

Film and Photography - Conditions of Hire

Inquiry and application timeline

In order to undertake filming or photographic projects within the precinct we require an application form to be completed.

To ensure the Venue Hire department has adequate time to respond and quote for a shoot, applicants must provide the following notice:

Low impact shoot: 2 business days

Medium impact: 1 week

High impact: 2 weeks

Fees

In addition to all permit fees there will also be a fee for venues and areas hired for the purpose of the shoot. Please see the list of venues and pricing on the venue hire website.

*See table below

Full Payment

Full payment needs to be received before the shoot date.

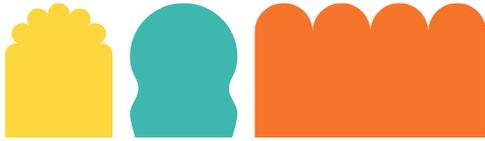
- Payments can be made by bank transfer or credit card.

Bond

A venue hire bond of \$600 is required where deemed appropriate by the ACF. Bonds need to be received at least 10 days prior to the shoot date. After a satisfactory venue condition report is completed at the end of hire, the bond will be refunded by bank transfer.

Staffing

At the discretion of the ACF a staff member may be required to oversee the venue for the duration of medium to large impact shoots. The fee of this staff member will be at the expense of the hirer and charged at \$45 per hour with a minimum 4 hour call (minimum cost \$180 + \$45 per hour thereafter).



Abbotsford Convent.

Booking times

- Booking hours are 8.30am – 10pm. Bookings that extend outside these hours will incur a staffing fee to accommodate the earlier or later access required.
- All bookings need to be a minimum of 2 hours duration.
- Please note that the Convent grounds must be cleared by 11pm due to the site's classification within a residential area.

Weekday bookings are preferred. Any night or weekend bookings may require supervision out of ACF business hours increasing impact and therefore cost.

Site Visits

Site visits can be arranged prior to a shoot taking place to ensure it is the right location. Please contact the Venue Hire department, venuehire@abbotsfordconvent.com.au, to arrange a time.

Location Agreement

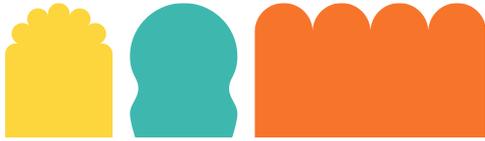
A location agreement from the ACF will be provided and will need to be signed prior to or on the day of the shoot.

Shoot Categories

- **High impact:** 3 vehicles/trucks or more, more than 20 cast and crew, multiple site locations, extensive equipment & requirement to install infrastructure
- **Medium impact:** 2 vehicles/trucks or less, 20 or less cast and crew, up to two site locations, some equipment & infrastructure required
- **Low impact:** 1 vehicles/trucks on site, 10 or less cast and crew, one site location, minimal equipment and no infrastructure required
- **Low budget / low impact:** Must meet low impact requirements. Most non-commercial release, educational, not-for-profit and in-house corporate videos will be deemed low budget / low impact.

Flames and flammables

Because of our heritage status the use of candles, incense, burners, naked flames, gas cylinders, flammable liquids, fire crackers, smoke machines or similar are not permitted



Abbotsford Convent.

throughout the precinct. Metropolitan Fire Brigade fines will be passed on to hirers if the highly sensitive smoke detectors in hired spaces are triggered by flammable items. **Wall surfaces**

Nothing is to be hung, attached or stuck to interior or exterior walls of the venues by any means. Walls also can't be painted or redecorated in any way. The Convent venues are old, sensitive and heritage-listed. Wall surfaces are easily damaged.

Ancillary equipment

No ancillary equipment such as urns, heaters, fans or kettles maybe connected to any of the services without the prior consent of the ACF. Please discuss your requirements with the Venue Hire Team prior to the booking.

In addition any portable electrical appliances that are brought onsite will need to be tested and tagged in accordance with AS/NZS 3760.

Animals in venues

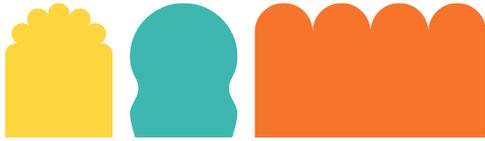
No animals shall be allowed in the hired venue without the written consent of the Venue Hire department, who may impose any conditions as they see fit. This condition does not apply to service or assistance dogs for people with specific support requirements. .

