



**VENUES AND EVENTS
FILMING ON CAMPUS APPLICATION FORM**

Please complete all the details below and fax to the Venues and Events Office on 61 2 9385 1415 along with a copy of your public liability insurance policy (minimum of \$10 million). Incomplete applications may cause delays

Name: _____

Company: _____

Tel: _____

Fax: _____

Mobile: _____

Address: _____

Email: _____

BILLING DETAILS: As above / or complete below

Accounts contact person: _____

Company: _____

Tel: _____

Fax: _____

Address: _____

1. Details of 2 senior members of the production crew involved on the day(s) of filming:

Name: _____

Position: _____

Tel: _____ Mobile: _____

Name: _____

Position: _____

Tel: _____ Mobile: _____

2. Project Title: _____

Type (commercial/documentary): _____

Synopsis: _____

3. Dates of filming and access hours required: _____

(Including set construction, bump-in, bump-out or other activities)

4. Campus locations

Internal (buildings): _____

External (grounds): _____

5. Number of crew on campus: & actors/extras involved: _____

6. Vehicles

Type: _____ Registration: _____

Type: _____ Registration: _____

Type: _____ Registration: _____

Type: _____ Registration: _____

Type: _____ Registration: _____
Other (catering vehicles, generators): _____

All vehicles must be parked in the metered/public parking spaces available on or around campus and the appropriate parking fees must be paid. UNSW will not be held responsible for any parking fines incurred. Large trucks that require special parking will be handled on a case by case basis and are subject to approval.

7. Will interaction with UNSW staff or students be required? Yes / No _____

(This includes vox pops, use of UNSW-based extras or any other involvement in the project)

If Faculty or Staff, then who? Name and School/Dept: _____

8. Will the site require cleaning afterwards? Yes / No _____

9. Will the set-up or filming generate any significant noise, fumes or other hazards to UNSW staff, students or the environment? _____

10. Will you be using any equipment that poses a fall hazard (e.g. scissor lift, crane etc) or working from a rooftop? _____

11. Do you have any other special requirements? _____

I, _____, confirm that the information I have provided above is true and accurate. I have read and understood the University's Film Shoot Policy (available on UNSW Venues and Events website) and agree to comply with this policy.

Signature: _____ Date: _____

If your application is approved, an 'Application to Hire' will be sent to you by our office; detailing all the booking information, including venues or grounds for hire and access times.

For further information, please contact our office on +61 2 9385 1515 or email venuesandevents@unsw.edu.au or visit www.venuesandevents.unsw.edu.au