

# Filming and photography application form

## Mt Penang Gardens, Event Park & Parklands

This application is for commercial filming and still photography in the Mt Penang Parklands, Gardens or Event Park. If the information in this application is inaccurate it may lead to the cancellation of an approval at any time. The following document is an application and does not constitute a filming permit or location contract.

### Part 1: Application Details

Applicant Name .....

Position .....

Production Company/Organisation .....

ABN .....

Address .....

.....

Phone.....

Email .....

### Part 2: Production Contact Details (if applicable)

Producer Name .....

Mobile .....

Email .....

Location Manager Name .....

Mobile .....

Email .....

### Part 3: Production Details (if applicable)

Name of Production .....

Production Summary / synopsis / script .....

Type of Production.....



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## Part 4: Location Details

Location (Please tick all that apply)

Mt Penang Parklands  Mt Penang Gardens  Mt Penang Event Park

Date(s)

Date/time of bump in.....Date/time of bump out .....

Time of use (inc. arrival and departure) .....

Description of activities .....

.....

.....

Personnel numbers (if applicable)

Cast ..... Crew ..... Extras .....

Parking requirements (if applicable)

No. of essential vehicles ..... No. of unit vehicles ..... No. of private vehicles .....

\* Please attach a list of production vehicles by type, size and registration details

Please tick if your shoot involves any of the following (Please tick all that apply):

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Animals              | <input type="checkbox"/> Cast dressed as police | <input type="checkbox"/> Fire effects  | <input type="checkbox"/> Smoke effects             |
| <input type="checkbox"/> Camera crane         | <input type="checkbox"/> ES lighting towers     | <input type="checkbox"/> Generator     | <input type="checkbox"/> Temporary structures      |
| <input type="checkbox"/> Car chasing sequence | <input type="checkbox"/> Children               | <input type="checkbox"/> Road closures | <input type="checkbox"/> Temporary traffic control |
|   | <input type="checkbox"/> Crowd control          | <input type="checkbox"/> Scaffolding   |  |

If you have ticked any of the above, please give details. ....

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**Please note:** Many of the above activities will also require approval to be sought from other statutory authorities e.g. Police, RTA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigade, NSW Rural Fire, Service, NSW Department of Lands.



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## Part 5: Supporting Documentation Checklist (Please tick all that apply)

- Public Liability Insurance / Certificate of Currency (when required)
- Traffic Management Plan (when required)
- Authorised safety report (when required)
- Community notification letter (when required)
- Environmental management plan (when required)

## Part 6: Booking Fee

For all specialty photography, commercial photography, wedding photography and commercial video shoots, we require a booking fee.

**The fee of \$90 allows for two hours of commercial filming/photography access in the Mt Penang Gardens & Event Park as well as the Mt Penang Parklands. Additional access is charged at \$42/hour. Prices listed exclude GST.**

### Payment Terms & Conditions

- Payment must be made in one lump sum.
- Payments must be made at least 10 days prior to the filming/photography date.
- A full refund will be made for cancellations received more than 10 days prior to the filming/photography date.
- Cancellations made less than 10 days prior to the filming/photography date will incur a 50% penalty charge.
- Payment can be cash, cheque, Visa card, MasterCard, EFTPOS, and direct debit.
  - Please make cheques payable to the Central Coast Regional Development Corporation.
  - Direct debit payment details:

BSB	032 001
Account Number	205899
Account Name	Central Coast Regional Development Corporation

### Booking note

Upon application, a staff member will contact you to confirm your filming/photography date and time. You will also be sent an invoice.



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## Part 7: Declaration

I agree with the payment terms and conditions.

Name.....

Position ..... Company.....

Signature ..... Date.....

## Part 8: Lodging the Application

You can lodge the completed application form and supporting documents:

By email to **info@ccrdc.nsw.gov.au**

By fax **02 4340 1115**

In person to **16 The Avenue, Mt Penang Parklands, Kariong NSW 2250**

By mail to **PO Box 7120, Kariong NSW 2250**



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