

FREMANTLE PRISON FILMING POLICY

Please read the following filming policy prior to submitting a filming application form.

All requests to film at Fremantle Prison must gain prior approval.

Completed forms should be emailed to the Marketing Manager to marketing@fremantleprison.com.au

Fremantle Prison is Western Australia's only World Heritage listed building. With so much on-site activity we must comply with strict site safety and conservation management plans to protect all our staff and visitors.

Fremantle Prison will work to facilitate on-site filming requests where it can, provided these requests do not interfere with day to day operations or impact on the significant heritage fabric of the site.

This policy relates to all enquiries to film at Fremantle Prison as follows:

1. Documentaries, or part thereof, featuring Fremantle Prison;
2. Feature films, telemovies, mini-series, television series or music videos;
3. Corporate videos or advertisements for products and services; and
4. Student or amateur films for commercial and non-commercial use.

This policy **does not** cover news and current affairs items; or filming by visitors on tour or at functions.

Objective

To ensure commercial filming at Fremantle Prison assists, where possible, in promoting a strong, positive image of the Prison and reflects the heritage and cultural significance of the site. Filming should be carried out in a manner that does not compromise day-to-day management activities.

Background and Definitions

Filming, for this purpose, is defined as any filming which is undertaken for financial consideration. This includes filming on assignment for another party or with a view to selling or hiring the imagery obtained, or for a promotion of a product or service, and includes still photography. It also includes student filming.

News and current affairs items do not meet this definition. These do not require a payment of fees, but are mentioned in these guidelines to assist in dealing with requests.

Filming of areas managed by Fremantle Prison can make a significant contribution towards helping raise awareness of the Prison as a significant visitor attraction. However, there is a need to ensure that the activities of film crews do not damage the buildings, conflict with guided tours, incorrectly present information or promote inappropriate activities.

The safety of film makers, presenters and actors is very important, and as such, security is required at all times.

Procedure

Commercial filming will require approval through the issue of appropriate authorisation, with the exception of news and current affairs items. Approval will be issued for a specific period of time and a fee will always be charged.

Filming for tourism purposes which feature areas managed by Fremantle Prison and that are likely to increase appreciation, awareness and understanding of the cultural or heritage environment and which benefit the Prison will be encouraged and charges for those may be reduced or waived.

Still photography that is associated with an agency or business; or is for advertising purposes will require approval and a fee will be charged. Non-commercial still photography taken while on tour of the Prison is exempt from fees and charges.

All filming will be considered on a case-by-case basis. Priority will be given to projects related to Fremantle Prison.

Handling of Requests

Requests for filming vary a great deal in scale, location and other requirements, and each application is assessed on an individual basis.

A Filming Application form must be completed and submitted in writing in order for a filming request to be considered.

Requests for filming should be submitted one month in advance. However, it is acknowledged that this may not always be possible, and that some film makers may not be aware of this requirement.

Requests that are submitted with less than the required notice will still be considered if they can be dealt with in the timeframe available. This is at the discretion of the Marketing Manager.

A bond may be required for the purpose of repairing any damage or cleaning up after filming has concluded. The amount will be determined in each case, based on the activities proposed and the number of people and equipment involved.

Persons or companies involved in commercial filming will be required to indemnify Fremantle Prison against liability for all claims which may arise out of the activity.

Acknowledgment of Fremantle Prison in the film credits will be required in all productions. A copy of the finished product must be provided free of charge to Fremantle Prison for internal use and archival purposes.

Normal Conditions of Approval

The following conditions of approval shall apply:

- Fremantle Prison will be indemnified against liability for all claims that may arise as a result of filming;
- Fremantle Prison shall be adequately acknowledged and credited – Fremantle Prison must be acknowledged in the credits;
- All fees must be paid seven days prior to filming;
- A copy should be provided to Fremantle Prison for internal use or archival purposes;
- Clients are responsible for any damage caused during filming; and
- Fremantle Prison must be advised in writing of any changes to the filming schedule.

Other special conditions may apply to the granting of approval.

Indicative Prices

Each request is to be treated on its individual merits and for this reason fees are on a sliding scale. Indicative prices are as follows:

Category	Rate	Comments
Standard Fees	\$370.00	Applies to all filming of three hours or less. This cost includes security / personnel fees as all visitors must be accompanied by Prison staff while on site.
Larger Corporate / commercial projects	Fee by negotiation	For any filming exceeding three hours This applies to all filming exceeding three hours.

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Framework for assessing filming requests

Type of Filming	Policy	Charges payable
News and current affairs items	Factual television reporting and use of Fremantle Prison as part of current affairs features is permissible providing it does not impact on day to day operations. Footage sold for commercial use may be subject to charges. A filming application form is still required.	Nil, unless: 1. Film crew is greater than five people or requires complicated set-ups in which case site costs will be payable; 2. Filming will be sold for commercial use, in which case a licensing fee may apply.
Advertisements for goods and services	Filming of advertisements for goods and services may be permitted on site providing they do not impact significantly on day to day operations.	Depends on the duration of filming and areas to be used. Fees will be charged on a case by case basis.
Documentaries on Fremantle Prison, or featuring Fremantle Prison	Factual documentaries featuring Fremantle Prison are generally permissible but are subject to availability. An application form is still required and projects will be assessed on a case by case basis.	Depends on the duration of filming and areas to be used. Fees will be charged on a case by case basis.
Feature Films - Incidental Use	Incidental use – short, unrelated scenes with Fremantle Prison as a backdrop or location may only be permitted if they can be accomplished with minimal impact on normal Prison operations. Films requiring more substantial access and usage of the Prison may not always be permitted.	Fees will always be charged. These are assessed on a case by case basis.