Damage

The hirer accepts responsibility for any damage to the precinct or the hired venue, its fittings or equipment caused by the hirers guests or by outside contractors engaged by the hirer prior to, during, or after a booking. The cost of any repairs will be charged to the hirer upon the conclusion of the booking.

Heritage Guide

- Ensure you discuss requirements for your shoot with the ACF early on in your booking process.
- Thorough understanding of all the details of your shoot will assist in the most efficient solution for you.
- There is great diversity between the many venue hire spaces and our response may vary significantly depending on which space is booked for you and you intended use.
- Identify all event requirements: **What, Where, Why and How.**
- Consider aspects of how you would use the room including use of floors, walls, seating etc.



Abbotsford Convent.

- Complete the special conditions venue booking form if deemed necessary by ACF.
- ACF to advise you in writing of the agreed outcomes.

Noise

The precinct has a large number of users and is in close proximity to residential areas. With the number of stakeholders on site the ACF can't guarantee quiet or any disturbance from other bookings.

Live music and amplified noise: No amplified or live music is permitted without the permission of the ACF. If permission is granted, music must be kept to a minimum and must not exceed 65 decibels above background noise.

Vehicles on site

The Abbotsford Convent is a pedestrian only site. The ACF recognises that there may be times where onsite vehicle access is imperative and unavoidable and in those cases:

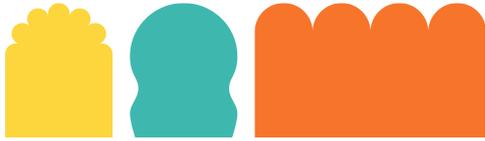
- A 15 minute delivery zone is available on St Heliers Street near the main gate.
- Only under exceptional circumstances can any deliveries be made on site. These must be arranged at least two business days in advance and be authorised in writing by the ACF and must strictly adhere to separate guidelines issued in writing.
- Under no circumstances can cars remain parked onsite.

Emergency Exits

Emergency exit areas and pathways of travel to and from them must be kept clear of obstructions at all times. Clearance in pathways of travel must be maintained at a minimum width of 1.2 metres at all times. Exit signs should also be clearly displayed and not covered or obstructed.

Outdoor areas

No structure requiring the use of pegs, poles and digging of holes is permitted to be installed in the grounds or lawns under any circumstances. Permission to erect weighted structures on the grounds or lawns must be sought from the ACF by written request at the time of booking. In addition, venue hirers are not permitted to attach any signage or posters to any part of the buildings or grounds.



Insurance

The ACF has public liability insurance to protect it against third party claims for bodily injury and property damage arising out of its negligence. However, the policy does not cover the liability of any other party. The hirer is responsible for obtaining and maintaining their own public liability insurance policy and any other relevant insurances or licenses. A copy of your public liability insurance is needed to secure your booking.

Film & Photography: rates

Abbotsford Convent.

	Full day (8 hours)	Half day (4 hours)
Photography - high impact	\$1000	\$750
Photography - medium impact	\$750	\$563
Photography - low impact	\$500	\$375
Film - high impact	\$2000	\$1500
Film - medium impact	\$1500	\$1125
Film - low impact	\$1000	\$750

Pricing

Prices do not include GST.

Minimum shoot time is four hours. Additional hours can be added.

Prices do not include venue hire nor exclusive use of outdoor spaces.

Staffing and Equipment

Additional support crew are available for minimum 3-hour calls.

Basic furniture and AV equipment is available for hire.

Important Conditions of Hire

Abbotsford Convent is a unique heritage arts precinct with specific hiring conditions. You can find our Conditions of Hire [here](#).

To better understand the delicate nature of working in a heritage-listed multi-use precinct, please refer to our Special Conditions of Hire [here](#).

Site Visits and Production Meetings

To arrange a virtual or in-person site visit, please email us at venuehire@abbotsfordconvent.com.au or call us on 03 9415 3608.

Complex events will require at least one production meeting with our Venue Hire and Operations teams.