

## Old Treasury Building Film and Photography Guidelines

1. An application for filming or photography at the Old Treasury Building (OTB) must be made using the [Application Form](#) available online. A **minimum of seven (7) days' notice** is required.
2. The proposed location(s) and desired areas must be identified clearly in the Application.
3. All applicants are required to **provide evidence of appropriate Public Liability and Property Damage insurance including a Certificate of Currency, noting the interests of OTB, for Public Liability Insurance of not less than AUD\$20,000,000.**
4. Disruptions to OTB's tenants, patrons and normal functions must be kept to a minimum.
5. Smoking is **NOT** permitted in any internal area of the OTB, including the steps and plaza levels located at the front of the building.
6. The conduct and behaviour of all cast and crew members is the responsibility of the Applicant. OTB is not responsible for misconduct or poor behaviour on the part of any cast or crew member.
7. All cast and crew must agree to abide by the OTB's ChildSafe Policy and may need to show evidence of a Working With Children Check.
8. All physical assets are to be treated with the utmost care. No tape, adhesive, nails, tacks or other substance or material is to be affixed to any surface (either interior or exterior) without prior authorisation from OTB. It is the responsibility of the Applicant to supply all necessary equipment including all lighting requirements and power leads, etc. and for large productions the Applicant may be required to provide its own utility services.
9. OTB requires all productions to adhere strictly to the current Occupational Health and Safety Act.
10. Applicants agree to **abide by the OTB's COVIDSafe Plan** at the time of filming.
11. Images of the OTB may only be used for the purposes stated on the Application. Unauthorised use of images is not permitted under any circumstances.
12. Unless approved in writing by OTB, digitally altering any image of any part of the OTB or any property belonging to the OTB is not permitted.
13. Requests for the parking of **essential vehicles only** can be made direct to the Operations Manager of OTB on 03 9651 2233. At least seven (7) days' notice is required for parking applications.
14. The Applicant will be liable for all reasonable costs and full compensation for any loss or damage incurred by OTB. OTB will report any damage to the Producer within fourteen (14) days of completion of filming.

15. Whilst giving permission to film on-site, the OTB does not warrant copyright clearance. All items to be filmed must be listed on the Application so that copyright investigations may take place at the Applicant's expense.
16. An authorised representative of the Applicant must sign all documentation including the Application and any damage reports completed reasonably by OTB.
17. OTB will appoint a supervisor as the primary point of contact for location filming and photography during production set up, pack up, as well as during filming or photography.
18. OTB may also, if it deems necessary, request Applicant to have a registered security guard on location during production set up and pack up, as well as during filming. The cost of security will be at the Applicant's expense.
19. The **failure to comply with these guidelines and conditions may result in the OTB terminating the Location Agreement at any time**, in which event any rights of the Applicant to film at the OTB shall immediately cease.
20. A fee must be negotiated and agreed upon by both OTB and the Applicant, prior to the signing of any Location Agreement. The Applicant will be invoiced and **required to pay fees within seven (7) days of receiving the invoice** from the OTB or **before filming commences**, whichever is the sooner.
21. Additional costs to the Applicant may include supervision, security, cleaning, or other administration charged per hour.
22. Fee waivers **may** apply in the following circumstances:
  - a. Promotion of the OTB to significant tourist markets;
  - b. General promotion of the OTB;
  - c. Student films and photography;
  - d. Documentaries and educational films; or
  - e. Projects related to charitable or civic activities.
23. If location fees are waived, charges may still be payable for additional costs such as security, cleaning, supervision, and the moving or relocation of physical items. All Applicants seeking to have fees waived must attach a written submission to the Application stating the rationale for the fee waiver request.
24. If the site or a section of the site is to be closed down for filming purposes, the following will be taken into account in determining the fee:
  - a. Lost capacity of the site;
  - b. Lost revenue; and
  - c. Visitor inconvenience.
25. Fees applicable to closing down a part of the site will include satisfactory compensation for the OTB and its tenants based on the above three aspects assessed on a case-by-case basis. It is recommended that filming and photography requiring a part of the site to be closed down be scheduled outside the OTB's peak hours of operation.