

SHRINE IMAGE USE & PHOTOGRAPHY APPLICATION FORM

Please refer to [Image Use and Photography at the Shrine](#) for guidelines on use of the Shrine's image.

Please complete **Part A** of this form if you are applying to use the image of the Shrine.
Please also complete **Part B** of this form if you are applying to use the image of the Shrine for commercial purposes.

APPLICANT DETAILS

Full Name		
Organisation		
Address		
Phone	(Fixed)	(Mobile)
Email		
Website		

PART A

Type of Image Use:	<input type="checkbox"/> Still image	<input type="checkbox"/> Motion Image	<input type="checkbox"/> Both
Describe the purpose of Image Use			
Specify access requested for Image Use			
Detail the people and equipment involved			
Where will the Image Use appear?			
Proposed date:	START	FINISH	_____ days
Proposed time:	START	FINISH	_____ hours

PART B

Describe the nature & specific purpose of the proposed Image use	
What is the intended distribution and duration of the Image use	

APPLICANT DECLARATIONS

<input type="checkbox"/>	I have read and agree to the terms and conditions. Refer <i>Terms & Conditions schedule</i> for details
<input type="checkbox"/>	I include my current Public Liability Insurance Policy / Certificate of Currency (minimum required: \$20 million).
<input type="checkbox"/>	I agree to pay in full the Fee for the approved Image Use.

Signature of applicant:	Date:
On behalf of:	

FEE \$

APPLICATION STATUS (SHRINE USE ONLY)

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

FEE SCHEDULE (ex-GST)

Regular hours	Mon–Fri 9am–5pm	\$250 base fee + \$250 per hour on site (or part thereof). Minimum \$500
After hours	Outside the above	\$500 base fee + \$250 per hour on site (or part thereof). Minimum \$750

Fee payable

Fees will be calculated using the above Fee Schedule and information provided in the application. All fees are due and payable in advance of the photography shoot.

Fee waiver

Fees may be waived or reduced at the sole discretion of the Shrine CEO (or delegate).

Payment

On approval of application, please forward your business details to marketing@shrine.org.au and an invoice will be raised for payment. Receipts will be supplied within 14 days of payment.

TERMS & CONDITIONS

1. Commercial photography and use of the image of the Shrine of Remembrance is only permitted where it has been pre-approved by the Shrine CEO. Processing of Shrine Image Use and Photography Application Forms will be finalised in five (5) business days from receipt.
2. Commercial photography and approvals for use of the image of the Shrine 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 to be used and the time the shoot is to take place. Unless otherwise approved by the Shrine CEO, exclusive access to approved areas on the day of the scheduled shoot is not guaranteed. The Shrine will make reasonable efforts to notify an applicant of any changes in advance.
3. The applicant may only use the image of the Shrine for the purpose stated in the approved Shrine Image Use and Photography Application Form. The image of the Shrine of Remembrance may not be used again or for any other purpose without the prior written consent of the Shrine CEO and the payment of any additional fee/s for the secondary use.
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 Shrine CEO.
6. No parking is allowed on-site without prior written permission and obtaining a permit to be displayed in the vehicle.
7. Equipment details are to be detailed in the Shrine Image Use and Photography Application Form. The use of any supporting equipment or structure/s not detailed in this application is not permitted.
8. The Shrine, its officers and staff must be indemnified against any property damage or personal injury resulting from commercial photography. Any instructions issued by Shrine staff must be complied with fully and immediately.
9. Unless otherwise agreed, acknowledgement of the Shrine should appear in all uses of the image of the Shrine of Remembrance. The Shrine logo is to appear on all related material in the form: Shrine of Remembrance, Melbourne. Contact marketing@shrine.org.au to request the Shrine logo.
10. Any unauthorised use of the image of the Shrine of Remembrance is an offence and will incur a fine as detailed in the *Shrine of Remembrance Act* (1978) and/or the *Shrine of Remembrance Regulations* (1989).
11. 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.