will vary depending on the type of filming taking place and the time of day/night. Please contact us for a quote.

### **HOW WILL YOU MANAGE THE FILMING INTERNALLY? WILL YOU HAVE A MEMBER OF STAFF WITH THE FILM CREW AT ALL TIMES TO ENSURE SAFETY/LOGISTICS?**

A Duty Manager will meet you upon your arrival for a safety briefing and will be available and on hand as and when needed throughout filming.

### **DO YOU HAVE ANY SOURCES OF NOISE NEARBY THAT CAN AFFECT FILMING? ROAD TRAFFIC, TRAIN WHISTLES, LOUD DELIVERIES, CROWDS ETC? HOW DO YOU PLAN TO MANAGE THIS NOISE DURING THE FILMING?**

The majority of indoor hireable venue spaces can be closed off from external noise. Austin Court would not be responsible for any external noise and we would use signage to deter internal noise within the venue. Please note the venue is not soundproof, if you require no internal noise, we recommend hiring the venue exclusively.

### **ARE YOU ABLE TO INDIVIDUALLY CONTROL LIGHTING, HEATING, AIR-CONDITIONING AND SPEAKERS IN DIFFERENT ROOMS?**

Lighting, heating and air-conditioning units can be individually controlled in some of the hired event spaces. There is less control in public areas of the venue. Please speak to your event co-ordinator for more details.

### **DO YOU ALLOW SMOKE MACHINES, AND IF SO, CAN THE SMOKE ALARMS BE DISABLED?**

Smoke machines are permitted in hired event spaces. The smoke alarms would need to be disabled and managed by Duty Managers. This would be subject to appropriate risk assessment and subject to availability of fire safety trained staff to manage. Smoke machines are not permitted in public areas of the venue.

### **ARE THERE ANY RESTRICTIONS TO WI-FI OR MOBILE PHONE COVERAGE THAT CAN AFFECT THE CREW?**

Complimentary Wi-Fi is available throughout the venue. If Wi-Fi is important to you, we would recommend a dedicated Wi-Fi package with bespoke SSID and passcode.

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