

**THE BENEFICE OF
TODDINGTON & CHALGRAVE**

VIDEOGRAPHY AT MARRIAGE SERVICES

As the couple whose wedding you are going to record wish to marry in the context of the Christian faith, they have arranged their wedding in one of the churches in 'the Benefice of Toddington and Chalgrave'. To give you the best videographic opportunities available within either of our Churches and churchyards the following instructions have been laid down.

CONDITIONS AND REGULATIONS

GENERALLY

1. The attached form must be completed and returned to the Rector at least three weeks before the wedding service.
2. At all times the Videographer shall act with discretion and care, follow the instructions of the Rector or Wedding Verger and work in co-operation with any other professional photographer who may be in attendance at the wedding.
3. When recording anywhere within the churchyard the Videographer shall do so in such a way as to avoid any undue hindrance or nuisance.
4. When recording within the church the Videographer may use the mains supply electricity, providing leads and cables are so arranged as to cause no nuisance, danger or hazard to members of the congregation.
5. At no point during the service may its progress be interrupted or halted.
6. Your attention is drawn to the following acts with which you are to comply:-
 - (a) The Copyright Act 1956
 - (b) The Performers Protection Acts 1958 - 1972

Helpful addresses:-

The Performing Right Society Ltd
29-33, Berners Street, London W1P 4AA

The Mechanical Copyright Protection Society Ltd
Elgar House, 41 Streatham High Road, London SW1P 3JZ

SOUND EQUIPMENT -

- All microphones etc. are to be of the kind attached to the video camera. No independent, free standing or remote controlled sound equipment may be used.

CAMERA STATIONS –

- As the bride enters the church the Videographer may operate from the other side of the aisle.
- Throughout the service the Videographer must not move around the church and must remain in one place. This would normally be behind the Rector's chair in the choir stalls.
- When the registers are being signed in the chancel the Videographer may go into the chancel with the family and record that part of the ceremony.
- This application is permission for the use of one video camera only.

LIGHTING –

- No additional or independent lighting may be introduced into the church.

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APPLICATION FOR PERMISSION TO VIDEO RECORD IN CHURCH

To the Rector of the Benefice of Toddington and Chalgrave.

I / We apply for permission to Video record the following Church Service:-

Date and time of service concerned :	
Name of Church :	
Full name, address and telephone number of parties for whom the service is to be held:	
Full name, address and telephone number of firm or other person who will actually be making the Video recording:	

I / We understand that the prime purpose of the service is an Act of Worship. The person making the recording will act at all times with care and discretion and strictly in accordance with the directions of the Rector or Wedding Verger. Nothing is to be done which would or could cause offence to worshippers at the Church. (See separate sheet for full details).

I / We undertake that the recording will only be used for our personal and family purposes and will not be copied or used for any public or commercial purpose whatever.

I / We accept all responsibility for obtaining any necessary copyright consent in respect of the words or the music recorded.

I / We agree to fully indemnify you against any third party claims arising out of your giving permission for this video recording including any claims for breach of copyright.

I / We acknowledge that any permission so given may be withdrawn at any time in your sole discretion.

Applicant's Signature:	
Date:	

Where the video recording is to be undertaken by a firm on behalf of the Applicants, the firm is to counter-sign the Application to show that the firm accepts the conditions and joins in the indemnity.

Videographer's Signature:	
Date:	

I give permission on the basis of the above conditions.

Rector's Signature:	
Date:	

Original: File

Copies: Applicant, Videographer