



Commercial Filming and Photography Application Form

The Botanic Gardens and Parks Authority (BGPA) manages Kings Park and Botanic Garden and Bold Park in Perth, Western Australia.

Fees apply and organisers must ensure they comply with BGPA [Terms and Conditions](#) available on our website.

Please provide all details for your booking. Full disclosure is important to ensure your application is successful.

Filming and Photography within the State War Memorial Precinct must be approved by the Returned and Services League of Western Australia (RSLWA) and BGPA which will be sought during the booking process. You must not leave paths when in bushland areas. If another group has reserved a particular gazebo or area, please respect their booking. If a concert is scheduled for the day of your booking you will not be permitted into the concert area.

Your booking is not confirmed until you have received written approval.

Contact details

Organisation: _____

Contact person: _____ Position: _____

Street address: _____ Suburb: _____

Postcode: _____ Email: _____

Mobile: _____ Daytime telephone number: _____

Event details

Day and date of event: _____ Time: from _____ to _____

Approximate numbers expected: Adults _____ Children _____

Purpose and description

Please describe the purpose of the filming/photography including all relevant information (please attach a separate page if there is insufficient space).

What is being filmed / photographed.

FOR MORE INFORMATION CONTACT THE BOOKINGS OFFICER:

KINGS PARK AND BOTANIC GARDEN
1 Kattidj Close, Kings Park
Western Australia 6005

Phone: (+61 8) 9480 3624
Fax: (+61 8) 9322 5064

Email: bookings@bgpa.wa.gov.au
Website: www.bgpa.wa.gov.au

Location

Please provide specific details indicating the location(s) the filming or photography is to take place. Refer to the [Terms and Conditions](#) for areas not available.

Location 1: _____ Time: _____ to _____

Location 2: _____ Time: _____ to _____

Location 3: _____ Time: _____ to _____

Location 4: _____ Time: _____ to _____

Equipment

Please provide a list of equipment that will be used.

Camera – hand held Camera & Tripod Sound Equipment Other – please specify

Vehicles and parking

Kings Park provides free parking only for those visitors within the park boundaries. Visitors are not permitted to park their vehicle in Kings Park and then leave Kings Park boundaries by any other means (on foot, by bus or in another vehicle).

Vehicles are not permitted to park on lawns or in 'No Parking' zones. Verge parking is available in some areas, where signposted. Equipment can be unloaded from a vehicle where parked in a designated loading zone or parking bay. The organiser is responsible for advising participants where to park.

Parking cannot be reserved.

For more information refer to the [Kings Park and Botanic Garden Parking Guide](#).

Fees and charges

Fees and charges are reviewed annually and can change without notice.

Filming and photography that is considered to cause a higher level of impact on the Park may be charged at a higher fee. These applications will be viewed on a case by case basis in accordance with BGPA Regulations.

Type of booking:

For commercial filming & photography the hourly fee is \$200

For not for profit organisations the hourly fee is \$80

Student projects are free of charge subject to a valid student ID being submitted with this application

Booking summary

Type of booking

Commercial Not-for-profit Student

Number of hours required _____ Fee \$ _____

Total payable to BGPA \$ _____

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Payment details

Full payment must be forwarded with this application. All fees and charges include GST. Your booking is not confirmed until you receive written confirmation from BGPA.

Take care when making your booking. We are unable to arrange a refund unless a booking is cancelled more than 10 days prior to the function / event and a non-refundable fee of \$80 applies. Please allow 10 working days for your refund to be processed.

Kings Park and Botanic Garden is an outdoor venue and fees will not be refunded as a result of inclement weather. The Authority reserves the right to cancel a booking at any time.

Checklist

- I have made a tentative booking for my preferred venue. If not, please contact the Bookings Officer before returning this application by emailing bookings@bgpa.wa.gov.au or calling (+61 8) 9480 3624.
- I have read and understand the BGPA [Terms and Conditions](#).
- I have completed all relevant information in this application form.
- I have enclosed payment details with this booking.

Declaration

In submitting this booking application, the organiser accepts BGPA Regulations 1999 and all [Terms and Conditions](#). Any breach of the conditions or any other relevant law may result in infringement and / or the cancellation of the booking. This agreement is not transferable.

Signed: _____ Dated: _____

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Booking summary and payment



ABN 30 706 225 320

Tax Invoice: Filming and Photography PFT010

This document is a tax invoice upon completion of the form and when payment is made, as prescribed by the *A New Tax System (Goods and Services Tax) Act 1999*.

Contact name: _____

Organisation: _____

Activity: _____ Contact number: _____

Payment details

Total payable to BGPA \$: _____ (inclusive of any GST amount)

Cash or EFTPOS (in person only)

Cheque (made payable to Botanic Gardens and Parks Authority)

Electronic funds transfer BSB: 066 040 Account: 19800048

Commonwealth Bank

Reference: BGPA Booking reference number

Credit card (Visa or MasterCard only)

Name on credit card: _____ Signature: _____

Card number: _____ Expiry: _____

Credit card payments can also be made by phone, once the Application Form has been received.

Do you require a receipt? Yes No

Office use only

Receipt number: _____ Date paid: _____

Thank you for your payment.

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