



STATE LIBRARY®
NEW SOUTH WALES

Film and Photography Application



**Film and Photography
Application
State Library of NSW**

The State Library of NSW is a significant cultural institution where the visitor's experience ranges from the use of the reading rooms for study and research, viewing the artwork and collections in the galleries, shopping in the book store, attending a conference or enjoying the dining facilities. The Library is open to the public every day with the exception of some public holidays.

Location fee quotes for filming or photography that occurs wholly on the Library property are as follows:

- 1. Film and photography requests are assessed on an individual basis and priced on application**
- 2. The location fee will be quoted based on the specific requirements of each application**
- 3. All fees must be paid prior to commencement of filming or photography**

The SLNSW profile means we are very selective about which projects we choose to be associated with. The project needs to complement our business and marketing objectives as well as our significant cultural heritage.

By authorising a filming project, The State Library of New South Wales should not be seen to be endorsing that project and the messages that it communicates. We are unable to support filming requests that do not support our image or re-enforce and support our key messages.

As a result, The State Library of NSW is happy to support projects which:

- Promote the Library as a cultural destination and collecting and preserving Australia's heritage
- Promote the Library as providing access to contemporary and historical knowledge
- Promote the architecture and design of the building
- Promote NSW/Australian tourism

The State Library of New South Wales will not support:

- Overtly political or controversial projects
- Projects related to security or terrorism
- Projects that berate people/other attractions or structures
- Projects that are overtly adult in nature

The ultimate decision regarding what is and what is not suitable is entirely at the discretion of the State Library of New South Wales.

Before the State Library of NSW has given permission for filming, there are several technical issues to consider.

The State Library of New South Wales is first and foremost a public Library and our visitors experience must always be our priority. When submitting large and involved filming requests you may be asked to provide a full method statement and risk assessments in consultation with the Library's Occupation and Health Safety advisors. This statement must be directly relevant to the State Library of NSW and not just to filming in general.

Film crews are not permitted to:

- Leave any equipment unattended
- Film inside any unapproved area
- Block or obscure any public or fire entrance or exits
- Obstruct others from carrying out their business
- Cause a disturbance or safety hazard
- Behave in a manner which is likely to affect the safety and enjoyment of other people or uses threatening or abusive behavior
- Film, photograph, or interview any client, visitor, staff, volunteer, or contractor without prior written permission from the State Library of New South Wales
- Use smoke or any substance for special effects or other purposes or take any action that may set off fire alarm systems
- Take any action that may disrupt or inconvenience Library staff or the general public

The crews must:

- Leave clean and tidy any area used for filming/photographing.
- Have obtained all necessary permits prior to filming
- Adhere to The State Library of New South Wales Filming and Photography guidelines and the Terms and Conditions of Venue Hire.

Location release content: The State Library does not sign location or material release consent forms. If successful, the applicants Terms and Conditions constitutes all agreements regarding the location or materials used.



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Please complete the below application and send all pages along with supporting documentation to:

- Email: venue.hire@sl.nsw.gov.au
- Post: Venue Hire Team, State Library of New South Wales, Macquarie Street, Sydney 2000.

Requests can take up to ten working days to process.

All questions must be completed in full before consideration will be given to your request and before a final quote and availability can be advised.

| | |
|-------------------------|--|
| Company Name: | |
| Contact Name: | |
| Phone: | |
| Email: | |
| Name of Project: | |
| Date of Shoot: | |
| <i>Billing Details:</i> | |
| Company Name: | |
| Address: | |
| ABN: | |



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Advise the total number of cast and crew, arrival and departure times
Access will not be granted earlier than the designated arrival time, please provide accurate timing.

| | Numbers | Arrival | Departure |
|--------------|----------------|----------------|------------------|
| Cast: | | | |
| Crew: | | | |

Location Requested

Provide a list of all locations that you wish to use.

NB: The Mitchell Library Reading Room (MLRR) is priced on application, please specify if you wish to shoot in the MLRR. Permission to shoot on the balcony in the MLRR is subject to Executive approval, requests must be submitted in the application.

Note: Shooting in areas around the Library requires permission as follows:

1. Shakespeare Place (paved area in front of the Mitchell Library) is owned by City of Sydney Council. For application and permissions:
www.cityofsydney.nsw.gov.au/business-permits-approvals-tenders/apply-for-filming-or-photography-permit
2. The grassed area outside the Mitchell Wing and along Hospital Road is owned by the Royal Botanic Gardens and Domain Trust. For more information:
<https://www.rbgsyd.nsw.gov.au/Venue-Hire/Filming-Photography>



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Type of Production

E.g. feature film, music video, TVC, documentary, interview etc.

Will there be a Minister / Dignitary / MP attending?

Yes / No

If yes, Name: _____

Provide details of the content of the shoot

What is the shoot about, how will the State Library be represented?

Full shot or scene descriptions

List all different shots or scenes detailing what is being filmed or photographed.

(Please attach additional pages if needed.)



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Specific equipment list

Details of specific equipment such as SLR digital camera, Steadicam, tripod, lighting etc. Stating 'film equipment' without further detail will not be accepted.

In-house power requirements

Do you require in house power? If yes, provide details.

Please note 3-phase power is chargeable pending requirements.

Back of house requirements

Do you require a venue space as a back of house or green room? If yes, provide details. *Please note venue hire is chargeable pending requirements.*

Parking

Where will the crew and cast be parking?



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Supporting Documentation

Have you acquired permission from the following? If yes, please attach to your application.

City of Sydney Council: Yes / No

Royal Botanic Gardens: Yes / No

Do you have parking permits: Yes / No

Public Liability Insurance

Please include a copy of your Certificate of Currency of Public Liability Insurance (minimum \$A10,000,000).

Supporting Imagery

For fashion photography or film, please provide concept images, or other images concerning the designs, clothes, set-up etc.

Post-shoot Details

Provide details of countries in which the material will be shown:



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Provide details of the TV network or publications where footage/photos will be used:

Provide approximate transmission or print date:

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|--------------------------------------|--|
| Processed by: | |
| Signature: | |
| Date: | |
| Manager: | |
| Signature: | |
| Date: | |
| Security officers required: | |