Arthur Highway, Port Arthur Tasmania, Australia 7182 Telephone: 61 (0)3 6251 2300 Facsimile: 61 (0)3 6251 2322 www.portarthur.org.au

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY



COMMERCIAL FILMING AND PHOTOGRAPHY APPLICATION FORM

Please complete and return to: Marketing Department

Port Arthur Historic Site Management Authority

Port Arthur Tasmania 7182 marketing@portarthur.org.au

Ph: (03) 6251 2300 Fax: (03) 6251 2322

The Port Arthur Historic Sites (including the Port Arthur, Coal Mines and Cascades Female Factory Historic Sites) are popular venues for filming and photography and wherever possible the Port Arthur Historic Site Management Authority (PAHSMA, the Authority) will endeavour to meet your needs but there are a number of considerations we need to take into account before granting permission to film.

All three sites are on the UNESCO World Heritage List as three of the 11 sites in the Australian Convict Sites World Heritage Property. They are also included on the Australian National Heritage List and the Tasmanian Heritage Register. As such, they have significant cultural heritage values and there are statutory guidelines as to what impacts are acceptable at all the sites. In addition, PAHSMA operations are guided by the Port Arthur Historic Sites Statutory Management Plan 2008.

If you are planning a major production, such as a film or television drama or feature documentary, you are **strongly advised** to liaise with Screen Tasmania, which has a location advisory service, before contacting PAHSMA. Contact details for Screen Tasmania are on the attached Resource List.

This form contains a fee schedule and guidelines which form the final film agreement should your application be successful. Please ensure you take good care to read the filming guidelines in conjunction with completing this form – your application must adhere to the conditions outlined in the filming guidelines.

Please complete this application form and return it, with all relevant information provided in as much detail as possible, to the Port Arthur Historic Site Management Authority via the address or email below. Incomplete application forms will not be assessed.

You must submit this request **well in advance** of your proposed filming date and **allow a** minimum of two weeks for it to be assessed and processed.



If your application is successful you will be forwarded a filming agreement which must be signed and returned for countersigning prior to the commencement of filming. Before filming commences you will be required to pay any fees required and meet with Authority Staff to co-ordinate your activities on Site.

Pre-requisites to filming

Please note that 'filming operations' includes all filming, preparatory work and dismantling or rehabilitation work.

The Producer must provide or undertake the following before filming begins:

- A précis of the material content or subject of the film.
- A comprehensive schedule including accurate information on crew arrival times, filming times and other requirements. This must be given to the Authority at least two weeks before filming is to commence. It is expected that this schedule is adhered to except in the case of such events as wet weather; however, such contingencies should be catered for in planning.
- Written explanation of all special effects or action sequences or other special requirements including construction of props or filming structures, use of plant and equipment. These need to be authorised by the Authority prior to the commencement of filming.
- Due to limited electric power provisions on site the Producer should investigate the
 possible need to provide additional power, prior to the commencement of filming.
 This will be subject to approval by the Authority.
- Acknowledgement by the Producer that the following will be placed in the credits, where credits are given;

Produced with the assistance of the Port Arthur Historic Site Management Authority

or

Filmed on location at the Port Arthur Historic Site, Tasmania (or other site/s as appropriate)

as well as acknowledgement of copyright of any material which is not copyright of the Authority.



Access and Hours of Operation

- Unless specific approval has been granted, and arrangements have been made to
 facilitate such action prior to arrival of the crew at the site, all vehicles are to be
 parked in the approved car park. Vehicles and plant equipment such as cherry pickers
 are not permitted to leave tracks and roads.
- Standard business and staffing hours are 9am to 5.30pm. Evening tours and activities
 continue until 11pm or later and may necessitate sound and light restrictions for
 filming, depending on location.

General Conditions

- The Producer must meet their obligations in regard to copyright legislation. This may
 have particular bearing on filming /photographing artefacts which are on loan to the
 Authority and for historic photograph reproduction.
- Unless specific approval has been granted, and arrangements have been made to
 facilitate such action prior to arrival of the crew at the site, all equipment and props
 must be removed from historic buildings when not being used.
- No adhesive material or like substance is to be affixed to any surface within buildings or surrounds. No paint or marking is to occur on any surface.
- All equipment that may come into contact with the surface of any historic fabric must be rubber backed, padded or be placed on suitable material so as to protect surfaces from any damage or marking, particularly inside buildings.
- No fittings, artefacts, furnishings or objects can be moved without the express permission of the curatorial staff.
- Heat and fading damage are caused by high wattage lamps and therefore all indoor lighting is subject to the approval of curatorial staff. There is a preference for all filming to utilise natural/available light. It is up to the curator to determine if the light levels are too high and likely to damage or fade any surface or artefact.
- Generally, light levels for Tungsten and Tungsten-Halogen lamps are not to exceed 1,000 lux for any historic artefact in the field of artificial light.
- Illumination must be for minimum time, that is, only during film exposure, rehearsals and setting up of lights.
- There is to be no disturbance of the ground or landscape without prior approval due
 to sensitive archaeological deposits. No additional structures of any sort are to be
 erected within or outside of buildings without prior authorisation.
- The Producer shall be responsible for ensuring adequate safety provisions are in place
 to protect persons and property around the area in which they are executing works in
 relation to this Agreement.



