



The Entertainment Quarter AFTRS Filming Policy

Purpose - The AFTRS is a prestigious and highly valued institution of the Entertainment Quarter. The purpose of the AFTRS Filming Policy is to detail the agreements between EQ and AFTRS that aim to provide the optimal learning environment for AFTRS students. It provides a flexible and practical guideline to the use of EQ's facilities in the facilitation and enhancement of teaching and learning techniques.

Policy Detail

DETAIL & PROCEDURES:

The policy below outlines a 3 tiered approach which has been designed to provide the highest degree of flexibility and efficiency in the process. They consider the differing filming needs and respective requirements and are as follows :-

Tier A : Students & Teacher Exercises – Small ad-hoc filming exercises that may or may not be supervised by teachers

Tier B : Vox Pops & Tenants – More involved filming that may involve customers and tenants of EQ

Tier C : Full Scale Film shoots

AFTRS students must be easily recognisable at all times by way of an identification pass or clothing.

LOCATIONS :

Although the EQ is subject to strict and demanding protocols as a result of our heritage status and geographic locations, we have provided 6 key locations within our precinct in where staff and students of the AFTRS will be able to utilise. As a benefit of being a valued stakeholder, 4 of these locations will not require prior bookings (with exception for full-scale productions), whilst our key events facility The Forum will be available to the AFTRS at highly reduced rates.

These locations, identified on the map attached, are listed below: -

Locations NOT requiring bookings

1. The Showring
2. Errol Flynn Boulevard
3. Heritage Park
4. Studio & Cinema Plazas

Locations requiring bookings

5. Car Park Roof – Tier B and C only, subject to availability
6. The Forum – Tier B and C only, location can only be put on hold 1 week prior to filming.

FILMING IN TENANCIES

Whilst we greatly encourage students of AFTRS to make full use of the ample locations available to conduct their filming exercises, there are certain regulations and procedures that have been agreed with the retail tenants of the EQ that must be abided by. These include :-

- The EQ Village Markets, its traders and customers cannot be filmed at any time
- Hoyts cinemas can not be filmed or photographed at any time

- Children are not to be filmed at any time
- Remaining retail tenancies as per the Retail Leases Act of NSW are entitled to “quiet enjoyment” within their trading hours so that they may peacefully enjoy their premises during their Term. As such should any Tier B or C activity impact upon any retail tenancy, prior written approval needs to be obtained from such a tenancy, 1 week before the commencement of filming.

ADHERENCE TO OH&S

Safety of the AFTRS, our staff, tenants and customers is of paramount importance to us. The EQ has a commitment and obligation to ensuring its properly is a safe and secure work place. One important aspect of your engagement with the EQ is therefore the continued awareness of our occupational health & safety requirements.

As such, we require all film crew, contractors and participants to undergo site specific on-line inductions to obtain a current Certificate prior to the commencement of filming. This Certificate remains valid for a period of 2 years.

DEALING WITH THE PUBLIC

Along with being the home of the AFTRS, the EQ also contains a number of retail precincts, playgrounds and venues that will result on occasion in large numbers of the general public being present on the premises.

It is highly important to the EQ that all customers public enjoy a positive experience. The AFTRS are kindly asked to keep this in mind when approaching or interviewing the general public. At no times are filming activities to block public access and thoroughfares.

OTHER EVENTS / ACTIVITIES

The multiple venues of the EQ and its proximity to other major venues such as the Hordern Pavillion, Sydney Cricket Ground and Sydney Football Stadium will result in high crowd attendance on certain days and as such will render the EQ locations unsuitable for filming activities. The events team at the EQ will forward a detailed sitewide event calendar on a weekly basis for the upcoming month to enable the AFTRS to effectively plan their desired filming activities.

PARKING

Parking for all non-essential production vehicles must be within the multi-deck car park. Oversized essential production vehicles can be parked in the Coach Bay free of charge, subject to availability.

Should you have any concerns or questions regarding the above, we will be more than happy to assist you. Please contact the EQ Events Department on 8117 6700.

SUMMARY OF KEY REQUIREMENTS

Tier		Fees	Locations	Maximum Numbers	Admin + Security Requirements	Equipment
A	Student & Teacher Exercises	N/A	1-4	Max of 5 students per location at any one time. Maximum total of 20 students in total	<ul style="list-style-type: none"> Notification email to reception_eq@cfspm.com.au prior to the exercise No security guards required 	Handheld camera's and sound devices. No tripods or cables.
B	Vox Pops & Tenants	N/A	1-4	Max of 5 students per location at any one time. Maximum total of 20 students in total	<ul style="list-style-type: none"> Completion of Film Notification Form at least 24 hours prior to shoot Verbal notification of tenants if filming is being performed in our around tenancies, 24 hours prior to shooting No security guards required 	Handheld and cableless camera's and sound devices.
C	Full Scale Film Shoot	Venue Mgmt - \$250+ gst Security - \$37 per hour Power : On application	1-6	Maximum of a 35 person crew	<ul style="list-style-type: none"> Completion of Film Notification Form at least 1 week prior to film shoot Adherence to EQ film regulations EQ OH&S induction for all crew members Completion of location release form Provision of Public Liability to \$20Mil and workers compensation Traffic management plan if shoot will interfere with traffic Notification of tenants and permission granted to shoot their tenancy if filming is being performed in our around tenancies An ACES security guard will be required for the duration of the film shoot. 	All equipment allowed