

## FILMING GUIDELINES

### Application Process

Harbour City Ferries (HCF) requires all people and entities who wish to film or take photographs whilst aboard a Ferry for non-personal use to complete the attached Application for Filming and Photography and submit to HCF for approval.

We request all applications to be submitted at least 10 business days prior to the proposed filming date with a corresponding Public Liability Insurance Certificate of Currency to a value of minimum \$20 million.

Any request within 10 business days of filming will attract an extra fee of \$2000.

HCF will reply in writing within 3 business days of the notice received to advise of our acceptance or otherwise of the application and with our Terms and Conditions for the filming or photography to be undertaken.

### Filming Requirements

We request production personnel to be present onsite 30 minutes prior to filming commencement.

All production members, actors and film crew present on the filming date are required to purchase the appropriate ferry ticket for their journey unless chartered.

Filming must occur off-peak between 9.30am and 3.30pm Monday to Friday. If you require filming out of these times, please note this in your application for filming. Filming outside these hours will attract an additional fee at HCF's discretion.

When filming on a wharf or vessel, the production crew must carry a copy of the HCF executed Film Agreement at all times to show to HCF personnel upon request. The Film Agreement is proof of your right to film.

We do not allow filming in any ferry crew-only areas such as a Vessel wheelhouse, Control Room or Balmain Shipyard.

The production crew must maintain a high degree of ferry operations awareness at all times. They must not disrupt the operations of Harbour City Ferries or its employees in the performance of their duties and the comfort of the passengers carried by Harbour City Ferries.

Production Companies should ensure they comply with the Recommended Film Industry Safety Code for their filming.

**Note:** Due to the increased demand on services during the summer period, Harbour City Ferries may not process any filming requests during mid-December to the end of January.

## Changes to your filming date

If wet weather prevents filming or photography on the agreed date, Harbour City Ferries will work with you to schedule an alternative filming day.

## Fees

All prices are listed in \$AUD and are GST exclusive. For international Production Companies a foreign exchange conversion fee will apply.

Period	Fees (GST ex)
Up to 1 hour	AUD \$3,000
1–4 hours	AUD \$8,000
4 – 6 hours	AUD \$12,000

**Note:** Fees are subject to change if filming requirements change.

## Application for Filming

### 1. Production Company

Company Name & ABN:	Name of Organisation
Business Address: (must be street address)	Street address
Name of Company Representative:	Name & Role
Phone/ Mobile number:	Fax number:
Email address:	

### 3. Filming Proposal

Proposed date and time of filming:	Ferry service or location where filming is to take place:
Names of film crew:	Media type: (E.g. print, website, radio, TV)
Country and city of publication / broadcast:	Reader / viewer profile:
Estimated audience:	Proposed story outline:

### 4. Public Liability

Details of Insurer	
Liability Cap (Minimum required AUD \$20M)	