



OUTLINE OF THE BOOKING PROCESS

Many people contact us and just ask for a price for services. We provide ballpark "from" prices, however before we can do that we need to explain what information we require before quoting on a project and the process which accompanies it.

At the outset we need to know the following:

1. **BRIEF** – Ideally we require a full creative brief of **what the client is looking to achieve** and whether or not their expectations are possible and indeed safe and legal with regards to the restrictions places upon us by the C.A.A.
2. **LOCATION** – ideally the exact postcode(s) where you want the filming or photography to take place. If this is undetermined at this stage we need to know if you are wishing to shoot in an urban or rural environment
3. **PROPOSED DATE** – firstly we need to ascertain if we are free to do the shot and then secondly we may have to look into any additional factors which may need to be factored into shooting on that date.
4. **SUBJECT** – what do you want us to film? Actors, a sports event, property etc.

Once the above have been ascertained **we can advise if the shoot is possible** from a permissions point of view.

Drone One will then begin its **PRE-FLIGHT SURVEY** looking into the area where the shooting is meant to be taking place to see if there are any other factors or permissions which need to be considered.

C.A.A. RULES & REGULATIONS FOR UAV OPERATORS



As a **licensed operator** of UAV's (unmanned aerial vehicles) **Drone One is governed and regulated by the C.A.A.** Indeed it is essential for us to adhere to these regulations for our insurance and public liability cover to be valid.



Although the restrictions are extremely detailed, we can outline a **few basic pointers** here (however, each job will be risk assessed on an individual basis).

- We require the permission from the landowner.
- We cannot fly **directly over people, roads & buildings which are not under the control** of the film crew and **require a minimum of 50 meters distance** from these objects.
- Certain **restrictions apply to certain areas of Central London** and additional permissions to fly need to be sought from the C.A.A.
- **If we are flying near to an airport or aerodrome, we may need to contact Air traffic Control** to check with them that it is safe to operate at a certain height on a specified date and time.

Sometimes it may be necessary to do a pre-flight visit to a location to ascertain if it will be possible to fly. However, usually just a post code or location of where and what we are filming will be enough for us to do a pre-flight survey online to see if there are any flight restrictions which we need to be aware of.

The **Pilot always has final say** if flying conditions and locations can be 'deemed safe'.

AVAILABILITY, BOOKING & DEPOSIT

Due to the nature of the weather in the UK and nature of filming shoots we are very **flexible** when working with clients. Many of our jobs are booked very last minute. However we must have enough time to do pre-flight checks and ensure that the job can be undertaken safely, adhering to the rules & regulations of **aerial filming** and our operating licence.

We are happy to pencil in potential jobs and dates for Clients. However, **actual bookings where deposits have been paid will always take priority**. Naturally, if someone has a date pencilled in we will go back to them with first refusal on their proposed date.



Due to the nature of the filming industry and working with a number of staff and freelancers, we do require our clients to commit when booking our services and time. Unless by special circumstances or if time doesn't permit, we require **50% of the booking to be PAID IN ADVANCE.**

POSTPONEMENTS, CANCELLATIONS & WEATHER

Remote controlled aerial filming is naturally affected by the flying conditions. If due to weather (i.e rain, strong winds etc) and we are not able to shoot we shall not charge the client if we can make alternative arrangements for the shoot to happen at another time. The 35% booking fee is simply transferred to another day when we can shoot.

If the shoot cannot be re-scheduled (which we usually know in advance of the carrying out the job), we will discuss cancellation policy and potential fees with the Client and come to a fair and reasonable compromise.

If a job is cancelled due to other issues and simply not re-scheduled due to the client no longer requiring our services the 50% deposit will not be refunded unless by a pre-agreement and if additional costs have been incurred will also have to be met by the client.

COPYRIGHT AND USAGE

Unless a buyout of footage is specifically agreed and contracted, Drone One retains the copyright of all filming content.

Naturally we are proud of our work and Drone One actively promotes its work, and we do reserve the right to use ANY of our footage for promotion, whether this be on our showreel for PR purposes to promote Drone One. Also we reserve the right to supply the footage to stock libraries at a later date.

The client purchasing the service of Drone One will get full use of the material, however will not be able to sell the footage or allow 3rd party companies to use it without the agreement of Drone One.

If you have any questions or issues with any the above we would ask you to kindly speak to us in advance of commencement of filming. Thank you.



CONFIDENTIALITY

All enquiries will be treated in the strictest confidence.

RATES

As each job is unique with many variable factors. At one level a client may require a few local, aerial photos right through to a full media campaign with film creation (ground based and aerial), music licensing and animated graphics.

Drone One prefers to **quote on an individual project basis**, after having discussed or been fully briefed on the proposed project. There are a number of **variables** which may affect the quotation including the time of year (affecting our work load) location of shoot, potential weather and other external shooting conditions, associated risk of taking the job on, requirements for additional CAA approvals and site visits.

Travel expenses for UK jobs will be billed at 50p per mile. If accommodation is needed, that will also be billable though this will be agreed with the client beforehand.

VAT needs to be added to the quote at 20%

PAYMENT TERMS:

15 Days (unless by prior agreement / discussion) with

50% of the fee to be PAID IN ADVANCE to secure the booking (unless by special circumstances or if time doesn't permit).

We will be happy to discuss any of the above with you in greater detail and think you will find us fair reasonable and transparent.

We are happy to provide ANY quotes in writing once we have received a **full brief** from the Client and been able to discuss the requirements and expectations of the shoot.

John Keedwell