# APPLICATION FOR FILM PRODUCTION AND STILL PHOTOGRAPHY IN THE MELBOURNE MARKETS

**APPLICATIONS ARE TO BE FORWARDED TO:**

**MATTHEW ELLIOTT**
**Business/Commercial Manager**
**Melbourne Market Authority**
**Box 1 542 Footscray Road**
**West Melbourne Vic 3003**

**Telephone:** **(03) 9258-6100**
**Fax:** **(03) 9687-7714**
**Email:** **info@melbournemarkets.com.au**
**Website:** **www.melbournemarkets.com.au**

All production crews and personnel must report to Matthew Elliott, Business/Commercial Manager prior to accessing the market.

Melbourne Market

# Application for Film Production or Still Photography in the Melbourne Markets

## 1. APPLICANT DETAILS

Name: …….

Position: …….

Production Company:…….
(if applicable)

Program: ……....

Address: …….

…….

Email: …….
(if applicable)

Telephone (Office): …… (Mobile): ……..

Facsimile: …….

## 2. NATURE OF ACTIVITY

(Please √ appropriate box)

☐ Photo Shoot

☐ Industry Promotions

☐ Other

Name of Production: …….

……..

## 3. PRODUCTION DETAILS

Date: ……...

Location and space required: ……

……..

Time of filming/photography: …….. am/pm to ……am/pm

Personnel Numbers (cast, crew, extras, clients): ……

Production Personnel: …….

……..

……..

Interviews (please specify who you will interview): ……

……..

## 4. PRODUCTION VEHICLE PARKING

Essential Production Vehicles (please specify by type, nature, registration no.): ……

……..

……..

## 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:

- 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 By-Laws 2002 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 Markets 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 that part of the Melbourne Markets 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.

**Name:** ……..

**Signature:** ……..

**Date:** ……..