

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.

CHINESE GARDEN of friendship

DARLINGHARBOUR.COM

NSW GOVERNMENT

Chinese Garden filming and photography application form

Part 1: Applicant detail 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	
Producer Name:	Mobile number:
Email address:	
Production manager Name:	Mobile number:
Email address:	
Location manager 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):		
☐ Feature	☐ TV drama	☐ Documentary
☐ TV commercial	☐ Corporate Video	☐ Short Film
☐ Music Video	☐ Student film	☐ Children's production
☐ Info / travel show	☐ Reality TV	☐ Stills shoot / photography
☐ Other (please specify)		

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Part 4: Location details	
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:	
Parking requirements 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:	
No. of crew:	No. of cast:

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Part 5: Supporting documentation checklist

☐ Public liability insurance certificate of currency - $20 million (unless otherwise agreed)
(Noting Place Management NSW as an interested party)

☐ Workers compensation insurance

☐ Authorised safety report (when required)

Part 6: Lodging the application

You can lodge your application form and supporting documents in one of the following ways:

- By email: functions@property.nsw.gov.au
- 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

Hourly rate

Daytime Hire	Locations	Commercial Fee* (Individuals, organisations, commercial businesses)	Community Fee* (Not for profit organisations, charities)
Filming charges per hour (during opening hours 10am – 5pm)	Chinese Garden (Excl. Blue Room, and Water / Peace Boat / Hall of Longevity Pavilions)	$600	$450
Per additional hour (After Hours)	Chinese Garden	$1,200	$900

* All rates include GST. Rates are current at the time of print. 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
	< 10 crew	< 5 crew	5-10 crew	10-15 crew	> 15 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

*Please note: students must provide evidence of public liability insurance from their educational institution and present valid student card on admission.

Venue hire charges

Daytime Hire (10am – 5pm) Minimum 3-hour hire applies	Pavilion Venue	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 120 people	$960
Exclusive evening hire (5.30pm – Midnight)	Chinese Garden	$6,000	$4,500

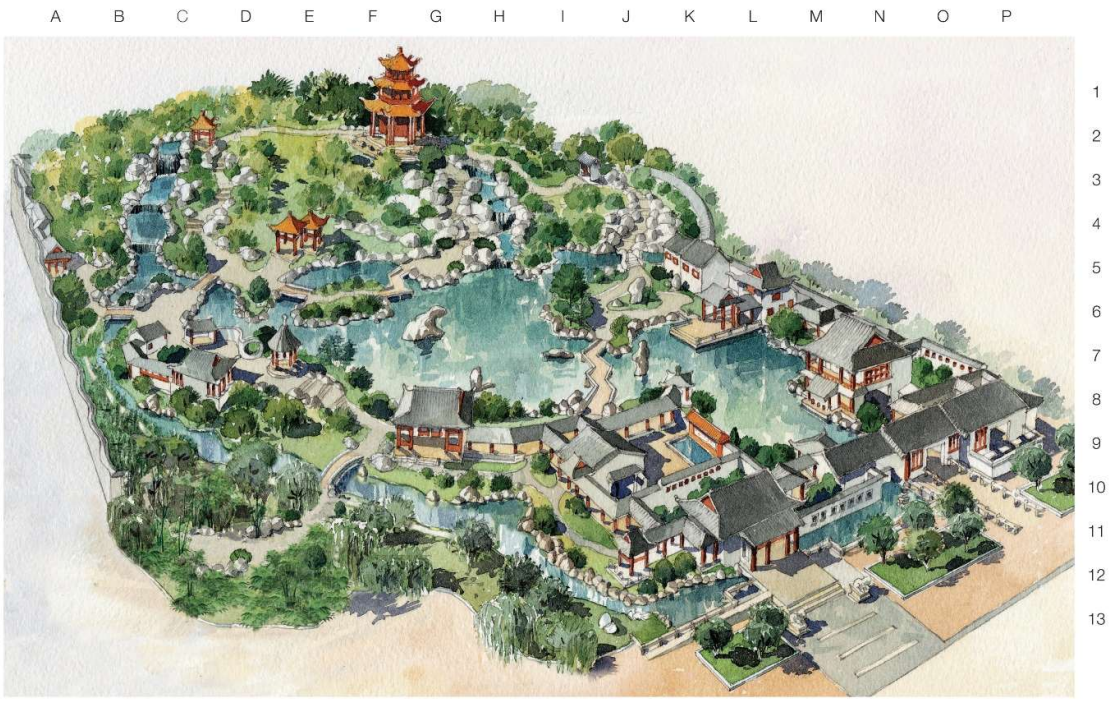
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Service Charges (ex GST)	Per hour * Minimum 4 hours	
Site Coordinator	$78	+10% if starting between 4am and 6am +15% if starting between 10pm and 4am +250% x standard fee for public holidays
Security	$78	
Cleaning	$78	

