



## FILMING AND PHOTOGRAPHY APPLICATION FORM

This is a formal application form for all filming and still photography requests at Melbourne Airport.

By submitting this application, you agree to the guidelines contained within this document and understand that acceptance of this request does not equate to approval of the shoot by Melbourne Airport. The filming request is not formally approved until both parties sign the Melbourne Airport Filming Agreement.

If any information in this application is inaccurate or misleading it may cause the cancellation of an approval at any time.

### PART 1 - APPLICANT DETAILS

FIRST NAME

SURNAME

PRODUCTION COMPANY/ORGANISATION

POSITION

POSTAL ADDRESS

BUSINESS PHONE NUMBER

A.B.N

EMAIL ADDRESS

### PART 2 - REQUEST DETAILS

FILM SHOOT      PHOTO SHOOT      (please circle)

DATE     DAY     MONTH     YEAR

TIME   

DURATION     HRS

CREW SIZE     CAST     CREW     EXTRAS

PURPOSE OF SHOOT (please circle)

- Brand Promotion      TV Drama      Documentary
- TV Commercial      Student Film      Film
- Corporate Video      Travel Show      Tourism Australia / Victoria Production
- Magazine or Newspaper Article      Community Production

SYNOPSIS

LOCATION OF SHOOT

TERMINAL (please circle)	T1	T2	T3	T4
INSIDE or OUTSIDE				
AIRSIDE or LANDSIDE				

REQUIRED SHOTS

(please use dot points, ie. - Actor walking through Terminal 2 doors)

PARKING REQUIREMENTS

(please explain, write N/A if not applicable)

NO. OF ESSENTIAL VEHICLES	
NO. OF PRODUCTION UNIT VEHICLES	
NO. OF PRIVATE VEHICLES	

POWER REQUIREMENTS

(please explain, write N/A if not applicable)

## PART 3 - SUPPORTING DOCUMENTATION

NB. You are required to attach a copy of a Public Liability Insurance certificate of currency to the value of \$5 million for landside filming and \$10 million for airside filming.

## PART 4 - CONDITIONS & ACKNOWLEDGEMENT

In order for approval of a filming request to be granted you must be willing to agree to the following terms which make up the conditions of the Melbourne Airport Filming Agreement.

- **Fees** - The Licence Fee is payable for the duration of the Term.
- 2. Further fees and charges may be applicable for additional services such as escorts, electrical work, extra time, resources, cleaning, etc; or if the scenario changes from that discussed. You may be required to employ security or other contractors as directed by the Duty Manager, at your expense. If you are granted access airside, you must obtain security or other necessary passes or authorities at your own cost.
- All fees are payable strictly in advance.
- **Cleaning** - The premises must be left in a clean and tidy condition to the satisfaction of the Duty Manager. If in the opinion of the Duty Manager, additional cleaning is necessary, you will be liable to reimburse APAM, on demand, the cost incurred by APAM in carrying out such additional cleaning. Smoking is prohibited in the Terminal.
- **Non exclusive use** - The agreement does not provide for exclusive use of any area. It is a requirement that airport operations and the public are not disrupted or inconvenienced. You are required to comply with all safety and security requirements and standards.
- **Liaison** - You will be required to liaise with the Duty Manager at all times. Shotlists and layouts will be subject to the approval of the Duty Manager. On completion of filming you will be required to advise the Duty Manager. Failure to do so will result in your being invoiced for a maximum full day's filming.
- **Additional authorisations** - Filming in the Customs area is at the absolute discretion and under the direction of the Senior Customs Officer. Filming in any shop or concession requires additional arrangements with the tenant. Filming in Domestic Terminals is to be agreed with the relevant Terminal and Airline management.
- **Insurance** - You must have public liability insurance for an amount not less than \$5 million (or \$10 million if you need access airside) and provide a copy of your insurance currency certificate on demand.
- **Directions** – You must comply with all directions given by APAM, its security contractors or any government agency including any direction:
  - (a) refusing access to any Airside areas from time to time; and
  - (b) to cease filming in a particular location if, in APAM's sole discretion, filming is or may interfere with the security, safety and the efficient operation of the Airport.
- **Safety** – You must promptly notify APAM of any accident in the Licensed Area which involves the public, your staff, contractors or Airport staff.
- **Consent** - Prior to screening any film recorded under this Agreement, at APAM's
  - (a) you must let APAM view the film or tape; and
  - (b) APAM must provide it's consent to screen the film or tape, which will not be unreasonably withheld; and
  - (c) if required by APAM, you must edit the film or tape to remove any parts identified by APAM.
- **Intellectual Property** - You grant APAM an irrevocable, perpetual world-wide and non-exclusive licence to use and reproduce parts of the recordings for it's corporate publications. APAM will acknowledge your copyright in the recordings at all times.

- Release - You occupy and use the Licensed Area entirely at your own risk and release APAM, its employees and agents absolutely from all liability for loss or damage suffered by you, your employees, agents or contractors, except to the extent caused or contributed to by a breach of this Agreement or the negligence of APAM or its employees or agents.
- **Indemnity** - You indemnify APAM at all times against all liability for loss or damage in connection with:
  - (a) an act, omission or default by you or your employees, agents, contractors, licensees or visitors;
  - (b) infringement (including alleged infringement) of a third party's intellectual property rights;
  - (c) an incident occurring in the Licensed Area or in the vicinity of the Licensed Area and involving you;
  - (d) your use or occupation of the Licensed Area or the Terminal;
 except to the extent caused or contributed to by a breach of this Agreement or the negligence of APAM or its employees or agents.
- **Exclusion of liability** - APAM will not be liable to you for any delay or loss resulting from any relocation or interruption to the Permitted Purpose or from a direction to refuse access to any part of the Licensed Area.

I acknowledge that I .....  
 have read and understood the terms of which my application will be considered by Melbourne Airport and have provided all information contained within to the best of my knowledge.

Dated

Name   
 (please print)

Signature

**PART 5 - APPLICATION LODGMENT**

Please lodge this application by mailing to:

Karen Stewart  
 Corporate Development  
 Melbourne Airport  
 Locked Bag 16  
 Gladstone Park, VIC 3043

Once your application has been received, contact will be made to advise of receipt and an indication of the expected processing timeframe.