



# Filming, Photography & Event request form

05/09/16\_#23661

### Applicant Details

Note – the name must match the organisation on the Public Liability insurance certificate

<b>Title</b>	<b>First Name</b>	<b>Surname</b>	
<b>Position</b>			
<b>Production Company / Organisation Name</b>			<b>ABN/ACN</b>
<b>Production Company / Organisation Address</b>			
<b>Business Number</b>	<b>Mobile Number</b>		
<b>Email address</b>			

### Date, Time and Venue Detail

**Dates**

**Locations – please state** (outside, runway, hangar, building etc)

<b>Bump in</b>	<b>Shoot</b>	<b>Bump out</b>
From	From	From
To	To	To

### Production Details

**Name of Production**

**Storyline summary/synopsis/script/scene**

**Type of Production (please tick appropriate box)**

Feature film	TV production	Documentary
TV Commercial	Corporate video /Short film	Not-for-profit
Music video production	Student film	Stills shoot / photography
Other (please specify)		

**Will the airport be identified in the filming/photography? Verbally or through filming of signs?**

Yes No

If yes, advise how

**Logistic Details**

**No. of crew** (including client and agency)

**No. of cast**

**List of Equipment and description of physical activities/ action/ unit base facilities**

**Additional Information**

**Public liability insurance certificate of currency** (please advise the value of your insurance and attach a copy with your request)

\$

- Location fee and additional charges ie WHS Officer will be payable to the airport prior to scheduled date
- Venue users are responsible for leaving premises as they found them i.e. any damage must be repaired and anything missing must be replaced. Email confirmation of responsibility and confirmation of public liability insurance is required prior to access.

Lodging Your Request Please

email through your request to the Media & Events Team

e: [media@SMAirports.com.au](mailto:media@SMAirports.com.au)