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# FILMING AND PHOTOGRAPHY APPLICATION FORM

This is an application for filming and photography at Old Parliament House (OPH). All requests to film and photograph must gain prior approval from MoAD.

The following document is an application only. Requests are not considered approved until you have received written confirmation from MoAD.

MoAD acknowledges its role as a national icon and its duty to provide access to the building and preserve its integrity. Filming requests are resource intensive and therefore a filming and photography cost is applicable as outlined below.

* **$500 flat fee for Simple filming -** Example, this could include a crew of less than four people including presenter, hand held battery cameras or video cameras, one light and tripods and no more than one public access closure. Filming for no more than 3 hours (including set-up and pack-down). This type of filming requires advance permission from MoAD prior to filming.
* **$2,000 minimum for Complex filming** - Example, this could include a crew of four or more people including a presenter, cameras or video cameras, tripods, self-standing lights, electrical equipment, light blacks and any other equipment. This may also include the use of MoAD talent over a day and out of hours. Filming for up to one day (including set-up and pack-down). This type of filming requires advance permission from MoAD prior to filming.
* **PAO for Complex filming - more than 1 full day** – Example, refer to the description for complex filming. Price on application applies to complex filming that requires the use of OPH spaces and resources for more than one day (including set-up and pack-down).

Fees have been calculated based on direct and actual costs using a cost recovery approach. Costs to MoAD associated with filming requests relate in part to training, coordination, supervision, security, overtime, removalist, etc. MoAD will not be making a profit from the fees received through filming activities.

MoAD will issue an invoice (via email) upon approval of the film request. Payment is required seven days prior to filming. This payment is non-refundable within seven days of the film cancellation due to incurred admin and planning costs.

**At this stage onsite filming is not approved.**

**Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of application |  | | |
| Contact name and position |  | | |
|  | |  |  |
| Contact phone number | | Contact mobile number | Contact email address |
| Billing address if different to organisation address |  | | |

**Production Details**

|  |  |
| --- | --- |
| Name of production |  |
| 1. Provide details on how your request relates to the building or its history and/or Australian democracy 2. Provide details on any benefits of your filming to the museum i.e. permission to use filming, social media posting during filming, ‘Like’ and ‘check in’ on Facebook, talent sharing, launch or event in relation to your filming, etc | |

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| --- |
| Production summary/synopsis/script (please provide as much detail as possible)   * Please identify any talent onsite: [Yes] [No]   If yes please identity who: |

|  |
| --- |
| Please identify if you wish to interview any MoAD talent and what the content will be:  [Yes] [No]  If yes please identity the following area of interest :  [Heritage] [Room Interpretation] [History]  [Exhibitions] [Public Programs] [Marketing / media]  [Education]  Other: |

**Type of Production (please tick appropriate box)**

[ ] Feature [ ] TV Commercial [ ] Documentary [ ] TV Drama

[ ] Advertising [ ] Short Film [ ] Other (please Specify)

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**Filming Details**

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| --- | --- | --- | --- | --- |
| Please provide three Proposed Filming Date(s) options  (preference one being my preferred – please note that these date may not be compatible with MoAD’s operations schedule) | Preference one | Preference two | Preference three | **Office Use Only** |
|  |  |  |  |
| Proposed Filming start and end time  (if possible please attach filming schedule) | Start time | Start time | Start time |  |
|  |  |  |
| Finish time | Finish time | Finish time |
|  |  |  |
| Identify dates and availability to conduct an onsite recce | Preference one | Preference two | Preference three |  |
|  |  |  |
| Do you require bump in and out time?  Please identity how much time is required |  | | |  |
| Proposed Filming Locations |  | | |  |
| Please advise number of crew and cast members  (Please provide names and positions) |  | | |  |
| Number and type of vehicles on site |  | | |  |
| Will you require a green room(s): NB this is not guaranteed  Any catering needs to be provided by MoAD’s caterer—Restaurant Associates on 02 6122 4313 |  | | |  |
| Will you require audio silence for filming purposes – NB: this is only available out of hours |  | | |  |
| Any additional requirements: i.e. re-arrangement of furniture, research, room interpretation, etc |  | | |  |

