Thank you for your interest in holding an event at Leake Street Arches.

LCR Property, the landlord of Leake Street Arches and the manager of the Leake Street Tunnel, is keen to support the creative community working on Leake Street and ensure that other people in the local area continue to value the contribution that tunnel activities bring to the neighbourhood.

As such, please review the below House Rules before completing the application form. Once you have completed the form, please return it to us on [info@leakestreetarches.london](mailto:info2leakestreetarches.london).

Application forms must be sent to us with a minimum of one weeks’ notice.

For any commercial filming requests, we ask that you send a completed copy of this form to us with a minimum of two weeks’ notice.

**LEAKE STREET ARCHES HOUSE RULES**

* Only authorised events (including photoshoots and filming) are permitted to use the Leake Street Tunnel, the Link Tunnel or the Addington Street walkway (but no car parking is allowed from anyone).
* Events should not impact on the safe and efficient operation of the railway above Leake Street Tunnel.
* Events and filming on the ramped section of Leake Street (Lower Marsh end) hatched black on the plan, are generally not permitted because of the impact on local residents.
* Leake Street Tunnel is a public space, and so antisocial, indecent or offensive behaviour is not permitted. The Arches are also politically neutral, so we do not host any third-party events where the values of the space are at risk to potential Impartiality of political opinion.
* Graffiti and street art are permitted, and actively encouraged, on the walls and ceilings of the Leake Street Tunnel within the area shaded green.
* Graffiti outside the authorised area will be removed.
* Wheatpasting is not allowed anywhere within the Leake Street Tunnel or Leake Street Arches.
* Amplified music is not permitted in Leake Street Tunnel, the Link Tunnel or Addington Street unless part of an authorised event.
* All noise is to be kept to a minimum after 10pm to avoid disturbing local residents.
* Customers and visitors should take care to avoid working at heights or on any structures which are in the tunnel.
* All events are to be suitably managed in terms of customer behaviour, noise, access to and from the development. This should include sufficient security/crowd stewards as appropriate for the nature of the event.
* Fire/smoke emitting devices are not permitted as excessive use sets off smoke/fire detectors in adjoining property and may cause concern or hazard to other tunnel users and neighbours. Please DO NOT use smoke grenades etc. Any such activity will be reported to the police.
* There is to be no event use of Leake Street Tunnel, the Link Tunnel or the Addington Street pavement) beyond 10pm unless the event organiser has agreed this in advance.
* Event visitors and organisers are encouraged to exit Leake Street via

York Road after 10pm, and avoid the ramp up to Lower Marsh, to respect

the local residents.

* Suitable noise monitoring procedures are to be put in place for all events and are the responsibility of the party licenced to hold the event to adhere to the same.
* Event organisers are required to obtain all necessary consents for the event and will adhere to their conditions.
* Event organisers should keep the event area clear and tidy.
* Any excessive refuse or cleaning which is required because of an event is to be the responsibility of the event holder and any costs attributable to the same which is then duly incurred by the service charge will be recharged to the event holder at cost.
* There is no guarantee that Leake Street Tunnel may lawfully be used or physically suitable to hold any event, and organisers need to satisfy themselves on this and obtain all necessary consents.
* Fire risk assessments and health & safety risk assessments need to be carried out for any commercial event.
* Public Liability Insurance documents are required for larger events and major commercial filming and photography.
* Not-for-profit filming, photography and events are generally fine in Leake Street Tunnel shaded green on the plan, although organisers are asked to complete an Event Authorisation Form at www.leakestreetarches.london/events in advance to make sure the event falls within this definition and maintains the tunnel as a friendly space.

**LEAKE STREET ARCHES RATE CARD**

**Events / Filming and Photography**

Events, filming and photography taking place at Leake Street Arches falls into three categories:

1. Commercial Filming and Photography: Major Requests
2. Commercial Filming and Photography: Minor Requests
3. Not-for-profit Filming and Photography.

Indicative fees for each category are detailed below, please note that these are purely as a guideline. **Please note an administration fee of £750 + VAT** is charged for any commercial filming request approved to take place at Leake Street Arches.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Filming and Photography** | | | | **Public Events** | | |
| **Production Type** | **Licence Type** | **Filming Fees** | | **Production Type** | **Licence Type** | **Fees** |
| Commercial: Major requests | Large features  Large TV Dramas (“Boxset”)  Commercials  Filming with road closure | Tripartite filming licence | £1,000 | £7,500 | Multi Day Events  Exclusive Use  Events w/Road Closure | Tripartite Event licence | £5,000 a day or part thereof |
| Commercial: Minor Requests | Minor feature film  Other TV – documentary / entertainment  Commercial music videos | Standard filming licence | £300 | £2,500 | One Day Events  Non-Exclusive Use  <25 people | Standard Event licence | £1,500 per licence |
| Not-for-profit Filming | Student productions  Amateur music videos  Charity promotions | Notice of no objection | Free | Free | Street Art Jams  Student Visits  Non-Exclusive Use  <25 people | Notice of No Objection | Free |

**Please note, there is an additional fee charged for staff if activity takes place between 10pm – 6am.**

**Holding an Event**

For large scale and/or commercial public events, please contact [info@leakestreetarches.london](mailto:info@leakestreetarches.london) to discuss your event in more detail. Bespoke rates may be applicable based on the nature of your event.

Please note, we are not able to hire out Leake Street Arches in its entirety as the Leake Street tunnel is a public access right of way. To hold a private event at one of the businesses in Leake Street Arches, please contact them directly.

**APPLICATION FORM**

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Contact Name:** |  |
| **Company:** |  |
| **Contact Email:** |  |
| **Contact Phone:** |  |

**ABOUT THE EVENT**

|  |  |  |
| --- | --- | --- |
| **What is the event/shoot/filming?** | | |
|  | | |
| **What date/s and time period/s are you hoping to run the event/shoot/filming?** | | |
| **Date:** | **Time:** | |
| **Do you have a preferred area of the tunnel you wish to film in (e.g. closer to York Way or Lower Marsh)?** | | |
|  | | |
| **How many people will be involved on the day, including staff/crew?**  **(Please provide details of roles and responsibilities where possible)** | | |
|  | | |
| **What category is your event/filming/photography request?**  **(Please mark the appropriate category with X)** | | |
| 1. Commercial: Major requests | |  |
| 2. Commercial: Minor Requests | |  |
| 3. Not-for-profit Filming | |  |
| **How much equipment will you be using?** | | |
|  | | |
| **Are there any extra components to the event/shoot/filming (eg vehicles) involved? (Please note, no parking is allowed on site)** | | |
|  | | |
| **Have you got Public Liability Insurance documentation? (Y/N)** | | |
|  | | |
| **Have you completed a Risk Assessment for the event? (Y/N)** | | |
|  | | |
| **Is there any promotional benefit to Leake Street Arches? Please explain below.** | | |
|  | | |