



FILMING AT OXFORD CASTLE & PRISON

Oxford Castle & Prison, 44-46 Oxford Castle, Oxford. OX1 1AY

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OXFORD
CASTLE
& PRISON



ABOUT OXFORD CASTLE & PRISON

Oxford Castle & Prison is a visitor attraction with a past stretching far beyond your imagination. For hundreds of years the site has held both famous and infamous residents, serving time as a religious site, a home for royalty, a centre of justice and as the County Gaol.

Oxford Castle has had a constant presence in key historic moments in Oxford's evolution from its beginnings as a Saxon settlement through to the world-famous city it is today. Visitors can start their Oxford journey at Oxford Castle & Prison and discover 1000 fascinating years of Oxford's history.

The oldest portion of the castle - and one of the oldest buildings in Oxford - is the Saxon stone-built St. George's Tower, which would originally have played a defensive role as the West Gate of Oxford. When William the Conqueror invaded and won in 1066, the site was marked by the Normans as the ideal place for a Motte and Bailey castle, alongside St. George's Tower. The castle developed over the centuries, incorporating the tower into its structure, and adding further buildings to accommodate its role as a place of incarceration, from the 13th century until the prison closure in 1996.

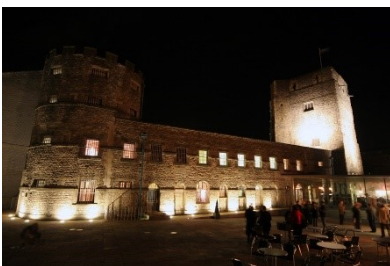
Having been preserved and redeveloped, the old buildings were opened to the public in 2006. Visitors to the attraction can explore the austere confines of the 18th century Debtors' Tower and Prison D-wing; experience the atmospheric 900 year old underground Crypt, the only surviving remains of St. George's Chapel where it is said, began the education for which Oxford is famed; marvel at the Mound of the 11th century motte and bailey castle with vaulted well chamber; climb St George's Tower and enjoy the unique 360° panoramic views over the dreaming spires.

The secrets of Oxford Castle's turbulent past have finally been unlocked, and visitors to the ancient building can journey through the past as they wander around, learning about the real people linked to the site including: Geoffrey of Monmouth, who penned the famous legends of King Arthur and Merlin on-site in 1136; Marshall William Smith, the King's prison keeper, who in the 1600s made Oxford Prison as feared and as notorious as Colditz; Mary Blandy a convicted murderess, who became an 18th century celebrity; Isaac Darkin, a dashing highwayman, who wouldn't wait for the hangman and performed his execution himself; and Anne Green, who survived her own hanging and narrowly escaped being anatomised by an Oxford medical student in 1650!

See www.oxfordcastleandprison.co.uk or call 01865 260666 to find out more.

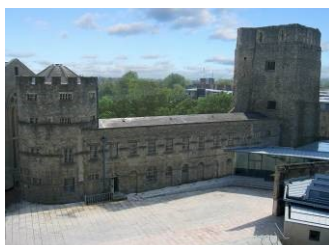


IMAGE GALLERY





AREAS AVAILABLE FOR FILMING



St George's Tower

A Saxon tower built in the 11th century.

Base room dimensions: width = 5.6m

length = 6.3m



The Mound

A motte or earthen mound built in 1071 by the Normans after the conquest.

Base diameter: 250ft

Top diameter: 81ft

Height: 64ft



Well chamber

Built in the 13th century, the well chamber existed to equip people with water during castle sieges.

Debtor's Tower



A four storey tower which would have been used to imprison debtors. This room is divided into four areas by floor-to-ceiling prison bars.

Room dimension (circular): Diameter = 5m (approx.)

D-wing corridor

The prison wing corridor with cells leading off.

Dimensions: width = 1.3m

length = 20m (approx)



D-wing cell

Cells preserved from their use in 1996.



Prison gallery

A large rectangular space currently set up as the medical wing.

Dimensions: width = 7.5m

length = 6.3m

Padded cell

Used to imprison mentally disturbed and misbehaving prisoners in solitary confinement

Dimensions: width = 2m

length = 2m



The Crypt

Atmospheric area with a number of authentic 11th century columns.

Dimensions: width = 7m

length = 9m



*all room measurements are as accurate as possible



FILMING GUIDELINES

We have strict health and safety guidelines which as operators and managers of the attraction, we and all visitors on site must adhere to. Subsequently all filming access can only take place with prior arrangement. Filming consent forms must be agreed and signed prior to filming and public liability insurance checked.

There is a NO smoking policy in every part of the building. No flammable products are to be brought on site.

Visitors must listen to the safety instructions given on arrival and familiarise themselves with the locations of all emergency exits.

The surfaces and floors are uneven and steep, sensible footwear must be worn at all times – presenters should not wear stiletto heels.

The conditions within the buildings are warm and dry, although St George's Tower is open to the elements at the top and can become slippery in wet weather.

The attraction is an important historic site, so naturally some areas are very fragile. Great care must be taken when walking around, or when placing or moving equipment.

The operators have the right to refuse entry to anyone thought to have consumed alcohol or drugs.

Please do not allow 'guests' to create any scene which may undermine the historic importance and integrity of the attraction.

