

# Royal Tasmanian Botanical Gardens

## Commercial Photography and Filming Guidelines

### **Photography and Filming in the Gardens**

Visitors to the Royal Tasmanian Botanical Gardens may take photographs and video footage within the Gardens for private, personal use only.

Bona fide amateur photographers who use equipment that appears substantial or professional are advised to contact RTBG staff at the Visitor Centre or Administration Office prior to commencing their photographic session in order to clarify their situation. Failure to do so may result in being queried by staff while in the Gardens.

All photographers, whether private or commercial, are subject to the conditions of the Royal Tasmanian Botanical Gardens Act 2002.

### **Wedding Photography**

Wedding photography is subject to a fee, regardless of whether the actual wedding ceremony has occurred within the Gardens. Please refer to the RTBG's Venue Hire information for details.

### **Commercial Production**

Any photographs or footage that is undertaken professionally or for a financial consideration, either on consignment for another party or with a view to selling or hiring the imagery obtained, or for promotion of a product or service is considered commercial production. It requires explicit written approval and is subject to the following guidelines and conditions.

*Commercial production includes*

- Commercials or advertisements
- Feature or drama production (cinema, video and television, including short films)
- Documentaries, infotainment and tourism promotions
- Educational and government sponsored production
- Stills photography for advertising, publication, exhibition, sale or other commercial purposes

### **News of the Day**

Bona fide television and print news of the day and current affairs do not require explicit written approval or payment of fees. However television and newspaper media are asked to contact Gardens staff prior to filming as a courtesy and to determine any special requirements or relevant management issues.

## **Fees**

Fees charged by the RTBG in relation to major events, venue hire, photography and commercial production activities are used by it to fund its important scientific, horticultural and public programs and recognise the significant public investment in managing and maintaining the Gardens for the benefit of the State of Tasmania.

### **Production Crew Number (\*)**

1-3 people	4-8 people	>8 people
\$82.50 per day or part thereof	\$165 per day or part thereof	\$550 per day or part thereof
\$165 per project	\$330 per project	\$1100 + neg. per project **

- Fees GST inclusive
- \*includes those involved directly with production, eg. actors etc.
- \*\* large scale commercial productions will be subject to a negotiated fee

### **Supervision/guiding fees**

Weekdays	Weekends & Public Holidays
\$275 per person /day or \$55 per person /hour	\$385 per person /day or \$66 per person /hour

- Fees GST inclusive

The decision on whether staff supervision is necessary shall be made by the Director of the RTBG.

## **Bond**

A bond may be required for the purposes of making good any damage or cleaning following the event. The amount will be determined at the RTBG Director's discretion in each case based on the activities proposed and the number of people and quantity of equipment involved.

## **Waiver of Fees**

In limited circumstances, fees may be waived at the discretion of the Director of the Royal Tasmanian Botanical Gardens, for educational or tourism-related production or photography that is likely to increase the appreciation, awareness and understanding of the natural or cultural environment and which benefits the objectives of the RTBG. Producers of filming that is sponsored by the Federal or Tasmanian Governments' Tourism agencies must provide evidence of such support in writing to obtain a fee exemption.

## **Booking of the Commercial Production Session**

At least 21 days' notice is requested for small scale productions, and more is required if the production involves significant set up, potential for disruption or requires a high degree of planning and logistical management. A brief rundown of the content, logistics

and schedule is required and full script may be requested. Depending on the scale of production, one or more planning meetings with RTBG staff and key production personnel may be required.

Initial inquiries should be made via the RTBG's Administration on 03 6236 3050.

### **Structures and Management Issues**

All events and activities, including commercial film and television production and photography, carried out within the Gardens are subject to the terms and conditions of the RTBG's Major Events guidelines. These guidelines cover all aspects of public health and safety, and include details on the erection of temporary structures, catering, parking and traffic management, care and protection of the site and supervision of activities by RTBG staff. Copies of these guidelines are available from RTBG Administration.

### **Public Liability**

The producer will be required to provide evidence of current public liability insurance cover to a minimum value of \$20,000,000.

