
MTS Holding Company Pty Ltd

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FILMING & PHOTOGRAPHY APPLICATION FORM

APPLICANT DETAILS:

Production Company/Organisation name:	
ABN/ACN:	
Principal Contact & Position:	
Address:	
Work phone:	
Telephone:	
Mobile:	
Email:	

PRODUCTION CONTACT DETAILS:

PRODUCER name:	
Mobile:	
Email:	
PRODUCTION MANAGER name:	
Mobile:	
Email:	
LOCATION MANAGER name:	
Mobile:	
Email:	

PRODUCTION DETAILS:

Purpose of filming (please tick):	<input type="checkbox"/> Commercial <input type="checkbox"/> Non-commercial
Name of production:	
Product or topic featured:	

Production summary / synopsis /script:	
Type of production (please tick):	<input type="checkbox"/> Feature <input type="checkbox"/> TV Drama <input type="checkbox"/> Documentary <input type="checkbox"/> TV Commercial <input type="checkbox"/> Corporate Video <input type="checkbox"/> Short Film <input type="checkbox"/> Music Video <input type="checkbox"/> Student Film <input type="checkbox"/> Info / Travel Show <input type="checkbox"/> Reality TV <input type="checkbox"/> Stills Shoot/ photography <input type="checkbox"/> Children's production <input type="checkbox"/> Other (please specify)

LOCATON DETAILS:

System required (please tick):	<input type="checkbox"/> Monorail <input type="checkbox"/> Light Rail <input type="checkbox"/> Both
Which Monorail / Light Rail station is required for filming / will the film crew be based (please tick)?	<p>Monorail stations:</p> <input type="checkbox"/> City Centre <input type="checkbox"/> Darling Park <input type="checkbox"/> Harbourside <input type="checkbox"/> Convention <input type="checkbox"/> Paddy's Markets <input type="checkbox"/> World Square <input type="checkbox"/> Galleries Victoria
	<p>Light Rail stations:</p> <input type="checkbox"/> Central Station <input type="checkbox"/> Capitol Square <input type="checkbox"/> Paddy's Markets <input type="checkbox"/> Exhibition <input type="checkbox"/> Convention <input type="checkbox"/> Pyrmont Bay <input type="checkbox"/> Star City <input type="checkbox"/> John Street Square <input type="checkbox"/> Fish Markets <input type="checkbox"/> Wentworth Park <input type="checkbox"/> Glebe <input type="checkbox"/> Jubilee Park <input type="checkbox"/> Rozelle Bay <input type="checkbox"/> Lilyfield
Is a Monorail/Light Rail vehicle required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bump in – Dates/s and time/s:	
Shoot – Dates/s and time/s:	
Bump out – Dates/s and time/s:	
Wet weather hold – Dates/s & time/s (if required):	
No of crew:	
No of cast:	
Description of activities:	



Description of equipment to be used:	
Is power required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SUPPORTING DOCUMENTATION CHECKLIST:

- Public Liability Insurance certificate of currency for an amount not less than ten million dollars (\$10,000,000).
- Professional Indemnity cover to the value of \$10,000,000.
- Workers Compensation Insurance
- Authorised safety report (when required)

FILMING AGREEMENT:

MTS Holding Company will issue a filming agreement for associated filming/photography activities once all requirements are reviewed and finalised. The agreement may stipulate additional conditions and it is the responsibility of the applicant to ensure all cast and crew are thoroughly briefed on all conditions and requirements and appropriately manages all elements of the shoot to ensure there is no breach.

The applicant agrees to abide by any reasonable direction given by an employee of MTS Holding Company and to abide by the regulations detailed in the Rail Safety Act of 1993.

The applicant also agrees to provide copies of the film/photography to MTS Holding Company, if requested, prior to the release of the film or use by another party.

FEES AND CHARGES:

The following fees and charges apply, unless it is for the promotion of Sydney or as agreed by the Marketing Department. Note fees and bond payment must be made prior to the commencement of filming.

	DURING SERVICE HOURS	OUTSIDE SERVICE HOURS
Bond (GST exempt)	\$1,000	\$1,000
Fee per hour	\$1,000	\$1,500

*Public holidays charged at double time and a half

The following service charges also apply if and when required:

Additional site coordinators	\$65 / hour (minimum 4 hour call)
Cleaning	\$65 / hour (minimum 4 hour call)
Other**	

** Upon request other services such as site alteration, electricity provision, maintenance, etc will be charges as per approved quotes

CANCELLATION FEES:

The applicant may cancel the application or agreement by notice in writing at any stage prior to the date of commencement. If the cancellation is received at less than 1 day (less than 24 hours) prior to the date of commencement, then 50% of the Bond paid to MTS Holding Company will be withheld in full.



The applicant acknowledges that the location/s is in the public domain and MTS Holding Company may be unable to provide the applicant with use and occupation of the location due to circumstances beyond its reasonable control, including but not limited to, vehicle maintenance, an emergency or unforeseen urgent requirements.

Where MTS Holding Company is unable to provide use and occupation of the location due to unforeseen circumstances the applicant sole remedy will be a refund of the fees and bond paid to MTS Holding Company.

LOGGING THE APPLICATION:

You can lodge your application form and supporting documents via:

By email	info@metrotransport.com.au
By fax	02 9660 4695

FURTHER INFORMATION:

For further information or to discuss details of your filming/photography application, please contact:

Marketing Director
MTS Holding Company
t +61 2 8584 5250
info@metrotransportsydney.com.au

OFFICE USE ONLY:

Supporting documentation received:	<input type="checkbox"/> Public Liability Insurance certificate of currency <input type="checkbox"/> Workers Compensation Insurance <input type="checkbox"/> Authorised safety report (when required)
Approved by and date:	
Bond payment received:	
Staff Member to Site Coordinate:	
Operation notification: CC: Marketing Director Operations Manager Network Control	