Credit card authorisation

Event name:
Date of event:
Card holder:
Type of card: ☐ Master Card ☐ VISA ☐ 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:

Chinese Garden map



Main Entrance / Hall of Clear Shade	L11	Meandering Pathway to Tranquility	E11	Rinsing Jade Pavilion	C2	Aquatic Pavilion	N9
Commemorative Pavilion	J12	Round Pavilion	E7	Twin Pavilion	E4	Dragon Rock	G7
Courtyard of Welcoming Fragrance	K10	Chamber of Clear Rhythm	C8	The Gurr (Clear View Pavilion)	G2	Tortoise Rock	I7
Hall of Longevity	J10	Pavilions Among Bamboo and Rock	B7	Sleeping Boy Buddha	J3	Phoenix Rock	H8
Dragon Wall	K9	Reading Brook Pavilion	C6	Mountain Gate	J2	Unicorn Rock	J7
Lenient Jade Pavilion	K8	The Seven Sages in Bamboo Forest	A8	The Rock Forest	J4	Toilets	K5
Water Pavilion of Lotus Fragrance	G9	Wandering Gallery	A5	Peace Boat Pavilion	L6		
Friendship Bridge	E10	Dragon Tower	B5	Teahouse Pavilion	M8		

Venue hire booking form

Contact name:	Telephone: (during business hours)
Email:	Mobile:
Postal Address:	
Please tell us how you prefer us to communicate with you: ☐ Phone ☐ Email	
Organisation's name:	Event's name:
Date(s) preferred:	Number of attendees:
Start time:	Finish time:
Pavilion preferred:	Other details:

How did you find out about the Chinese Garden as a function venue?

☐ Word of mouth ☐ Brochure ☐ Website ☐ Advertisement (please specify)

☐ Other (please specify): _____

☐ Please tick if you would like to receive information about upcoming events at the Chinese Garden

Please read the indemnity clause and the terms and conditions at the back of this pack and sign below to acknowledge your acceptance. I/we agree to indemnify Place Management NSW and/or its manager from and against all actions, claims and demands by (a) person(s) (whether (an) invitee(s) or otherwise) who suffer(s) or sustain(s) any loss, damage or injury arising out of, or as a result of, or in the course of the use of any land, premises or chattels in a manner for which it would be liable at law, which land, premises or chattels are owned or occupied or controlled by Place Management NSW. Personal details will be kept confidential and will not be passed on to a third party without your consent.

☐ I have read and agree to the terms and conditions.

Signature: Date:

For official Use Only			**Event number**	
Approved by:		Due date:	Paid by date:	Amount Received:
Total:				
Deposit:		/ /	/ /	
Final Payment:		/ /	/ /	

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 the Chinese Garden front office. Booking will not be confirmed until a holding non-refundable deposit is paid. You will be notified of approval within 14 days.

Venue hire charges

Final payment is required fourteen (14) days prior to the date of the event. If payment is not received, the booking may be cancelled, and the deposit withheld. The schedule of fees takes into account direct and indirect costs associated with the hire, these fees being dependent on the types of activities. A bond may be required as security against possible damages. Venue hire charges may be subject to change without 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 holding non-refundable deposit
- Less than 14 days prior: no refund.

Hours for hire

Venue hire of pavilions is for three hours only between 10am and 5pm; last booking 2pm. The pavilions may be hired for additional hours, additional charges will apply.

General conditions

- 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 approval
- Garden management must be advised if any aspect of your booking changes from the way it is described on your application.
- 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. As a site hirer, the organiser should be aware that other activities may be occurring or in place during your 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 annoyance, nuisance or injury 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 food and 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 LAmax 70B(A) and LCmax 90dB(C) on Friday and Saturday and LAmax 65 dB(A) and LCmax 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

For more information:
T (02) 9240 8888
E functions@property.nsw.gov.au
darlingharbour.com