

APPLICATION TO UNDERTAKE COMMERCIAL FILM OR PHOTOGRAPHY AT TE URU

This contract is to be completed by any person (the applicant) applying to take photographs or film within the Te Uru building, for commercial purposes.

Please note: depending on the nature of your request, fees will apply to commercial photography or filming. Fees are available after application has been received by Te Uru.

Te Uru appreciates at least ten working days notice of applications to film or photograph.

Details			
Applicant's name:			
Date:			
Institution/Company:			
Address:			
Phone	home:	work:	mobile:
Email:			

Type applied for	<input type="checkbox"/> Film/Video <input type="checkbox"/> Still Photography
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Planned date(s) and time(s):
<i>(Please note times outside normal business hours will incur a fee.)</i>

Planned location (include gallery and non-gallery spaces):
<i>(Please note only locations listed below will be approved for use)</i>

Purpose and planned use of photography/film:

Details of crew and equipment (e.g. no. of people, equipment and requirements):
<i>(Please note only equipment and crew numbers specified will be approved for use on the day).</i>

FILMING/ PHOTOGRAPHY CONDITIONS:

- Works of art may not be touched or moved.
- Any artworks covered by copyright will not be allowed to be filmed or photographed. A gallery representative will advise you on these artworks.
- A maximum of two light sources are to be used, unless authorised by the gallery. Lights must not shine directly onto an artwork and are to be shut off except when actual photography is taking place.
- All light stands or similar equipment are to be placed a minimum of 1.5 metres away from any artwork. All equipment on stands must be placed at a distance that is greater than their height away from any artwork.
- All cables are to be positioned so as to not constitute a tripping or other hazard.
- There is no consumption of food or drink allowed in the gallery spaces.
- No chemicals or hairsprays are to be used in the galleries.
- If any extraordinary costs are incurred by filming or photography in the galleries, these costs will be on-charged.
- For insurance purposes, gallery staff will be required to oversee the photography or filming where lighting tripods or other equipment is used.
- The gallery reserves the right to change any arrangement if our representative believes that works of art are being put at risk.

HEALTH & SAFETY CONDITIONS:

In order to follow best safety practices, compliance with the Health & Safety at Work Act 2015 must be followed at all times.

I am responsible for any damage caused and my own (and that of members of my group) Health & Safety.

I agree to observe all directions from the gallery representative relating to Health & Safety, the security of the site, and the property of Te Uru.

I agree to abide by the above conditions
Name:
Signed:
Date:

Approved by Te Uru Waitakere Contemporary Gallery
Name:
Signed:
Date:

Once approval has been received, please report to Te Uru at the time and day specified in your application, with a copy of this signed contract. A Te Uru representative will accompany you (if required) during photography or filming.