

VENUES AND EVENTS

POLICY ON COMMERCIAL VIDEOTAPING, FILMING OR STILL PHOTOGRAPHY BY EXTERNAL ORGANISATIONS OR INDIVIDUALS ON UNSW PREMISES

Background

The University of New South Wales has a proud tradition and reputation and is committed to the academic principles of teaching and research. UNSW is the custodian of grounds and assets of significant value to the community and is responsible for the safety of its staff and students.

UNSW recognises that the university campus, and in particular the Scientia, offers an attractive setting for commercial and independent film makers and will endeavour to assist in the provision of film locations where appropriate.

These filming guidelines apply to any filming (still or motion) to take place in or around the University of New South Wales' buildings and grounds.

News Media

News media are not included in this policy or the procedures described in this document. All news media wishing to film or take still photographs on UNSW premises should liaise directly with the Media and Communications department on + 61 2 9385 2864

Image approval

Companies or individuals wishing to undertake filming or commercial photography at UNSW, must initially contact Venues and Events, complete the Filming on Campus Application Form and supply a script or a detailed filming outline where appropriate.

Venues and Events will then determine, in collaboration with other relevant UNSW Units such as Media and Communications, E-Spot, Legal and Security, whether the Application can be approved.

The University has the right to refuse co-operation with any project which it deems could bring the good name of the University into disrepute. In addition, no videotaping, filming or photography can occur which discredits or impinges the University, its staff or students, in any way. The applicant should clearly state whether it wishes to identify the University in its project, or to use the premises as the stand-in for a fictional location.

If the University consents to the Application Form for Filming, UNSW Venues and Events will forward their standard Application to Hire contract. This contract details the specific location for which you have been given approval, the specific dates & times for which access has been granted, any other services to be provided by UNSW under the contract (for example, parking) and the total anticipated site fees, along with standard Terms & Conditions. In order for UNSW to confirm your booking, payment in full is required with return of the signed Application to Hire contract.

Filming or photographing of UNSW students and staff

Students and staff of the University should not be filmed or photographed, either as a primary subject or in the background of an image, without their specific approval.

University Security & Logistics

While filming around the external areas of UNSW Campus applicants must be accompanied by a member of UNSW Security or a member of Venues and Events staff.

Vehicle access around Kensington Campus is very limited. Applicants are required to provide a detailed site plan indicating the location of vehicles, trucks and machinery (eg: generators) and UNSW withholds the right to refuse or restrict vehicle access.

All non-essential vehicles are to be parked in the nearby Botany Street Parking Station located 100m distance from The Scientia. On-campus parking is limited and UNSW can not guarantee parking availability. Parking vouchers may be pre-purchased by the Location Manager from our office. Parking is free of charge on weeknights after 7pm and on weekends. Parking restrictions are enforced by NSW State Police.

Public Insurance Liability

Requests to film on UNSW premises will only be approved for individuals or organisations which can demonstrate a minimum of \$10 million in public liability insurance. A copy of your certificate of currency, noting the interest of the University is a requirement of all bookings at UNSW.

OH & S Responsibilities

Everyone working on the University campus is obliged to take reasonable care to:

- a) Ensure their own health and safety on their worksite
- b) Avoid risking the health and safety of any other person
- c) Recognise job hazards and follow necessary safety procedures
- d) Have a system in place to ensure the health and safety of visitors
- e) Practice good housekeeping to control risk

- f) Immediately correct any hazard and then report the corrective action. If unable to safely correct a hazard, advise the Director, Venues and Events in writing so that a Hazard/Incident Report may be filed and actions taken to correct the situation at the earliest opportunity.

All crew/cast, etc. working on site at UNSW are required to undertake a site specific induction at the commencement of the shoot which will be conducted by the Venues and Events staff member and will contain information regarding location of first aid assistance, any site specific hazards presently identified, etc. All staff are required to sign a checklist confirming they have been inducted by UNSW. Please ensure that approx ½ hour is allowed at the commencement of the shoot for this process.

A copy of your company's OH&S Policy must accompany the return of this Application form.

Charges

Charges for filming within any internal areas of the University of New South Wales will be advised to the applicant based on requirements at the time of application. A copy of rates for UNSW Venues and Events venues is available on our website at www.venuesandevents.unsw.edu.au

The standard cost of filming in external areas of UNSW is \$440.00 per hour. This charge includes the cost of one UNSW staff member. Should a second staff member be required (as deemed necessary by Venues and Events) this will be charged to the client in addition to the site fee at \$55 per hour (4 hour minimum).

Penalty rates may apply for weekends, public holidays and location usage before 6am and after 8pm. Any additional charges, such as cleaning, parking, cost of repairing any damages or the presence of additional staff, will be at the expense of the Applicant/Hirer.

Right of Refusal

Venues and Events reserve the right to refuse any application without reason. Applications to film are subject to the availability of the University of New South Wales' buildings and grounds and the rights of existing hirers.