



PHOTOGRAPHY APPLICATION FORM

APPLICANT DETAILS

Full Name:		
Organisation:		
Address:		
Phone:	(Landline)	(Mobile)
Email:		
Website:		

PHOTOGRAPHY DETAILS

Photography:	<input type="checkbox"/> Still	<input type="checkbox"/> Motion	<input type="checkbox"/> Both
Describe the nature & specific purpose of the shoot:			
List specific areas of access requested for the shoot:			
Itemise the people & all equipment involved:			
Where will the imagery/footage appear?			
Proposed date:	START	FINISH	#days
Proposed time:	START	FINISH	#hours

APPLICANT DECLARATIONS

<input type="checkbox"/> I have a current Public Liability Insurance Policy / Certificate of Currency of a minimum \$10 million <input type="checkbox"/> I have attached a copy of my PLI policy / Certificate of Currency with this application <input type="checkbox"/> If my application is successful, I agree to pay in full the agreed commercial fee in advance of any photography. <i>Refer fee schedule for details.</i> <input type="checkbox"/> I have read and agree to the terms and conditions. <i>Refer Terms & Conditions schedule for details.</i>	
Signature of applicant:	Date:
On behalf of:	

APPLICATION STATUS (SHRINE USE ONLY)

FEE \$

<input type="checkbox"/> Rejected <input type="checkbox"/> Approved <input type="checkbox"/> Approved subject to
Comment: Signed: Date:



FEE SCHEDULE (excl GST)

Regular operations	Mon-Fri 9am-5pm	\$100 base fee + \$100 per hour on site (or part thereof). Minimum \$200
Non-regular operations	Outside the above	\$500 base fee + \$200 per hour on site (or part thereof). Minimum \$700

Fee waiver: Fees may be waived or reduced at the discretion of the CEO (or delegate).

Fee payable: All fees are due and payable in advance of the photography shoot.

Payment will be accepted by credit card payment or via electronic funds transfer. Receipts will be supplied within 14 days of payment.

BSB 633 000
Account 1414 144 33
Reference: Applicant SURNAME

TERMS & CONDITIONS

1. Commercial photography is only permitted where it has been pre-approved by the Shrine CEO. To submit an application, complete and sign the Photography Application Form and send to marketing@shrine.org.au. Processing takes 5 business days.
2. Commercial photography approvals are subject to full payment of fees in advance of the scheduled shoot. Approvals may be subject to specific conditions which may vary depending on the area(s) of the Shrine where the shoot is to take place. Exclusive access to approved areas on the day of the scheduled shoot is not guaranteed unless otherwise approved by the CEO. The Shrine will make reasonable efforts to notify an applicant of any changes in advance.
3. The applicant may only use imagery for the purpose stated in the approved Photography Application Form and in the manner agreed to by Shrine Management. Photography may not be used again or for any other purpose without the prior written approval of the Shrine CEO.
4. Photography must not damage any building, feature or object located within the Shrine Reserve.
5. Photography must not impair or interfere with any public movement in or around the Shrine and Shrine Reserve unless otherwise approved by the CEO.
6. No parking is allowed on-site without prior written permission and obtaining a permit to be displayed in the vehicle.
7. The use of any supporting equipment or structure/s is not permitted without approval. Equipment details are to be detailed in the Photography Application Form.
8. The Shrine its officers and staff must be indemnified against any property damage or personal injury resulting from the photography. Any instructions issued by Shrine staff must be complied with immediately.
9. Acknowledgement of the Shrine should appear in all imagery taken. The Shrine logo is to appear on all printed material in the form: Shrine of Remembrance, Melbourne. Contact marketing@shrine.org.au to request the Shrine logo.
10. Use and distribution of materials bearing the name 'Shrine of Remembrance' and/or the related visual identity device (logo) is expressly forbidden without the prior written consent of the Shrine of Remembrance. Any approved use must conform to the Shrine of Remembrance's Style Guideline. A copy of the guidelines can be obtained from the Shrine's website or the Public Programs and Event Manager. Use of Shrine location shots for promotion of a ceremony or event is permitted. Please contact the Shrine's Marketing Officer for access to approved photographs.
11. Any unauthorised commercial use of Shrine imagery is an offence and will incur a fine as detailed in the *Shrine of Remembrance Act 1978*.
12. Please retain these terms and conditions of use and bring your signed application form, as proof of approval. Access may be refused if you cannot produce this document.