

## Cancellation and Rescheduling Policy

This document details the cancellation and rescheduling policy for bookings at Archway Campus and the fees payable. The fees and cancellation notices differ depending on the location type and the scale of the booking. The aim of this cancellation policy is to compensate Seven Capital PLC when they have declined other enquiries, on the same dates that have been booked by a production and later cancel their booking. We appreciate productions are often forced to change their dates last minute. As such, some bookings may be rescheduled, subject to availability - but additional fees may be applicable.

### 1. Cancellations

- a. Filming – *pencil made more than 8 weeks in advance of the shoot*
- b. Filming – *pencil made less than 8 weeks in advance of the shoot*
- c. Parking, Servicing Rooms

### 2. Rescheduling (*all booking types*)

Crew size should include cast, crowd, artists, models, agency reps, contributors, presenters and entourage.

#### 1a. Filming

**Pencil requested more than 8 weeks in advance of shoot**

- Quoted provided; if within budget, pencilled immediately. After 10 working days, an application must be submitted and holding deposit (equal to 25% of the total fees) paid to retain the pencil.
- Holding deposit must be paid (or P.O. provided) within 3 working days of receipt of invoice. Holding deposit is non-refundable.
- If the pencil is request is made less than 8 weeks before the shoot date, please see section 1c below.
- Once an application has been made, holding deposit is retained and cancellation fees apply as below. Admin fees are always 100% payable.

<b>Cancellation notice</b>	<b>% of fees payable</b>
<b>4 weeks +</b>	0%
<b>2 - 4 weeks</b>	25%
<b>1 - 2 weeks</b>	50%
<b>&lt; 1 week</b>	50%

1b. Filming

Pencil requested less than 8 weeks in advance of shoot

- Quote provided; if within budget, pencilled immediately. After 3 working days, an application must be submitted to retain the pencil.
- Once an application has been made, cancellation fees apply as below. Admin fees are always 100% payable.

Cancellation notice	% of fees payable
4 weeks +	0%
2 - 4 weeks	50%
< 2 weeks	75%

1d. Parking, Servicing Rooms

- Quote provided; if within budget, pencilled immediately. After 3 working days, an application must be submitted to retain the pencil.
- Once an application has been made, cancellation fees apply as below. Admin fees are always 100% payable.

Cancellation notice	% of fees payable
2 weeks +	0%
1 - 2 weeks	25%
< 1 week	50%
Not informed	100%

- If a cancelled booking is rebooked by another production, the cancellation fees will be waived.
- The production must contact FilmFixer to enquire if the site has been rebooked and if they are subsequently eligible for waived cancellation fees.

## 2. Rescheduling

- Rescheduling dates is possible, subject to availability.
- Some bookings will need to pay an increased location fee to cover the location owner's loss of income due to the cancellation of the original dates
- An additional admin fee will always be applicable depending on the level of work required to move the booking. This will be calculated on a case-by-case basis.

<b>Crew size:</b>	<b>1 to 25</b>
<b>Cancellation notice</b>	<b>% of Location fee increase</b>
<b>1 week +</b>	0%
<b>48 hours - 1 week</b>	10%
<b>&lt; 48 hours</b>	25%

<b>Crew size:</b>	<b>26 +</b>
<b>Cancellation notice</b>	<b>% of Location fee increase</b>
<b>2 weeks +</b>	0%
<b>1 - 2 weeks</b>	10%
<b>&lt; 1 week</b>	25%