



# FILMING AND PHOTOGRAPHY PACK

Thank you for considering the Chinese Garden of Friendship for your filming or photography project.

This information pack contains the following:

- application form
- rate card
- conditions of use
- map

For more information or to make a booking, contact the Chinese Garden front office on 02 9240 8888 or email [functions@property.nsw.gov.au](mailto:functions@property.nsw.gov.au).



**CHINESE  
GARDEN**  
of friendship

[DARLINGHARBOUR.COM](http://DARLINGHARBOUR.COM)



# Chinese Garden filming and photography application form

## Part 1: Applicant details

Name and organisation permit will be issued (must match the organisation on the public liability insurance certificate)

Title:	First name/s:	Surname:
Position:		
Production company / Organisation name:	ABN / ACN:	
Production company / Organisation address:		
Business Number:	Mobile number:	
Email address:		

## Part 2: Production contact details

<b>Producer</b> Name:	Mobile number:
Email address:	
<b>Production manager</b> Name:	Mobile number:
Email address:	
<b>Location manager</b> Name:	Mobile number:
Email address:	

## Chinese Garden filming and photography application form

Part 3: Production details		
Name of production:		
Production summary / synopsis / script:		
Type of production (please tick appropriate box):		
<input type="checkbox"/> Feature	<input type="checkbox"/> TV drama	<input type="checkbox"/> Documentary
<input type="checkbox"/> TV commercial	<input type="checkbox"/> Corporate Video	<input type="checkbox"/> Short Film
<input type="checkbox"/> Music Video	<input type="checkbox"/> Student film	<input type="checkbox"/> Children's production
<input type="checkbox"/> Info / travel show	<input type="checkbox"/> Reality TV	<input type="checkbox"/> Stills shoot / photography
<input type="checkbox"/> Other (please specify)		
Equipment list:		
Props list:		
Costume details:		

## Chinese Garden filming and photography application form

<b>Part 4: Location details</b>	
Location / pavilion Names:	
Bump-in date(s) and time(s):	
Shoot date(s) and time(s):	
Bump-out date(s) and time(s):	
Wet weather hold date(s) and time(s) required:	
Description of activities:	
No. of crew:	No. of cast:
<b>Parking requirements</b> Note: There is no client as guest parking on site. Paid parking is available nearby.	
No. of essential vehicles:	
Please include a list of all production vehicles by type, size, and registration details:	
<b>Part 5: Supporting documentation checklist</b>	
<input type="checkbox"/> Public liability insurance certificate of currency - \$20 million (unless otherwise agreed) (Noting Place Management NSW as an interested party)	
<input type="checkbox"/> Workers compensation insurance	
<input type="checkbox"/> Authorised safety report (when required)	
<b>Part 6: Lodging the application</b>	
You can lodge your application form and supporting documents in one of the following ways:  - By email: <a href="mailto:functions@property.nsw.gov.au">functions@property.nsw.gov.au</a> - General enquiries: (02) 9240 8888  Disclaimer: Place Management NSW takes no responsibility for any third-party commitment entered into the applicant if the application is declined	

# Filming and photography rate card

## Filming and photography charges

Hourly rate (Standard hire is 3 hours)	Locations	Commercial fee* (Individuals, organisations, commercial businesses)	Community fee* (Not for profit organisations, charities)
<b>Per hour (non- exclusive)</b> 10am – 5pm	Around Chinese Garden (Excluding Blue Room, Water / Peace Boat / Hall of Longevity Pavilions, refer to venue hire charges)	\$600	\$450
<b>Per hour – (exclusive)</b> 7am – 10am & 5pm – midnight	Chinese Garden	\$1,200	\$900

\* All rates include GST. Rate changes may take place without notice. A deposit secures the current rate for 12 months. Exclusive daytime or extended access to the Chinese Garden that requires closure to the public is by negotiation; additional charges will apply.

