



Engagement and wedding photography application form

How it works

- This form is used to submit an application to hold an engagement and wedding photoshoot on Harbour Trust land
- Prior to submitting this form, please check the availability of your nominated site by emailing us at **licensing@harbourtrust.gov.au**
- Your application form needs to be submitted at least 2 weeks in advance of the photoshoot
- Upon submitting your application you will receive a response within **5 working days**
- Please read the **engagement and wedding photography terms and conditions** (at the end of this form) before completing your application
- Bookings are not confirmed until you have made full payment and receive a booking confirmation email from the Harbour Trust

Your details			
Applicant's full name		Contact number	
Postal address			
Email address			

Please note: There may be other visitors in the area at the time of your photoshoot, however you are permitted to take photos in alternative areas if they are available.

Engagement and wedding photography details

- Please be advised that all bookings are for a maximum 3 hours, including set-up and pack-down time
- We recommend that you inspect prospective sites before submitting your application to ensure you are comfortable that your preferred location will accommodate the size of your group
- Please refer to the engagement and wedding photography FAQs page for more information

Name of site to be used:			
Date requested		Start time	
Number of guests		Finish time	

Equipment

Will you be bringing any props onsite for your photoshoot?

Yes

No

If so, please clearly outline what props you will be bringing:

Photographer and supplier details

Please fill in your photographer's contact details, including those of any suppliers providing services on the day. Note that all suppliers are required to have Public Liability Insurance to the value of at least \$10 million.

Photographer's full name

Contact number

Email

Website

Please tick: The Photographer has Public Liability Insurance to the value of at least \$10 million.

Supplier 1

Supplier's full name

Contact number

Postal address

Email address

Company name

Please tick: This Supplier has Public Liability Insurance to the value of at least \$10 million.

Supplier 2

Supplier's full name

Contact number

Postal address

Email address

Company name

Please tick: This Supplier has Public Liability Insurance to the value of at least \$10 million.

Fees and charges

The Applicant agrees to pay all fees and charges for the booking and use of Harbour Trust sites. Cancellations are only accepted up to 14 days prior to the ceremony date and all refunds are subject to a \$50 administration fee. For details regarding cancellations due to wet weather please refer to the Terms and Conditions at the end of this form.

	Fee (including GST)
Photography in any outdoor wedding ceremony location	\$275

Terms and conditions for wedding photography location hire

1. The wedding photography must only take place for a maximum of three hours, including set-up and pack-down time.
2. The restriction of public access to the location through signage, fencing etc is not permitted.
3. Usage of the approved location is at your own risk.
4. The Applicant must ensure that the photoshoot location will be protected from any damage. Please note:
 - a) Attachment of decorations or signs to buildings or any other fixed structures is not permitted.
 - b) Any damage to the photoshoot location (including but not limited to buildings, heritage sites, grass, trees, gardens, plantings or walkways) will be restored to the Harbour Trust's satisfaction at the cost of the Applicant.
 - c) The use of confetti, rice, candles, or open flame devices is prohibited.
5. The Harbour Trust does not take responsibility for loss, theft, cost, expense or damage arising directly or indirectly from use of the photoshoot location.
6. The Applicant is at all times responsible for making guests aware of the potential dangers of the site and is responsible for the conduct of those attending the wedding photoshoot.
7. Harbour Trust sites are open to the public and other non-related activities and events may be occurring throughout the sites on the day of your booking. The Harbour Trust will endeavour to notify you of any potential activities that may already be known at the time of booking.
8. The wedding photoshoot location must be left clean and tidy, with all rubbish removed and disposed of responsibly.
9. The Harbour Trust reserves the right to cancel all approvals at any time.
10. The Applicant agrees to pay all fees and charges in order to use the nominated wedding photoshoot location.
11. Cancellations are only accepted, in writing, up to 14 days prior to the ceremony date and all refunds are subject to a \$50 administration fee.
12. Cancellations due to wet weather are accepted up until 12pm on the day of your ceremony minus a \$50 administration fee. The Harbour Trust Rangers must be contacted directly on the day.
13. The Applicant and guests must comply with all relevant laws including the *Sydney Harbour Federation Trust Act 2001* and *Sydney Harbour Federation Trust Regulations 2001*, which can be found at **harbourtrust.gov.au**
14. Parking at Harbour Trust sites is limited and unreserved. It is the responsibility of the Applicant to organise parking at the engagement and wedding photoshoot location.
15. Engagement and wedding photoshoot locations on Cockatoo Island are subject to change and the Harbour Trust reserves the right to alter the location available for photography.

Extra site-specific terms and conditions

For Cockatoo Island

20. Passengers may disembark at the nominated public wharves, but private water transport must not interfere with public ferries or other vessels using these wharves. Short-term berthing for vessels up to six metres is available for hire on Cockatoo Island. Please visit www.cockatoomarine.com.au for more details. Vessels may not wait or berth at the public wharves under any circumstances to prevent interference with other users. Fines may apply.
21. Cockatoo Island contains trip hazards and stairs, and a steep incline to the Upper Island. The Applicant must make own arrangements to get around the Island.

For Georges Head Lookout

22. Public access to the circular stone platform, walkway, steps and gun emplacements must be maintained at all times. Activities may not take place on the circular stone platform.
23. The Applicant is prohibited from covering the grills at Georges Head Lookout.

Payment

- In order to lodge your application, please fill out the following payment details
- American Express cards are not accepted

Credit card details			
Name on card		Expiry date	/
Credit card type	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa		
Credit card number		Total amount	\$

I authorise my credit card to be charged the full fee.

I am aware that the supplied credit card may be used to reimburse the Harbour Trust for any damages, including cleaning or rubbish removal from this period of Hire. The Harbour Trust will advise before charging the card.

Card holder's signature		Date	/	/
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Collection and use of personal information

The information provided in this form will enable your application to be assessed by the Harbour Trust and any relevant Commonwealth Government Agency.

Your application may be exhibited and publicly advertised at the discretion of the Harbour Trust.

The Harbour Trust will keep the application in a register that may be viewed by the public. Please contact the Harbour Trust if the information you have provided in your application is incorrect or should be amended.

By completing this form, you agree to provide the Harbour Trust with personal information about you which means that your identity is apparent or can be reasonably ascertained.

The Harbour Trust complies with the Australian Privacy principles under the *Privacy Act 1988*. More information on how we manage privacy is available on our website harbourtrust.gov.au.

I have read, acknowledge and agree to comply with the conditions of usage provided in this application.

Applicant name	Applicant signature	Date
		/ /

On behalf of the Sydney Harbour Federation Trust:

Name	Signature	Date
		/ /

Harbour Trust

