

Terms and conditions of filming in the City of Fremantle



Read these conditions carefully before signing and submitting the application form.

- All bookings are subject to the applicant being responsible for compliance with legislative requirements including City policies, local laws and regulations
- A minimum of 7 days notice is required to process applications. Applications requiring shorter lead times will be assessed on a case by case basis, subject to available resources
- Should filming require the exclusive hire of City halls, separate venue hire applications will be required. Such applications to hire City venues or reserves may require longer processing times. Please refer to the terms and conditions of reserve hire at <https://www.fremantle.wa.gov.au/holdingevents> and note the City reserves the right to refuse, cancel and/or withhold the hiring of any park, reserve or associated building should special circumstances warrant such action
- Permission is not required for still photography in Fremantle (filming applications are only required for filming that features moving images)
- Applications are not required for filming short segments (less than 5 minutes) on City of Fremantle premises for background or souvenir purposes, providing there is no disruption to staff, customers or the general public and the footage is for personal or student use
- The applicant agrees to acknowledge City of Fremantle on the finished film, highlighting that the film was shot or produced within the City
- The applicant acknowledges that they may be charged for services provided by the City including reserve fees, parking and hall hire
- The applicant is required to notify nearby residents and businesses of filming operations making every effort to minimise disruption of regular activities
- The applicant should attempt to use local actors wherever possible
- All litter is the responsibility of the applicant in the City, any removal of litter undertaken by City staff will result in a waste removal fees being charged. Permanent bins in the City are for pedestrian rubbish only
- City reserves are all public open space and no applicant shall erect a fence or charge an admission fee to watch filming
- The use of confetti and/or balloons is prohibited on all City of Fremantle reserves
- City staffs have the authority to act on the City's behalf during filming and are to be allowed access at any time
- Any filming operations should be cognisant of and respectful to church services

- If a City officer is required to attend to any matter outside of normal working hours the hirer will be charged the cost of the call out (minimum four hours). Staff are only on call for emergency building maintenance issues
- Authorisation to use the reserve does not give the applicant exclusive use of, or the right to restrict public access to any reserve unless specifically authorised by the City
- The City reserves the right to decline an application based on any of the following:
 - Activities that create an environmental hazard
 - Activities outside the geographical boundaries of the local government authority
 - Activities that may defame or vilify any groups or individuals
 - Activities coordinated by Political parties
 - Proposals from applicants that are current City of Fremantle staff
 - Projects where Council funding equates to more than 50% of the total project cost
 - Organisations that have monies owing to the City
 - Activities that have received grants under the annual community funding program or funding from other City of Fremantle programs
- The use of mobile food and beverage vendors will not be permitted at filming or production locations that are considered (by the City) to be adjacent to or in close proximity to existing bricks and mortar food and beverage premises. If food and beverage services are required as part of production and filming, applicants are encouraged to engage existing local businesses for the provision of those services

Payment

- A fee is applicable for commercial productions as follows
 - filming fees of \$150 (excluding GST) per day depending on scale and position
 - credit card payments incur a 0.5% surcharge
- All bookings which fall outside of the current financial year are charged at the rates as approved by the City in that financial year schedule of fees and charges – not at the rates at time of booking
- Student productions are exempt from fees
- Bookings are only considered confirmed upon payment of all applicable fees & charges

Damage

- Any person found to be damaging any equipment or part of any reserve or public space will be requested to vacate the reserve or public space immediately and will be required to cover the cost of any damage done
- All breakages, for example glass, must be cleaned up immediately
- Banners and display material are not to be strung from any trees in any of the City's reserves or public spaces. The Norfolk Pines on the Esplanade Reserve are heritage listed and protected

- Should you require any infrastructure on site; any such structure should be weighted and not staked. Please note any structure larger than a 3x3 metre pop-up marquee may require a submission of a public building application to the City's environmental health team
- Damage caused to reticulation will result in the applicant being charged for the cost of repairs. The applicant is liable for all damages to City property
- Any faults or damage to City property, reserves and public spaces should be reported to the Economic Development and Marketing team on 1300 MY FREO (1300 693 736) (Mon to Fri between 8.00 am to 5.00 pm) prior to or after usage.

Protection of people and property

- To comply with the requirements of the hire conditions, the applicant is to:
 - take all measures necessary to protect people and property
 - Prevent nuisance and unreasonable noise and disturbance
- The applicant is to have current insurance cover for:
 - Public liability to the value of **\$10,000,000.00**. If a hirer does not have public liability insurance cover it may be available through WA's Community Groups Insurance Facility. Forms can be found on the Local Community Insurance Services (LCIS) website www.localcommunityinsurance.com.au
 - Workers' compensation to the full extent of liability under the Workers' Compensation Act (if applicable)
- Provide a copy of the insurance certificates of currency (indemnifying the City as listed below)
- The applicant shall indemnify the City against:
 - loss of or damage to property of the City, including existing property
 - Claims by any person against the City in respect of personal injury or death or loss of or damage to any property arising out of or as a consequence of the actions of the applicant

Cancellation

- Cancellation of a confirmed booking is required to be submitted in writing to the City
- Cancellation within two days (48 hours) of the event date may result in forfeiture of the total fees paid