## Application charges

	STUDENT*	ULTRA LOW	LOW	MEDIUM	HIGH
	< 3 crew	< 3 crew	3-5 crew	6-10 crew	> 10 crew
	< 1 hour	< 1 hour	1 – 2 hours	1 – 2 hours	> 4 hours
	0 cars / vans	0 cars / vans	2 cars / vans	2 cars / trucks	> 4 trucks / vans
	No impact on public or tenants	No impact on public or tenants	No construction	Some construction	Significant construction
	Handheld or tripod camera with sound recorder	Handheld or tripod camera with sound recorder	Minimal equipment (e.g., lighting / playback, etc.)	Minimal equipment (e.g., lighting / playback, etc.)	Extensive equipment
Application fee (non-refundable)	\$0	\$0	\$220	\$440	\$660
Bond (GST exempt)	\$0	\$0	\$0	\$1,000	\$5,000
License issued	No	No	No	Yes	Yes

\*Students must provide evidence of public liability insurance from their educational institution and present valid student card on admission.

## Venue hire charges

Non-exclusive hire (10am - 5pm)	Pavilion Name	Commercial Fee* (Individuals, organisations, commercial businesses)	Community Fee* (Not for profit organisations, charities)
3-hour hire	Peace Boat Pavilion	\$780 – Up to 30 people	\$585
3-hour hire	Water Pavilion	\$980 – Up to 50 people	\$735
3-hour hire	Hall of Longevity	\$1,280 – Up to 100 people	\$960
<b>Exclusive hire</b> (5pm – midnight)	Chinese Garden (lower section only)	\$6,000	\$4,500

\*All rates include GST. Rate changes may take place without notice. A deposit secures the current- rate for 12 months. Exclusive daytime or extended access to the Chinese Garden that requires closure to the public is by negotiation; additional charges will apply.

Service charges (ex GST)	Per hour * Minimum 4 hours
Site Coordinator	\$78
Security	\$78
Cleaning	\$78

+10% if starting between 4am and 6am  
+15% if starting between 10pm and 4am  
+250% x standard fee for public holidays

## Credit card authorisation

Event name:
Date of event:
Card holder:
Type of card: <input type="checkbox"/> Master Card <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard
Please call (02) 9240 8642 to complete the payment process.
Amount to be charged: \$
I hereby authorise the Chinese Garden of Friendship to charge the above amount to my credit card.
Signature: _____ Date: _____

<b>For official use only:</b>
Processed by:
Payment for:
Outstanding balance:

# Chinese Garden map



Main Entrance / Hall of Clear Shade	L11	Round Pavilion	E7	Rinsing Jade Pavilion	C2	Teahouse Pavilion	M8
Commemorative Pavilion	J12	Chamber of Clear Rhythm	C8	Twin Pavilion	E4	Aquatic Pavilion	N9
Courtyard of Welcoming Fragrance	K10	Pavilions Among Bamboo and Rock	B7	The Gurr (Clear View Pavilion)	G2	Dragon Rock	G7
Hall of Longevity	J10	Reading Brook Pavilion	C6	Sleeping Boy Buddha	J3	Tortoise Rock	I7
Dragon Wall	K9	The Seven Sages in Bamboo Forest	A8	Mountain Gate	J2	Phoenix Rock	H8
Lenient Jade Pavilion	K8	Wandering Gallery	A5	The Rock Forest	J4	Unicorn Rock	J7
Water Pavilion of Lotus Fragrance	G9	Dragon Tower	B5	Peace Boat Pavilion	L6	Toilets	K5

# Terms and conditions – Filming and photography

The Chinese Garden of Friendship is located in the heart of the city, just minutes from Sydney's CBD and Darling Harbour. Its uniqueness and sensitivity demand increased awareness inside the garden, particularly regarding our visitors, uneven surfaces and water, and outside the garden regarding vehicle access. We ask for your care and consideration and specifically request that this information be relayed to your guests and contractors.

## Booking conditions

Please complete the application form and forward it to [functions@property.nsw.gov.au](mailto:functions@property.nsw.gov.au). Booking will not be confirmed until a non-refundable holding deposit is paid. You will be notified of approval within 14 days.

## Venue hire charges

Please ensure that the final payment is made no later than fourteen (14) days before the event date. Failure to submit the payment may result in cancellation of the booking, and the deposit will be retained. A security bond may be necessary to cover any potential damages. Please note that venue hire and filming & photography charges are subject to changes without prior notice.

## Cancellation conditions

All cancellations must be in writing.

If a booking is cancelled, the following will apply to final payment:

- 14 days prior: full refund less a non-refundable holding deposit.
- Less than 14 days prior: no refund.

