

The National Space Centre is the UK's largest attraction dedicated to space exploration and space science. As such we have an amazing building filled with rockets, satellites, Martian surfaces and other amazing artefacts. The building also houses experts and a full Space Communications team.

In the past the Centre has worked with BBC, CNN, ITV, Channel 4, Channel 5, National Geographic and many other media outlets to provide content and location for news and educational pieces. Of course the Centre must remain focused on its core objectives and ensure that visitors have the full experience of the Centre, so none of this activity is done to the detriment of the public.

The National Space Centre can offer:

- Unique filming location
- Media trained experts
- ISDN Media Studio

However, the National Space Centre is a not-for-profit Educational Charity. As such it cannot be seen to endorse products or services of a commercial nature that are not in line with the brand guidelines or ethical ethos of the organisation.

We want any media visit to be successful. To ensure that you get what you need, whilst our visitors are able to enjoy an entertaining and educational day out, please follow these simple guidelines:

For commercial filming/recording/photography please email events@spacecentre.co.uk or call 0116 261 0261 (option 3)

- All filming, interviews and photography must be arranged directly through the Space Communications Team NOT with any other member of Centre Staff or external body.
- The Centre can be noisy especially during peak periods. Interactive exhibits (many of which make a noise) cannot be turned off as they are on an automated system.
- Due to time constraints the Centre will reserve the right to stop the filming/audio recording/interviews if it appears to be over-running. Activity outside of standard opening hours may incur a cost to cover staff and building running out of hours.
- Interviews with visitors may only take place only with the agreement of the visitor. The filming or interviewing of children may only take place with the express permission of their parent or guardian.
- The Centre opening hours are 10.00 – 16:00 Tuesday to Friday and 10:00 – 17:00 Saturday to Sunday during school term time and 10:00 – 17:00 Monday to Sunday during school holiday periods. It is possible to arrange filming outside this time but this may incur administration and staffing charges.
- All media crews must take reasonable care to ensure the proper and careful use of the Centre and that you do not interfere with the normal use of the Centre, or cause nuisance, damage, annoyance or disturbance to such use.
- Any equipment that will be brought to the Centre should comply with the Electricity at Work Regulations 1989, the Electrical Equipment (Safety) Regulations 1994 and meet all minimum safety standards required by law.
- All media companies must provide proof of sufficient insurance policies to cover any and all liabilities under these terms and conditions.

- You must not change our premises in any way without our consent and you will be required to clear all your equipment and litter from the premises and fully restore them after filming or meet our costs in doing so. We will supervise any changes or restoration permitted or required.
- You must comply with our directions for the paramount safety of visitors, staff, our collections and premises. We will direct you as to where you may smoke and consume food and supervise strictly the filming of any object in the collections. The handling of objects is prohibited.
- Under no circumstances is lighting equipment to be left unattended whilst it is hot or while it is possible to switch on lamps.
- Misrepresentation – it could damage our credibility if inaccurate information about the Centre or its collections is given. Please ensure you work with our Space Communications team to ensure you have all the correct information for use.
- A full list of all crew members must be provided in advance of any filming/recording.
- Please note that due to the nature of the Centre, family/friends/siblings etc. will not be given free entry to the Centre, whilst filming/recording is in progress.

Media Activity on Site

Some of our artefacts on loan require permissions from the loan body in advance for filming/photography. Please ensure that when liaising with the Space Communications team you list all areas you wish to include, as we may have to refuse filming/photography on the day for any items not listed in advance.

The National Space Centre's priorities are the visitors. As such we cannot inflict on them anything that they are not anticipating as part of their visit:

- No active promotion to visitors – leaflet distribution etc
- No music or loud activities
- No promotion of commercial products or services from third parties