



## Film and Photography

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Araluen Botanic Park has a rich biodiversity, spectacular views and network of bushland trails that make it a unique venue for film or photographic shoot.

Prior written permission is required to conduct a film or photograph event and/or to take still or motion pictures in Araluen Botanic Park by photographic or electronic means for the purpose of sale, public display, broadcast or transmission, or use in the promotion or sale of goods or services.

All applications for permission should state date, time, the precise intended location within the Park and a detailed description of the activity. **Please read the terms and conditions and complete the form found at the bottom of this document.**

We request that as much notice as possible is provided when conducting activities in the Park, to allow sufficient time for processing your application.

Bookings should also be confirmed by telephone **one week prior** to the event and applicants are required to notify Araluen of any changes.

If you require further information, please contact our Customer Service team.

### Terms and conditions

1. The organiser is booking a venue or area in a public space during operating hours. While we endeavour to ensure that the area or venue is in the same condition as at the time of booking, there can be events, works or maintenance required that are outside of our control. It is the responsibility of the applicant to ensure suitability of the location prior to the shoot.
2. Students (school, TAFE or University) are not required to pay a fee but must still complete and submit the Application form and Araluen Botanic Parks must be acknowledged in the credits.
3. Your written confirmation, together with your receipt, must be held by you for the duration that you are present in Araluen Botanic Park.
4. Araluen Botanic Park is to be indemnified against any claim or action arising from an event.
5. Film or photograph organisers will be required to pay for any damages arising from the event.
6. Araluen Botanic Park reserves the right to retract a booking at any time.
7. Fees may vary according to which area you wish to book, the type of event and the number of participants or attendees. All bookings incur a fee, which will not be refunded after the reserved date or as a result of inclement weather.
8. A bond may be required under certain circumstances. If you require assistance from Park staff you will need to inform us when making your

- booking application. An additional service fee may be incurred and will be negotiated on a case by case basis.
9. Araluen does not permit the erection of marquees or other structures such as shade cloths, tents and gazebos without prior written permission. The use of portable chairs or stools is allowed provided that they only remain in place for the duration of the event.
  10. Portable BBQs are not permitted.
  11. All decorations must be freestanding. Banners and signs are not permitted and nothing, including decorations, is to be nailed, hung or otherwise attached to any trees, shrubs or other vegetation or infrastructure such as signs or shelters.
  12. Visitors must keep to tracks and areas indicated by signage in the Park. All tracks and bushland areas under rehabilitation are strictly out of bounds.
  13. Musical instruments, battery powered amplifiers, CD players or tape-recorders may be operated, provided they do not offend other visitors with excessive noise. (Please indicate on the application form).
  14. Littering, including the throwing of confetti, rice or rose petals is prohibited. All rubbish must be removed from the Park when leaving.
  15. Consumption of alcohol is not permitted without written permission, with the exception of one standard drink per person for toasting purposes.
  16. Araluen does not reserve parking for events. If required passengers may be set down and picked up from roadsides. Vehicles are not allowed to leave the roads or parking areas, or park in "no parking" zones.
  17. Your event will be entered in a diary to reduce the likelihood of a clash, but Araluen cannot grant exclusive use of any part of Araluen Botanic Park or allow any part to be cordoned off. Casual spectators and members of the public who happen to be present cannot be excluded from the site.
  18. Your booking will not be confirmed until such time that you receive written approval.
  19. Visitors must obey any lawful directions of the Wardens (for emergencies) and abide by the laws of Western Australia.
  20. No person or business is permitted to use Araluen brand as an endorsement of any branded products, such as fertiliser, herbicide, or suggest that Araluen has endorsed or represents their private business. Written request should be sent to the General Manager at least seven days prior to seek permission if wishing to film for this purpose.
  21. The 'hobby' use of drones or UAV (Unmanned Aerial Vehicles) can be a nuisance and a safety risk to other visitors. As a result, recreational drone use is NOT permitted.
  22. Certified commercial drone operators must seek formal permission by submitting the Application form and comply with all the Civil Aviation Safety Authority (CASA) regulations. Please provide a copy of the relevant CASA registration and/or pilot licensing certification when submitting your request.

### **Media film and photography**

Media groups wishing to undertake film and photography should contact our Customer Service team.



## Application to film or photograph in Araluen Botanic Park

It is important that you read and understand the T&Cs before completing this form.

### Contact details

#### Organisation commissioning film or photography

Contact name(s): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Post code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

### Event details

Day and date of event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Estimated number attending: \_\_\_\_\_

Purpose and description of the event: \_\_\_\_\_

Filming Location(s): (Please provide specific details for this activity and attach a map with the exact location that filming/photography will take place)

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Do you intend bringing any external equipment or furniture into the Park? (If yes, please describe)

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Do you intend to have markers or decorations? (All markers and decorations must be free standing.)

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Do you need to, or have you, notified any relevant agencies concerning this event?

Yes  No

If so, who? (Please attach any documentation)

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Does the event require Park Management Officer (Ranger) assistance

Yes  No

### **Fees and charges**

- Commercial filming and photography — \$200.00 per hour
- Wedding or other special event — \$100.00 per hour
- Non-profit organisations — \$80.00 per hour
- Student projects (school, TAFE or University) – free of charge

Number of hours/days to complete activity: \_\_\_\_\_

**Please note:** Fees and charges are reviewed annually and are subject to change without notice.

The fee includes entry to the Park for the Photographer/Filming Crew only.

Participants are required to pay standard entry fees upon arrival.

Full payment must be forwarded with this application. All fees and charges include GST. Please note that \$80.00 of the fee is non-refundable. Your booking is not confirmed until you receive written confirmation from Araluen Botanic Park.

### **Declaration**

In submitting this booking, the undersigned accepts Araluen Botanic Parks Conditions of Use and any relevant guidelines. Any breach of the conditions or any other relevant law may result in the function being cancelled immediately by an authorised staff member, or police officer. This agreement is not transferable.

Signed:

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Dated:

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## Checklist

- Have you read the Conditions of Use?
- Have you enclosed a map showing the location of your event?
- Have you completed the tax invoice and payment details?

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## Tax invoice:

ABN: \_\_\_\_\_

Contact name: \_\_\_\_\_ Event title:

\_\_\_\_\_ Total payment amount

(GST inclusive) : \$ \_\_\_\_\_

Payment type:

Cash

Debit or Credit Card \*surcharges may apply

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiry \_\_\_\_\_

Do you require a receipt?  Yes  No

Credit card payments can also be made by phone, once the application form has been received. Cheques made payable to: Araluen Botanic Parks

### Office use only

Receipt number:

Date paid:

- Stinton Creek Lawn
- Bennet's Lawn
- Stinton Pool
- Beech Lawn
- Forest View Deck
- Rose Garden Gazebo
- Rose Garden Terraces
- Centenary Lawn
- Mary Hargreaves Pergola
- Aspro Cottage
- Shepherdson Cottage (Ruin)
- Chalet Healy
- Chalet Lawn
- Roundhouse
- Roundhouse Lawn
- Totterdell Cottage
- Log Cabin (Ruin)
- McIntosh Pergola
- Grove of the Unforgotten
- Viewing Platform
- Noelene Drage Rose Garden
- Pool of Reflection
- Concourse
- Old Dunnies (Ruin)
- Contour Walk
- Viewing Platform
- Margaret Simons Pergola
- Amphitheatre
- Old Swimming Pool
- Poolside Pergola