Behaviour and Material Content

- The conduct of all crew, cast and personnel engaged by the Producer for the film is the
 responsibility of the Producer. The Authority reserves the right to determine
 appropriate levels of attire and conduct during filming commensurate with
 community standards where the image of the Port Arthur Historic Sites may be
 compromised.
- The Authority also reserves the right to refuse application on the grounds of the moral or political content of the film.
- The Isle of the Dead is a cemetery and should be respected as such. All people must stick to paths.
- Similarly, the sites of the shootings of April 28th 1996 (including the ruin of the Broad Arrow Cafe) should be respected. Any filming associated with the events of 28 April must be identified within the schedule/description of the film, and may be refused.
- All of the Port Arthur Historic Sites are smoke-free. Drinking or eating is not permitted within buildings or on verandahs.

Completion of Filming

 At completion of filming an authority representative together with the location manager will inspect all areas used will make a condition report which includes a record of any damage attributable to the filming. The location manager is to countersign the record.

Insurances and Indemnities

Prior to commencing filming, the Producer shall take out or maintain the current following insurances and provide PAHSMA with evidence of it being in place and current:

- Public risk insurance to cover liability for personal injury or death or property
 damage arising from any act or omission of the Producer for an amount not less
 than ten million dollars (\$ 10,000,000). A Certificate of Currency is to be attached
 with this agreement.
- Professional Indemnity cover to a value of \$10,000,000.
- Workers compensation insurance to cover the Producer against any liability imposed by statute.

The Producer shall indemnify the Authority against any loss or damage to property howsoever arising from any act or omission of the Producer. This shall include, but not be limited to, any damage to building fabric, furnishings, artefacts and landscaping.



Liaison

Prior to the commencement of filming, a liaison officer will be nominated through which all enquiries or requests will be directed.

A liaison officer or delegated representative must be present during all filming operations and the Producer must comply with all directions issued.

If set-up or filming is occurring in more than one place, then the company may be required to cover the costs of an additional liaison officer.

The liaison is not a gofer, runner or middleman. While PAHSMA's Resource Centre may be consulted for information, the Producer is responsible for undertaking its own research – staff time undertaking research on the producer's behalf will attract fees.

All labour, materials and equipment required for filming is to be provided by the Producer.

A briefing session will take place every morning, preceding the shoot, to update the Liaison Officer on any changes to the given schedule such as wet weather contingencies. If there are major changes to the approved schedule then Authority approval may first be required prior to changes being implemented

Payment of Fees and Fee Schedule

Fees charged by PAHSMA are streamed directly into conservation management funding for our World Heritage listed sites.

Fees apply to commercial filming (advertisements, feature filming for cinema and television, documentaries and stills photography) intended for commercial use.

At PAHSMA's discretion fees may be exempt for certain productions. This includes those undertaken by Federal or State Government Tourism Departments.

PAHSMA may also require a bond where filming is occurring within historic buildings or there is otherwise a risk of damage to site fabric. The bond will be returned subject to the outcome of the condition report.

Fees are payable in advance and if a bond is required it will also need to be paid before filming may commence.

The fee charged for commercial filming or photography is the sum of two components: a location fee and the cost of compulsory supervision by a PAHSMA representative.



Daily Location Fee:

Exterior only: \$650 per day Interior: Fee on application

Supervision (based on one liaison officer):

Weekdays: \$75 per hour Weekends & Public Holidays: \$100 per hour

Additional services requiring access to our expert staff, such as on-camera interviews, off-camera consultation, research, access to collections, historical, archaeological, conservation or heritage advice, will attract further fees.

Please note that large productions requiring use of the location in excess of three consecutive days will attract additional fees.

The Public

Unless specific approval has been granted, and arrangements have been made to facilitate such action prior to arrival of the crew at the site, the filming is not to interfere with the general access or enjoyment of site visitors.

The Producer has no authority over other site visitors. All directions to visitors shall be made by the Liaison Officer.

Filming of the public and or staff members must be in accordance with the appropriate statutes governing privacy, including explicit written permission.

Provision of copy of final material

The Producer shall supply PAHSMA a DVD or other agreed format copy of the final material as soon as practicable after filming is undertaken.



Section 1

Name	
Person responsible for the film crew whilst	on site
Organisation	
Address	
Phone	Fax
Mobile	_ Email:
Contact details while in the area	
Section 2	
Which Site or Sites do you wish to film at?	
Date/s on which you intend to film	
Description of intended production (please associated materials)	e ensure you attach a copy of script or
Where will the program/film be shown, to	what audiences and when?



Why do you need to use the nominated site or sites as a location?
Do you intend to film outside of business hours (8.30 am- 5.30 pm). Include details of time and duration.
Number of people involved on Site.
Film Crew
Support staff, production etc
On camera talent or performers
Locations you intend to film, (please mark requested film locations on attached map)



Please indicate the nature of filming you plan to be undertaking.

Interior	- natural light	Interior - artificial light	Lighting effects after dark
Exterio	r- natural light	Exterior - artificial light	Loud noise
Raised	platform	Aircraft	Vehicles
Boat		Special effects (smoke etc)	Animals
Others	(please specify)		

How wi	ll your activities disrupt use of	the Site by	visitors?
What ve	chicles will you be using and wh	hat access v	vill you require (mark locations on
map)	,		•
-			
Who are	e you intending to film?		
	ahawa		Cita Ctaff
	ctors		Site Staff
	isitors thers (please specify)		Local Residents



How will the Site benefit from your production, other than from 'free publicity or promotion'?
Do you intend visiting the Site prior to the day/s of filming?
Do you agree to provide PAHSMA with a DVD or other digital copy of the finished work?
Deign to exhauitting your annii estion, places angung you have attached the following.
Prior to submitting your application, please ensure you have attached the following:
☐ A précis of the material content or a script
☐ A detailed schedule including arrival and filming times
☐ A copy of your Certificate of Currencyfor the required insurances

