



# 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
- credit card authorisation form.

For more information or to make a booking, contact the Venue Services Coordinator.

Southern end of Darling Harbour  
T (02) 9240 8665  
E [functions@shfa.nsw.gov.au](mailto:functions@shfa.nsw.gov.au)



# Chinese Garden filming and photography application form

Part 1: Applicant details		
Name and organisation the permit will be issued to (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)		

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<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) (if required):	
Description of activities:	
<b>Parking requirements</b> Note: There is no client as guest parking onsite. 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@shfa.nsw.gov.au](mailto:functions@shfa.nsw.gov.au)

General enquiries: (02) 9240 8665

Disclaimer: Place Management NSW takes no responsibility for any third party commitment entered into by the applicant if the application is declined.

## Filming and photography rate card

	STUDENT*	ULTRA LOW	LOW	MEDIUM	HIGH
	< 10 crew	< 5 crew	5–10 crew	10–15 crew	> 15 crew
	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	\$150	\$300	\$500
Bond (GST exempt)	\$0	\$0	\$0	\$1,000	\$5,000
Licence 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.

Service charges (ex GST)	
Site coordinator	\$71.50** / hour (min 4 hour call)
Security	\$71.50** / hour (min 4 hour call)
Cleaning	\$71.50** / hour (min 4 hour call)

\*\* The following penalty loadings apply to service charges:

- 10% loading for call times commencing after 4am and prior to 6am.
- 15% loading for call times commencing after 10pm and prior to 4am.

Public holidays are charged at double time and a half.

## Venue hire charges

Daytime Hire (10am – 5pm) Minimum 2-hour hire applies	Pavilion/ Venue	Commercial Fee* (Individuals, organisations, commercial businesses)	Community Fee* (Not for profit organisations, charities)
2-hour hire	Water Pavilion	\$495 – up to 50 people	\$330
2-hour hire	Peace Boat Pavilion	\$495 – up to 50 people	\$330
2-hour hire	Hall of Longevity Pavilion	\$770 – up to 120 people	\$515
All day hire	Blue Room	\$770 – up to 40 people	\$515
Exclusive evening hire (5.30pm - midnight)	Chinese Garden	\$3,850	\$2,580
Per hour (after hours)	Chinese Garden	\$592.50	\$395
Per hour (during opening hours)	Chinese Garden (excludes Blue Room and Water / Peace Boat / Hall of Longevity pavilions)	\$ 220	\$165

\*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.



## Credit card authorisation

Event name:
Date of event:
Card holder:
Type of card: <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express
Card number:
Expiry date:
CCV (3 digits on back of card):
Amount to be charged:
I hereby authorise the Chinese Garden to charge the above amount to my credit card.
Signature:

<b>For office 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 Pavillon	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

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 demands 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 employees and contractors.

### General conditions

1. A public liability insurance policy for \$20 million noting Place Management NSW and all its employees and agents must be arranged by the applicant. Evidence of this policy must be provided at the time of application.
2. Any damage resulting from an approved film/photography shoot shall be recompensed by the applicant. All direct cost incurred by the Chinese Garden in relation to the shoot must be covered by the applicant.
3. Garden management must be advised if any aspect of your shoot changes from the way it is described on your application.
4. 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.
5. Fireworks, animals and amplified sound are not permitted.
6. 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.
7. Failure to comply with conditions may result in additional fees and/or bond withheld.

### Risk management and safety

8. A risk management and safety plan for filming at the location must be developed and implemented and a copy provided to management prior to commencement of the shoot. This includes a risk register as evidence that a thorough risk assessment, which identifies risks and provides a means of implementing and managing controls, has been conducted. This also includes evacuation plans.
9. All employees and 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*.
10. All incidents including injury, property damage or loss and near misses must be investigated, documented and reported to management immediately.
11. Employees' and 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.
12. 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.

### Fees and charges

13. Location fees must be paid two weeks prior to the commencement of the shoot. A bond may be required as security against possible damages.
14. The applicant may cancel the application by notice in writing to the Chinese Garden management at any stage prior to the date of commencement. If the cancellation is received at least one (1) day prior to the date of commencement, the following provision will apply:
  - (a) Notice received by the Chinese Garden management at least fourteen (14) days prior to the date of commencement—100% of the bond and service charges paid to Place Management NSW refunded. The application fee will be withheld in full.
  - (b) Notice received by the Chinese Garden management less than fourteen (14) days prior to the date of commencement—the application fee and all relevant service charges will be withheld in full.
15. Where Place Management NSW is unable to provide use and occupation of the agreed location due to unforeseen circumstances, the applicant's sole remedy will be a refund of the fees, bonds and relevant service charges paid to Place Management NSW.

### Vehicle movement

16. Please note that there is no vehicle access on the forecourt. Authorised access may be given upon request. All vehicles must be escorted on site by a Darling Harbour Rangers' representative.
17. Vehicles are not permitted to drive at more than 5 kmh.
18. Parking is not available on site.

### Cleaning

19. The applicant is responsible for cleaning the surrounding area and removing all rubbish resulting from the shoot to the satisfaction of Chinese Garden management.

### General conditions

20. 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.
21. 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.
22. No smoking of any substances is permitted in the garden or in its pavilions.

**For more information:**

**T (02) 9240 8665**

**E [functions@shfa.nsw.gov.au](mailto:functions@shfa.nsw.gov.au)  
[darlingharbour.com](http://darlingharbour.com)**