Engagement & Wedding Photography Application Form

## How it works

* This form is used to submit an application to hold an engagement and wedding photoshoot at a Sydney Harbour Federation Trust (Harbour Trust) site
* Your application form needs to be submitted a least 14 business days in advance of the activity taking place
* Your activity will be assessed based on the information you provide in this form
* Please read the terms and conditions (at the end of this form) before completing your application
* Bookings are not confirmed until full payment has been processed via the credit card details provided and you have received a booking confirmation email containing a co-signed permit from the Harbour Trust
* If your application is accepted, you must comply with the terms and conditions in conducting the Event and making use of the Venue
* Please complete this form and lodge your completed application via email to [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au)
* Upon submitting your application, you will receive a response in 5 working days

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| YOUR DETAILS | |
| APPLICANT’S FULL NAME: | Click to enter text. |
| APPLICANT’S CONTACT NUMBER: | Click to enter text. |
| APPLICANT’S POSTAL ADDRESS: | Click to enter text. |
| APPLICANT’S EMAIL ADDRESS: | Click to enter text. |

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

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| NAME OF SITE TO BE USED | | | | | | | |
| Click to enter text. | | | | | | |
| NUMBER OF GUESTS: | Click to enter text. | | | | | |
| DATE REQUESTED: | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |

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| EQUIPMENT | | |
| WILL YOU BE BRINGING ANY PROPS ONSITE FOR YOUR PHOTOSHOOT? | YES | NO | |
| If so, please clearly outline what props you will be bringing:  Click to enter text. | | |

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| 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: | | | |
| PHOTPGRAPHER’S FULL NAME: | Click to enter text. | CONTACT NUMBER: | Click to enter text. |
| EMAIL: | Click to enter text. | WEBSITE: | Click to enter text. |
| **Please tick**:  This Supplier has Public Liability Insurance to the value of at least $10 million. | | | |
| SUPPLIER 1: | | | |
| SUPPLIER’S  FULL NAME: | Click to enter text. | CONTACT NUMBER: | Click to enter text. |
| POSTAL ADDRESS: | Click to enter text. | | |
| EMAIL: | Click to enter text. | COMPANY NAME: | Click to enter text. |
| **Please tick**:  This Supplier has Public Liability Insurance to the value of at least $10 million. | | | |
| SUPPLIER 2: | | | |
| SUPPLIER’S  FULL NAME: | Click to enter text. | CONTACT NUMBER: | Click to enter text. |
| POSTAL ADDRESS: | Click to enter text. | | |
| EMAIL: | Click to enter text. | COMPANY NAME: | Click to enter text. |
| **Please tick**:  This Supplier has Public Liability Insurance to the value of at least $10 million. | | | |
| DOCUMENTATION REQUIREMENTS | | | |
| Site Induction Form  Please email a copy of the above document to [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) | | | |

## 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.

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| DETAILS | FEE (INCLUDING GST) |
| PHOTOGRAPHY IN ANY OUTDOOR WEDDING CEREMONY LOCATION | $275 |

## Payment

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

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| CREDIT CARD | | | | | | |
| NAME ON CARD: | Click to enter text. | | | | |
| CREDIT CARD TYPE | Mastercard | Visa | |  | |
| CREDIT CARD NUMBER: | Click to enter text. | | EXPIRY DATE | | Click to enter a date. |
| TOTAL AMOUNT | $ Click to enter text. | | | | |

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| DECLARATION | | | |
| * I authorise my credit card to be charged the full Venue Hire 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. | | | |
| CARDHOLDER’S SIGNATURE: |  | DATE: | Click to enter a 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.
* 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.

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| I have read, acknowledge and agree to comply with the conditions of usage provided in this application: | | | | | |
| APPLICANT NAME: | Click to enter text. | APPLICANT SIGNATURE: |  | DATE: | Click to enter a date. |

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| On behalf of the Sydney Harbour Federation Trust: | | | | | |
| NAME: | Click to enter text. | SIGNATURE: |  | DATE: | Click to enter a date. |

## Engagement and Wedding Photography Terms and Conditions

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:
   1. Attachment of decorations or signs to buildings or any other fixed structures is not permitted.
   2. 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.
   3. 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 activity minus a $50 administration fee. You are required to contact the Harbour Trust Rangers directly using the contact details provided upon booking.
13. Cancellations due to national or local COVID-19 restrictions that come into place after the booking is confirmed, are entitled to reschedule within 6 months from the original booking date, subject to availability. Should the Applicant wish to rebook the activity after 6 months of the original booking, the Harbour Trust will take this as a cancellation and all refunds are subject to a $50 administration fee.
14. 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](http://www.harbourtrust.gov.au/en/)
15. 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.
16. 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

### Cockatoo Island

1. 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 [wwwcockatoomarine.com.au](http://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.
2. 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.

### Georges Head Lookout

1. 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.
2. The Applicant is prohibited from covering the grills at Georges Head Lookout.

## 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.
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