### **Non-exclusive Access**

It is not possible to provide exclusive access to the Royal Tasmanian Botanical Gardens. It is a public facility and all commercial activity with the Gardens must be balanced with its impact on public access to the site. Producers and event organisers must be aware that other non-related activities may be occurring or in place during their period of use.

### **Approval Authority**

The authority to approve or deny applications for commercial production activities within the Gardens is held by the Director of the Royal Tasmanian Botanical Gardens, whose decision is final.

### **License Agreement**

Once approval for any commercial activity is granted, the applicant will be required to enter into a formal license agreement with the RTBG. No activities will be permitted to commence within the Gardens until this agreement is fully executed.

### **Approval and Checking of Material**

Any factual reference within the completed program, film or publication will be checked for accuracy with RTBG personnel, in a timeframe that allows for any necessary research and amendment (for example – plant names, historical details).

### **Acknowledgement**

The producer will be obliged to place the following credit, where credits are given:

*Produced with the assistance of the Royal Tasmanian Botanical Gardens.*

### **Copies of Finished Film**

Two DVD copies of the finished film production shall be provided promptly upon completion, free of charge, to the RTBG, for its library and archives.  
In the case of printed material, 4 copies of the finished publication are required.

**Use of Footage for Promotional Purposes.**

The RTBG shall have the right to exhibit the finished production in its premises for the benefit of Gardens visitors.

The RTBG shall also have the right to utilise excerpts comprising up to 10 minutes or 10% of the finished duration of the production, whichever is the greater, duly credited, in non-broadcast and non-theatrical environments for the purposes of promoting the Royal Tasmanian Botanical Gardens.

# Royal Tasmanian Botanical Gardens

## Commercial Production Application

Applicant Surname: ..... Given Names:.....

on behalf of (Company Name): .....

Contact Address: .....

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Contact Phone Number Business: .....Fax: .....

Mobile ..... Email: .....

### 1. Which area/s of the Gardens do you intend filming?

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### 2. Which of the following categories best describes the purpose of your filming ?

- Commercial Filming (advertisements)
- Feature Filming (cinema, video and TV)
- Documentaries
- Stills photography for advertising, publication, exhibition, sale or other commercial purposes
- Government Tourism Dept. Sponsored Filming (exemption req., see (12))
- Educational or Tourism Productions - beneficial to the RTBG

### 2. How many people will be in your production team (including talent, cast and production staff).

- up to 3 people
- 4-8 people
- more than 8 people (specify number)

### 3. Please provide a brief outline of the theme of your intended production (attach more information if necessary)

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**5. What acknowledgement to the RTBG do you intend providing in the credits of your film (see guidelines).**

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**How will the RTBG benefit from production of your project?**

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**6. How long do you intend filming on this production ?:** .....Days

What are the proposed date/s that you intend to film:

From ..... to .....

**7. Do you require a RTBG Staff Member or Guide?**

Yes, number of hours ..... No .....

**8. Please detail the number and size of vehicles that will be involved in your production.** Please note that vehicular access to the Gardens is strictly limited and only possible under the direct supervision of Gardens staff. Size and weight limits apply.

Parking with the Gardens is not permitted, nor is any vehicular movement on the lawns or in garden beds. (Please refer to the RTBG's Major Event guidelines for details).

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**10. Please detail any structures, major props, lighting fixtures or other installations you wish to install** (Please refer to the RTBGs Major Events guidelines for the requirements in relation to temporary structures).

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**11. Please detail the steps you will take to ensure that there is absolutely no damage or negative impact on the fabric of the Gardens resulting from your activities.**

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To be completed by RTBG Staff

Approval is granted / denied to film in:

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subject to the payment of Fees and the signing of the agreement (below) by the applicant.

Filming Fee payable \$ ..... Bond payable \$ .....

No. of hours Staff /Guide or supervision required .....

Total fee payable \$ .....

Additional Conditions of Approval:

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Please note: No approval is given or inferred until such time as a formal written license agreement between the applicant and the RTBG is signed and executed.