## Hours for hire

Standard venue hire is 3 hours between 10am and 5pm, with the latest booking at 2pm. Additional hours can be hired at an extra cost.

## Filming & photography conditions

- Prior permission is required for any filming or photography activities in the Chinese Garden.
- All filming and photography must be conducted in accordance with the designated areas and timings.
- The Chinese Garden management holds the rights to review and approve all final footage and photographs captured within the premises.
- Any damage caused to the garden's property during filming or photography activities will be the responsibility of the individual or production company involved.
- All individuals involved in filming or photography activities must adhere to the garden's rules and regulations, as well as any instructions provided by the garden staff.
- Any commercial use of the footage or photographs taken in the Chinese Garden requires prior written consent from the garden management.
- The Chinese Garden reserves the right to terminate or suspend filming or photography activities if any of the terms and conditions are violated.
- The garden management holds no liability for any accidents, injuries, or losses that may occur during filming or photography activities.

## General conditions

- Written permission is required for proposed entertainment options, including music, or decorative enhancements.
- Colonnades and pathways must be minimally disrupted.
- Any damage resulting from an approved booking shall be recompensed by the applicant. All direct cost incurred by the Chinese Garden in relation to the event must be covered by the applicant.
- The erection of temporary structures, including marquees, requires specific written approval.
- Garden management must be advised if any aspect of the booking changes from the way it is described on the application.

## For more information:

T: (02) 9240 8888

E: [functions@property.nsw.gov.au](mailto:functions@property.nsw.gov.au)

W: [darlingharbour.com](http://darlingharbour.com)

- The hirer shall not cause any display of images, words, acts or other material of a crude, offensive nature that is likely to embarrass or distress or in any way injure the reputation of Place Management NSW, its employees, or any member of the public.

- The hirer is not permitted to utilise the Chinese Garden in a way that is considered political in nature and not in the spirit of Chinese and Australian friendship.

- Exclusive use of the Chinese Garden is not available during the day. The hirer should be aware that other activities may be occurring during the period of use.

- Failure to comply with conditions may result in additional fees and/or bond withheld.

- Chinese Garden management reserves the right to reject any application as non-conforming if the proposed use doesn't conform with the current policy or if use threatens the amenities of the garden or other events.

Chinese Garden management and its authorised officers have the right to remove any person exhibiting antisocial behaviour, i.e., anyone causing disruption or disorder to another person or the community.

- No smoking of any substances is permitted in the garden or in its pavilions.

## Vehicle movement

- The Chinese Garden forecourt is a pedestrian precinct; no general vehicles are permitted at any time.

- Paid parking is available nearby.

## Cleaning

The applicant is responsible for cleaning the surrounding areas and removing all rubbish to the satisfaction of Chinese Garden management.

## Prohibited

- The use of rice, rose petals and confetti.
- Bringing outside food and alcoholic beverages into the garden.
- Walking on the garden beds.
- Touching the water features and pond.
- Bringing pets or other animals into the garden (Assistance Dogs excepted).
- The use of candles and other naked flames.
- Volume above L<sub>Amax</sub> 70B(A) and L<sub>Cmax</sub> 90dB(C) on Friday and Saturday and L<sub>Amax</sub> 65 dB(A) and L<sub>Cmax</sub> 85dB(C) from Sunday to Thursday. Music must cease no later than 10:30pm.
- Decorations in water features (ponds and waterfalls).
- Adjusting the lighting and water features of the garden.
- Smoking or e-cigarettes of any substances.
- Littering.
- Dangerous goods e.g., knives, weapons, scissors, and chains.
- Drones, fireworks, flares, lasers, and laser pointers.
- Illegal substances or illicit substances.
- Bicycles, skateboards, or skates.

## Risk management and safety

- All contractors must have work health safety induction training and have completed safe work method statements as required by the Work Health and Safety Act, 2011.

- Contractors' work practices must not cause hazards or endanger visitors or staff. The work site must be safe, with appropriate safety barricades, guards, and signage in place where necessary.

- All incidents including injury, property damage or loss and near misses must be investigated, documented, and reported to management immediately.

- All machinery used within the Chinese Garden must be in safe working condition with appropriate safety devices fitted and all machinery must conform to appropriate WorkCover legislation.

- For safety information at The Chinese Garden and for General Conditions of Entry, please visit [darlingharbour.com](http://darlingharbour.com).