



Royal Botanic Gardens & Domain Trust Conditions of Media Access

1. The location fee and bond, as security against possible damage and non-compliance with any condition of occupation, may be waived at the discretion of the Trust if:
 - (a) Filming/ photography is for a news story which is relevant to the location and will be broadcast/ published in the next edition of the media outlet. Use of the site must be approved by the Trust prior to coming on site.

OR

- (b) The broadcast or published image(s) and text will provide positive promotion of specific facilities, resources, activities or personnel of the Royal Botanic Gardens & Domain Trust which will be identified in the broadcast or article.

A copy or on-line link of publication/broadcast is sent to: PR Dept, The Royal Botanic Garden, Sydney, Mrs Macquaries Road, Sydney 2000.

Information and rates for commercial filming can be found at:

http://www.rbg Syd.nsw.gov.au/welcome_to_bgt/royal_botanic_gardens/venue_hire/commercial_filming_photography

2. The applicant and participants must comply with any request made of them by the Royal Botanic Garden, Sydney, staff prior to, during and as a result of the activity.
3. Close liaison must be maintained with Garden's staff over the proposed use of the area concerned.
4. The approval of any other government agency that may be required is the applicant's responsibility.
5. All regulations under the Royal Botanic Gardens and Domain Trust Act 1980 (as amended) must be observed.
6. The guarantee of occupation occurs when both parties have signed the Media Access Application and an event number has been issued.
7. A public liability insurance policy for \$20 million indemnifying the Royal Botanic Gardens and Domain Trust and all its employees and agents must be arranged by the applicant. Evidence of this policy must be provided prior to the event.
8. Applicants are required to have a Safe Work Method Statement (SWMS) that their staff and/or associates are instructed to follow while working at the Domain or Garden site.



9. Any damage resulting from an approved activity shall be recompensed by the applicant. All direct costs incurred by the Trust in relation to the Organised Activity must be covered by the Applicant.
10. The Applicant or a representative is to be on site at all times. A mobile telephone number is to be supplied for that person.
11. Additional specific conditions may be imposed and will be advised in a separate letter of approval.
12. Fees may be levied and/or the bond withheld if the film shoot is not managed in accordance with the contract.
13. The Applicant shall be responsible for the security of any equipment under their control.
14. The Applicant must not alter, add or affix any item, sign or poster within the Trust Lands without prior consultation with the Trust. Items must not be attached to trees, buildings, heritage features or other fixed structures.
15. No temporary structures may be erected without the prior authorisation of the Trust, and in accordance with the guidelines for temporary structures.
16. The Applicant is responsible for returning the Designated Trust Lands to the Trust in the same or better condition.

Vehicles

1. Vehicles are not permitted in the Royal Botanic Garden, Sydney. They may be driven and parked on public roads through the Domain according to the speed limits and traffic regulations.
2. Vehicles are not permitted to drive or park on the grass.
3. Drivers are not permitted to drive over sandstone curbing.
4. The Trust disclaims liability for any third party personal injury or property damage claims which may arise from vehicles being driven or transported on its lands.
5. Parking permits can be arranged for media granted free access by the Public Relations Manager to cover stories that promote the Garden/ Domain.

Event #

Media Access Application Form

Please return with copy of your public liability insurance for \$20 million.

Proposed access date and time	DATE: Start Time:	Finish Time:
Media Outlet Name		
Production Company Name		
Distribution of media outlet e.g. National, internat'l, state, regional		
Frequency of publication / broadcast		
Audience/ readership/ circulation		
Audience profile eg; professionals – ABs, 28–34yrs, 5–12 yrs etc.		
Market position (for overseas media) e.g. leading newspaper / science program: Aust. equivalent?		
Publication/To-Air date If unknown = TBC		
No. of stories & duration/length e.g. 2 page feature, 2 x 3 mins TV segments.		
Proposed story outline and how it will promote the Royal Botanic Gardens and Domain Trust or fulfill the criteria of a news story		
Location(s) of shoot Garden map ref.		
Number of crew and vehicles		
Additional requirements (please tick)	<input type="checkbox"/> Media Kit <input type="checkbox"/> Interviews with Botanic Gardens Trust staff <input type="checkbox"/> Photographs (please specify) <input type="checkbox"/> Technical requirements (please add page with specifics)	
Contact Name		
Contact Details	Telephone: Email:	Mobile:
<p>The location fee and bond may be waived at the discretion of the Royal Botanic Gardens and Domain Trust if:</p> <p>(a) Filming/ photography is for a news story which is relevant to the location and will be broadcast/ published in the next edition of the media outlet. Use of the site must be approved by the Trust prior to coming on site OR</p> <p>(b) The broadcast or published image(s) and text will provide positive promotion of specific facilities, resources, activities or personnel of the Royal Botanic Gardens & Domain Trust which will be identified in the broadcast or article.</p> <p>A copy or on-line link of publication/broadcast is sent to: PR Dept, the Royal Botanic Garden, Sydney, Mrs Macquaries Road, Sydney 2000</p>		
Applicant's Signature		
Trust PR Manager Approval	Signature:	Date:

NOTES:

1. Media Access Applications submitted less than 24 hours before required access may not be processed in time for approval.
2. Where additional Garden resources are used, cost recovery may apply e.g. security fees, staff overtime costs.
3. If the project contravenes policies of the Royal Botanic Gardens and Domain Trust, approval will not be given.

Public Relations Dept. Fax: 02 9241 6304, Ph: 02 9231 8004/6

public.relations@rbgsyd.nsw.gov.au