

Types of Shoots

Any request for a shoot needs to be assessed in two ways being firstly if it is a private, amateur, or non-commercial or commercial shoot. Secondly, if it requires use of public or private spaces and does it have any impact on such spaces.

Private, amateur, and non-commercial

Refers to all individuals, groups, organisations including community groups and not-for-profit organisations, bloggers and citizen journalists not governed by the Australian Journalistic Code of Ethics

Commercial or for-profit

Any individual, group, organisation, including community groups, who are acting in self-interest for revenue gain.

Public Space Shoots

A shoot that takes place in any public space whether it be a thoroughfare or reading room either during Library opening hours or outside of hours requires approval.

Venue Space Shoots

For a shoot held within an event venue space, there is little to no disruption to any visitors to the Library. A member of our events team will check availability of a suitable venue and provide a proposal outlining the costs of the venue hire and any other charges that may be associated with your shoot.

Before permission for filming or photography can be granted, there are various considerations which need to be taken into account.

Approval Process

If the shoot request is for private, amateur, or non-commercial use and does not have any disruption to our daily operations or visitors then, this would be permitted in line with our standard guidelines and policy.

Should the shoot request be for commercial purposes and/or involve disruption or have more complex logistical requirements this enquiry will be given to the Venue Management and Retail branch for consideration.

As State Library of Queensland has duty to provide consistent service and access to our facilities to our visitors, we are very selective about which projects we can be associated with or can grant approval for. Should we authorise a shoot project, this in no way means that the State Library of Queensland endorses that project and/or the messages that it communicates. We are unable to support any shoot requests that we perceive do not support our image or re-enforce and support our key messages and priorities.

The State Library of Queensland may approve shoots which:

- Promote the Library as a cultural destination, collection and preserving Queensland's heritage
- Promote the Library as providing access to contemporary and historical knowledge
- Promote the architecture and design of the building
- Promote QLD/Australian tourism

The State Library of Queensland will not support shoots which:

- Have a political or controversial aspect
- Projects related to security or terrorism
- Projects that berate people/other attractions or structures
- Projects that are overtly adult in nature
- Projects that have any link either directly or indirectly to drugs, alcohol or tobacco or similar industry that does not correlate to government strategies

The ultimate decision regarding what is and what is not suitable is entirely at the discretion of the State Library of Queensland. Should a project be deemed unsuitable, no further correspondence will be entered into.

Additionally, before State Library of Queensland can grant permission for any shoot, there are several technical and logistical considerations.

As a public library and events venue our visitors experience must always be our priority. Some of the key areas of consideration are

- Purpose of the shoot
- Location of the shoot
- Date and time of shoot
- Size of the shoot e.g. number of crew and talent onsite and footprint of shoot area
- Equipment being brought onsite
- Visitor disruption e.g. walkways being blocked off or noise
- Health & Safety

Should a large and/or complex shoot application be requested we may require the client to provide full work method statements, risk assessments and certificate of currency of insurance.

Site Rules

Film crews are not permitted to:

- Leave any equipment unattended
- Film inside any unapproved area
- Block or obscure any public entries/exits points, access around the building or fire exits
- Obstruct others for carrying out their business
- Cause a disturbance or safety hazard
- Behave in a manner which is likely to affect the safety and enjoyment of other people or uses threatening or abusive behaviour
- Film, photograph or interview any client, visitor, staff, volunteer, or contractor without prior written permission from the State Library of Queensland

- Use smoke or any substances for special effects or other purposes or take any action that may set off fire alarm systems
- Take any action that may disrupt or inconvenience Library staff or the public

Film crews must leave clean and tidy any area used for their shoot, ensure they have obtained all necessary permits prior to filming and have this on hand during the shoot and adhere to State Library of Queensland filming and photography guidelines and terms and conditions of shoots or venue hire.

Costs

The following fees, terms and conditions apply to all bookings.

- Photo or film shoot in one of our venue for hire spaces – price on application
- Public area photo shoot – \$250 (inc GST) for the first two hours and \$125 (inc GST) for every hour after that (or part thereof)
- Film shoot – price on application

Staffing Costs

The following staffing charges apply.

- \$195 (inc GST) for up to three hours, \$65 per hour thereafter

All photography and film shoots in public or venue hire areas of State Library require a staff member rostered to oversee your shoot.

Indemnity

In consideration of permission being granted by the Library to allow either filming and/or photography the Hirer agrees to indemnify State Library of Queensland against any liability, loss, claim, action, injuries, costs, damages, expenses or proceeding arising under Statute or Common Law in respect of personal injury and/or death of any person and loss or damage to the Library's property caused by the negligence, omission or default of the Hirer or of any person for whom the Hirer has responsibility.

The Hirer must hold public liability insurance of \$10,000,000 and to this end shall provide evidence that this adequate and appropriate insurance cover has been affected. The Hirer also agrees to make good any damage that the Hirer, or persons for whom responsible, may wittingly or unwittingly cause to the Library or its contents.

Fees

All fees and charges must be paid prior to the shoot taking place and this terms and conditions document must be signed and returned in full.



I acknowledge I have read, understood, and accept these conditions.

Print Name:	
Signature:	
Date:	