

QMS-FOR-41

APPLICATION FOR FILM PRODUCTION AND STILL PHOTOGRAPHY IN THE MELBOURNE MARKET



INSTRUCTIONS (Please **PRINT** all information clearly)

- Complete **ALL** sections
- Return this form to the **Marketing and Communications Officer** via one of the following methods:
 - Deliver to the MMA at Level 1, Administration Building
 - Email to marketing@melbournemarket.com.au
 - Mail to Melbourne Market Authority - Box 1, 55 Produce Drive Epping, Vic 3076
- All production crews and personnel must report to Gate 1 Security Office on arrival

1.	APPLICANT'S DETAILS
Name of Business: _____ Contact Person: _____	
Production Company/Photographer/Videographer name (if applicable): _____	
Business Address: _____ Suburb: _____	
State: _____	Postcode: _____ Email Address: _____
Mobile No: _____	Other Phone No: _____
2.	NATURE OF ACTIVITY
<p>Please tick the appropriate box:</p> <p><input type="checkbox"/> Photo Shoot</p> <p><input type="checkbox"/> Videography</p> <p><input type="checkbox"/> Industry Promotions</p> <p><input type="checkbox"/> Other (please specify) _____</p> <p>_____</p> <p>Name and overview of production (if applicable):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
3.	PRODUCTION DETAILS
Date / / Time of filming/photography: _____ am/pm to _____ am/pm	
Location and space required (if applicable): _____	
Number of people attending (cast, crew, extras, clients): _____	
Production Personnel: _____	
Planned interviews with market users (please specify): _____	
4.	PRODUCTION VEHICLE PARKING
Provide registration numbers of all vehicles requiring parking on site: _____	

Notes: _____

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5. PUBLIC LIABILITY INSURANCE (PLI) DOCUMENTATION

Minimum policy value required which indemnifies the Melbourne Market Authority (“the MMA”) as follows:

- Public Liability Insurance of \$20 million noting the Melbourne Markets as a situation of risk and the MMA as an interested party.

Note: Documentary evidence of Confirmation of Cover by way of copy of Certificate of Currency that indemnifies the MMA against any claims for damage or injury arising from the activities must be attached with your Application.

6. PRODUCTION COMPANY’S RESPONSIBILITIES & OBLIGATIONS

The Production Company acknowledges that:

- It agrees and covenants that it will not at any time, directly or indirectly, make, publish or communicate to any person or entity any defamatory or disparaging footage, remarks, comments, or statements concerning the Melbourne Market, or the MMA.
- Its representatives will make every reasonable effort to accommodate the requirements of the MMA’s tenants and customers affected by the production.
- Every member of the Production Company (including security personnel) will be conversant with these requirements, the MMA’s Operating Rules and abide by them during the production.
- Its representatives will abide by any conditions stipulated in the MMA’s approval.
- Its representatives must maintain normal access for all market users through that part of the Melbourne Market that is used for filming at all times other than when filming actually takes place.
- Its representatives will remove all props, rigging or other materials associated with the Production as well as any directional signs erected for filming purposes upon completion of the Production.
- Its representatives will ensure that part of the Melbourne Market that is used for filming is left in a clean and tidy condition (to the satisfaction of the MMA) upon completion of filming or the Production Company will be required to reimburse the MMA for the full cost of any extraordinary cleaning.
- It will reimburse the MMA for any damage caused to the market land as a result of the production.
- The Production Company and its representatives will comply with any industry standards regarding professional and personal conduct at all times during the course of the production.

7. APPLICANT’S DECLARATION

I declare that, on behalf of the Production Company specified in this Application, this information is, to the best of my knowledge, accurate and correct and that the Production Company acknowledges and accepts its responsibilities and obligations to the MMA.

Privacy Statement: The MMA is committed to protecting the privacy of your personal information. We need to collect and handle your personal information in order to be able to process your application. All the information you give us will be handled in accordance with the Privacy and Data Protection Act 2014. You can gain access to the personal information we hold about you and request that it be corrected if necessary. For further information about privacy contact: privacy@melbournemarket.com.au.

Name: _____

Signature: _____ Date: _____

8. MMA APPROVAL

Approved by: _____

Date: _____