

Film & Photo Shoots

Shoot	
Shoot date	
Location	
SU Shoot Lead	
SU Shoot Ops Manager	

I confirm that I have read and will abide by these rules	
Signature	
date	

General

An application form must be completed by students /personnel /companies/ organisations/ members of film or television crews/ members of the public and tourists who would like to film/take photographs on the campus of Stellenbosch University (SU) for commercial purposes (*photograph means any picture, visually perceptible image, depiction of any other similar representation of a person or building*) or gain access for any other activities.

Filming will be subject to written approval and a contract, signed by both parties.

Additional location rules and regulations will be applicable depending on the specific locations used.

Cost and Contract

A basic rental charge for facilities / grounds owned by Stellenbosch University will be charged and will be decided on an individual basis depending on the extent of the operation.

Full payment will be made to Factory 209 **BEFORE** filming starts. Should the agreement be cancelled within 24 hours of the proposed dates as set out, a cancellation fee of 100% will be applicable.

A copy of the insurance contract, stating the amount of public liability must be attached to the application.

Declaration of Indemnity

- No interruption of the University's academic programme will be allowed.
- Property and structures may not be damaged.
- Rooms and sites must be left clean and tidy.
- Vehicles are not allowed on pedestrian pavements and lawn.
- Excessive noise will not be tolerated.
- No name of a building or the University's name may be identifiable on the movie/photograph unless specific prior permission was obtained.
- Stellenbosch University and Factory 209 does not accept liability and must be indemnified from any injury or damage whatsoever suffered by the lessee, its employees, sub-contractors, and anyone nominated on its behalf within or outside the University property.