

GUIDELINES FOR FILMING WITHIN LIBRARY BUILDINGS

Permission to film within Whitehorse Manningham Library buildings may be granted under the following conditions:

- An application for film approval must be submitted at least 5 business days prior to filming
- There must be minimal disruption to library patrons
- Duration of filming must not exceed 3 hours
- Public safety is to be maintained at all times
- Fixtures and fittings must not be disturbed, relocated or altered without the permission of library staff
- A clear purpose for the filming must be provided
- Indication of where the film will be published must be provided
- Public Liability Insurance
- No photography or filming of children
- Still photography does not require an application, but as a courtesy please notify staff prior to taking any photographs as conditions do apply

Filming projects are more likely to gain approval if they meet at least one of the following criteria:

- Have demonstrable community benefit
- Related to charitable activities
- An educational project, with the following evidence required:
 - Assignment / project sheet relating to the film application
 - Student identification card
 - Proof of the educational institution's public liability insurance

All applications will be responded to in writing. Where approval is given, the letter must be presented to library staff upon arrival at the agreed time and location.

Requests for extensive use of a library branch or surrounding area, or filming of a commercial nature, will require a formal application to either the City of Whitehorse or Manningham City Council.

How to Apply

Submit a completed application form and any applicable accompanying documentation to web@wml.vic.gov.au.

Applicants will be contacted within 3 business days.

The Corporation may request further information if clarification is required.