**Please indicate if any of the following will be used:**

[ ] Hand held camera [ ] Camera on tripod [ ] Camera on dolly [ ] Steadicam

[ ] Camera crane [ ] Handheld light(s) [ ] Lights on stand [ ] Camera on dolly track

[ ] Cherrypicker [ ] Radio mics [ ] Power access [ ] Trolleys

**Please note:** Trolleys will be provided for internal use only. No external trolleys are permitted on site. Identify how many you require: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Other, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please give details on the intended distribution of the broadcast e.g. state, national, international, global distribution

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Please give details on the estimated audience reach/viewership of the broadcast?

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Anticipated broadcasting dates e.g. when will it be broadcast and for what period?

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Will the broadcast be on public or commercial stations?

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Please indicate any media outlets that the footage will appear on e.g. TV, film, website, digital, mobile, etc. Including any online presence e.g. website, micro site, streaming, webcast and subscription

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Acknowledgement of the museum should be credited in the broadcast as follows:

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| --- |
| Use of logo or/and Museum of Australian Democracy at Old Parliament House |

**Supporting Documentation**

[ ] Copy of Public Liability Insurance certificate of currency attached.

**Lodging the application**

You can lodge the completed application form and supporting documents by emailing the Marketing department on media@moadoph.gov.au

Where possible, MoAD will respond to your request within ten working days.

For further information regarding your application please contact the Filming Coordinator on 02 6270 8118.

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# FILMING APPLICATION FORM

# Conditions of Entry

If your filming application is approved, you and your cast and crew may be responsible for undertaking Heritage and WH&S Training and you will be required to manage a number of sensitive issues relating to the use of this significant heritage site.

I/We agree that by being granted permission to film or record within Old Parliament House, I/we undertake:

* to respect the highly significant cultural history and built heritage fabric of the Old Parliament House building
* to cooperate and abide by instructions given by MoAD staff at all times
* to not disrupt the normal operating activities of MoAD and undertake the filming within the scope of the project and timeframe agreed with MoAD
* to not shift or remove any material including furniture. If required a MoAD staff will do this
* to seek clearance by MoAD of any historical content pertaining to the building and its history prior to publication/broadcast
* to discharge MoAD and the Commonwealth and its respective servants and agents, to the extent permitted by law, from any claims for loss, damage or injury from this filming
* to acknowledge and credit the Museum of Australian Democracy at Old Parliament House in the filming credits as agreed/required
* to not damage the building/s materials; and to pay for any damages or costs incurred as a result of filming
* attend a compulsory site visit, and in the case of complex or high risk filming, a Heritage and/or WH&S training session, at least 24 hours prior filming, unless other arrangements have been negotiated between the filming coordinator and application prior to the 24 hours
* to provide if requested by MoAD Safe Work Method Statements. MoAD will advise film crews if this is required
* to note that parking is restricted and that MoAD cannot provide special parking or manage traffic for filming purposes
* to note the National Capital Authority (NCA) is responsible for parking around OPH and that any requests to close a road or parking areas will require approval from NCA and we agree that any permissions will not be the responsibility of MoAD
* to pay any fees associated with filming as outlined in this form
* to indemnify MoAD against liability for all claims that may arise as a result of filming
* to allow MoAD to report on details of this filming in their annual report
* to take all reasonable precautions to ensure a safe working environment for all people associated with the filming and for the security of equipment and personal property of participants whilst on site.

If you or your crew fail to comply with a condition set out above or a reasonable direction from MoAD staff the agency may in its sole discretion remove your right of entry to OPH for filming purposes.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and agreed to the terms and conditions outlined in this document.

Name of applicant and position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date document signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_