



Luna Park Filming and Photography Policy and Guidelines

The Luna Park Filming and Photography Policy and Guidelines provide a framework for media producers including objectives and guidelines. Please read these guidelines before completing the application form.

Objectives:

- To ensure filming and photography is undertaken efficiently.
- To lessen the impact of filming and photography on Luna Park's guests.
- To ensure the safety and security of crews, talent, employees, and assets.

Context:

This document relates to commercial, student and personal filming and photography on Luna Park property. The following guidelines have been developed to ensure that the key objectives are achieved.

Definitions:

Application to Film Form - the application for filming and/or photography that must be completed in order to apply to film or take photographs in Luna Park.

Luna Park's Assets – all assets owned and operated by Luna Park Melbourne.

Producer – production company or producer of any multimedia productions or the authorised representative thereof.

Producer's Personnel – any officer, employee, agent, contractor, consultant or adviser of the Producer and any cast, crew, volunteers, or other individuals associated with the Producer.

Luna Park – Luna Park Melbourne Pty Ltd (LPM)

Notification:

Prior to Luna Park agreeing access to the Park, the Producer or the Producer's representative must provide a completed Application to Film form which includes a brief synopsis of the script. Five to ten days are generally required to process the application.

Restrictions:

Luna Park Melbourne is not likely to grant permission to film in the Park during hours of operation as this may affect the experience of our guests.

Pre-shoot Site Inspection:

Prior to the beginning of any filming activity, the site will be inspected by the Producer or the Producer's Representative with a Luna Park employee. The purpose of this site meeting will be to determine the scope of the activity and determine any safety risks.

Conduct:

The Producer must ensure that whilst on Luna Park property, the Producer's personnel and all those involved in the activity will comply with all relevant laws and standards and any directions or procedures given by Luna Park staff. If filming while the Park is open to guests, the Producer must ensure that disruption to Park guests is kept to a minimum. The Producer must ensure that all their personnel conduct themselves in a courteous manner and are considerate to the needs of Luna Park's staff and guests. The film personnel should not approach Luna Park guests without Luna Park's permission.

Physical Assets:

All of Luna Park's assets must be treated with care. No tape, nails, adhesive or other substances or materials are to be affixed to any surface without Luna Parks approval.

Equipment:

Luna Park accepts no responsibility for damage to, or loss of, any equipment brought onto Luna Park property. All power leads must be secured by a method approved by Luna Park. It is the responsibility of the Producer to supply all lighting requirements and power leads. All electrical equipment must be of a standard that meets Luna Park safety requirements. Luna Park is also not required to supply power, water or any other utility. If the Producer requires access to these, they must state so in the Application to Film.

Sound:

The producer must keep noise levels below 95 dBA in the Function Room and 65dBA measured outside Luna Park's nearest resident. The Producer must follow all directions issued by LPM prior to and during the event in relation to the control of music noise levels. The Producer will be responsible for arranging noise monitoring by an approved company if so deemed necessary by LPM.

Safety:

All activities undertaken in Luna Park Melbourne must comply with all applicable laws and health and safety standards. The Producer must list all dangerous and flammable substances and articles that it intends to bring onto Luna Park property in the Application to Film.

Use of Images

Images of Luna Park may be only used for the purposes stated in the Application to Film. Unauthorised use of images is not permitted unless approved in writing by Luna Park.

Parking and other space requirements:

All parking, production and technical space required for the filming or photography activity must be specified in the Application for Filming.

Signing of Documentation:

An authorised representative of the Producer must sign all documentation including the Application for Filming.

Supervision:

Luna Park will appoint a supervisor as the primary point of contact for the Producer and to be present during bump in, bump out and during the filming or photography activity.

Damage:

The Producer must repair any damage to any of Luna Park's assets that is caused or contributed to by the Producer or the Producer's personnel. At the conclusion of filming or photography the Producer will, in a timely manner, ensure that all of Luna Park's assets are reinstated to their original condition to the satisfaction of Luna Park, and that all of the Producer's property and rubbish is removed from the site.

Discounted fees:

- Luna Park may in its sole discretion elect to discount the corporate fee for:
- Student films and photography
- Projects related to charitable or civic activities
- Documentaries
- News and current affairs purposes
- Projects of an amateur nature
- Weddings and other personal celebrations

Insurances:

The Producer is required to obtain and keep current for the term of the Location Agreement public liability insurance for at least \$20,000,000. The Producer must provide Luna Park with a certificate of currency for this insurance prior to commencing any filming or photography in Luna Park.