

# COMMERCIAL PHOTO AND FILM SHOOT GUIDELINES

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The impact on visitors, retailers and the precinct is kept to an absolute minimum.

To enable this, all film and photo shoots must be reported to HOTA Marketing team prior to occurring. If your shoot is of a commercial nature (for example privately distributed print publication or broadcast) then you must complete and lodge a Commercial Photo and Film Shoot Application Form and comply with the Commercial Photo and Film Shoot Guidelines, outlined in this document.

Alternatively, if your shoot is of a non-commercial nature (for example small scale student shoots or a media outlet filming for editorial purposes) then you must complete and lodge a Non-Commercial Photo and Film Shoot Application Form.

### Conditions of all Photo and Film Shoots at HOTA, Home of the Arts

**Approvals/Applications:** Each application for a Commercial Photo and Film shoot is assessed on an individual basis and approval is subject to the nature of the shoot requested. You will be required to complete the application form which follows these guidelines.

o **Potential Conflicts** – Approval is also based on our assessment of potential conflicts with on-site tenants, parkland activities and availability of HOTA Marketing team employees.

o **Public Liability Insurance** – It may be a condition of our approval that we require you to hold a public liability insurance policy. We will make a decision about this based upon issues like the size and nature of the shoot and the equipment you intend to bring into the Precinct.

**Cleanliness:** If your application is approved, you will be required to keep the area you use clean and tidy at all times during the shoot. All access ways are also to be kept clear.

o **Additional Cleaning** – Any cleaning required over and above our standard operational cleaning will incur a minimum charge of \$260.00. Final charges are to be determined on a case by case basis and are at the discretion of HOTA Marketing team and Precinct services.

o **As-is Conditions** – HOTA is public space with ambient noise and programmed music and announcements. Except in specific safety circumstances, visitors enjoying the Precinct must not be disturbed during photo or film shoots and music, announcements or broadcasts will not be lowered or switched off for filming purposes.

### Things we do not allow:

o **Filming children without written consent** – Filming or photography of a child in the Precinct without written permission from their parent or guardian first is not permitted.

o **Roving through the Precinct** – Generally, we do not allow our photographers or filmmakers to roam throughout the Precinct as we appreciate that our guests like to enjoy the Parkland facilities at their own pace. There are often other events happening in the Precinct. If you do wish to roam throughout the precinct or use multiple locations, you will need to provide us with specific details about the nature of your shoot and where you intend to shoot in the Precinct.

o **Significant infrastructure** – Shoots requiring large equipment including dolly tracks, major cabling for external lighting or large size marquees are unlikely to be approved. Use of drones for aerial footage are also generally

discouraged. Explicit permission from HOTA and Gold Coast City Council is required in order to bring a drone into the Precinct air space.

o **Anchored infrastructure** – To protect the Precinct and its in-ground services, infrastructure that requires anchoring to trees or in-ground pegging is not permitted.

o **Alterations to the Precinct** – If you require any alterations or changes to Parkland fixtures, structures, gardens, fittings or furnishings, then prior written approval must be sought. This will be assessed on a case by case basis and will almost certainly involve a cost to you. Please note that you are not permitted to cover up any existing sponsorship signage in the Precinct under any circumstances.

**If you have any questions about the application process, please contact the HOTA, Home of the Arts Marketing team on 07 5588 4000 or [media@hota.com.au](mailto:media@hota.com.au).**