SECURITY

All visitors must sign in. Bag checks may be required to gain entry. Visitors passes must be worn at all times. There will be no unescorted access around the building.

LIGHTING

The attraction is generally well lit, with the exception of some rooms off St Georges Tower and the Crypt which is lit with artificial candlelight. Lighting levels generally cannot be changed.

There are some power points, but cabling is required from these points to most areas. For security reasons, it is standard practice not to allow any equipment to be plugged in unless absolutely necessary. If equipment does need to be plugged in, prior permission must be sought and PAT testing certificates must be provided in advance. It is the responsibility of the film crew to secure down any cables, to make it safe for the public and staff. It is suggested that ad-

PARKING

The attraction does NOT have its own private parking. However out of hours drop off and pick up from the attraction courtyard is permitted with prior notice. If you have an OB van, special permission may be sought from the site managers.

There is open-air pay-and-display parking 2 minutes walk from the site at Worcester Street car park. If you are staying at the Malmaison hotel on site, they have limited underground parking charged at £20 per night.

The train and bus stations are only a 5 minute walk away.

TOILETS

There are toilets available in the Castleyard Café and the Key Learning Centre

REFRESHMENTS

Castleyard Café is situated in the Oxford Castle & Prison castleyard.

OPENING TIMES

We are open to the public every day from 10am to 5.30pm except 24 – 26 December inclusive.

Filming should take place during off-peak periods, where convenient and by prior arrangement at the discretion of the Castle. The Castle's core opening hours are 10am – 5.30pm. See the website for more details or call the information line on 01865 260 666.

Any film crews granted permission to film whilst the Castle is open should respect that the site is a visitor attraction and minimise any inconvenience to visitors or staff, whilst sticking to agreed parameters and timings. In exceptional circumstances, the Castle may consider filming requests during peak periods.

Standard visitors go around the attraction in guided groups. Each group can consist of up to 20 people and there can be up to 6 groups going around the site at any one time. Blocking out tours during the day in order to film is also possible, but a charge to cover the loss of revenue will be incurred.

HOUSEKEEPING

Where possible, please use the historical information found on our official website www.oxfordcastleandprison.co.uk and in the official guidebook only - this is guaranteed to be as historically accurate as possible.

Please notify Olivia Scammell when the programme is scheduled to air and if possible please send a copy of the programme to:

Olivia Scammell
PR Executive
Oxford Castle & Prison
44-46 Oxford Castle
New Road
Oxford
OX1 1AY

02392 857 534
07713 307 925



DECLARATION

Please sign below to indicate you have read and understood these guidelines. Email back a signed copy to oscammell@oxfordcastleandprison.co.uk or bring with you on the day of filming.

SIGNATURE	
PRINT NAME	
DATE	
ORGANISATION	
PROGRAMME TITLE	
SCHEDULED AIR DATE	

RATES

We welcome filming at Oxford Castle & Prison and will try to accommodate you where possible. Filming fees are negotiated on a case-by-case basis and are dependent on the following criteria:

- ⇒ Type of filming
- ⇒ Size of area required
- ⇒ Amount of potential disruption
- ⇒ Time of day and length of time required for filming
- ⇒ Loss of income from public facility where appropriate
- ⇒ Preparation and restoration time
- ⇒ Access requirements

NB: The stature and category of the filming (i.e. documentary, TV drama, feature film etc.) is always considered when setting fees.

Filming fees are more likely to be reduced or waived if you can offer one of the following:

- ⇒ The attraction will be mentioned (by name) in full by the presenter or voice-over
- ⇒ The attraction name will be displayed on-screen
- ⇒ The attraction will be included in the rolling credits.



HOW TO BOOK

Please email Olivia Scammell on oscammell@oxfordcastleandprison.co.uk including the following information:

- ⇒ Description of filming project
- ⇒ Preferred dates and times for filming
- ⇒ Number of crew members
- ⇒ Equipment to be used (if any electrical equipment, please provide PAT testing certificates)
- ⇒ Public Liability insurance certificate (students should contact their university/college to check their public liability insurance)
- ⇒ Name and contact details of group leader

We will aim to respond to your email within 3 working days, wherever possible. Advance notice is recommended for all filming requests.

For further information and to learn more about filming at Oxford Castle & Prison, please do get in touch:

Olivia Scammell
PR Executive, Oxford Castle & Prison

02392 857 534

07713 307 925

oscammell@oxfordcastleandprison.co.uk



TERMS AND CONDITIONS

All persons booking Oxford Castle & Prison do so subject to the following terms and conditions:

Payment:

- ⇒ Full payment will be required in advance of your filming
- ⇒ Cheques must be made payable to Heritage Projects (Oxford Castle) Ltd and sent to Continuum Attractions, St. Edmund's House, Margaret Street, York. YO10 4UX.
- ⇒ Payments by cash or credit card should be made directly to a member of Oxford Castle & Prison staff at the attraction and should not be sent via post. Oxford Castle & Prison will not be responsible for any monies lost that have been sent via the postal service.
- ⇒ To cancel your booking, please call 07713 307 925
- ⇒ No shows: Oxford Castle & Prison retains absolute discretion as to whether filming companies who do not arrive for their filming will be charged. Standard fees for no shows are 100% of the booking.