



STATE LIBRARY®
NEW SOUTH WALES

Wedding Photography and Videography
Application

The State Library of New South Wales Photography Guidelines

The State Library of New South Wales is a significant cultural institution where the visitor's experience ranges from the use of the reading rooms for study and research, viewing the artwork and collections in the galleries, shopping in the bookstore, attending a conference or enjoying the dining facilities. The Library is open to the public every day except for Good Friday & Christmas Day.

Before permission for photography and videography can be granted, there are various factors which need to be considered. Please take a moment to read through these guidelines, which will provide you with a useful insight into how the library assess photography and videography requests.

The ultimate decision regarding what is and what is not suitable is entirely at the discretion of the State Library of New South Wales.

The photography and videography costs that occur wholly on the Library property are as follows:

1. Flat rate of \$500 for a maximum of two hours (incl. GST)
2. Depending on the scale and number of people involved in the shoot, additional security staff may be required at a cost of \$85 per hour (incl. GST)
3. Depending on the scale of the shoot the State Library of New South Wales may request a security deposit
4. All fees must be paid prior to commencement of photography

Before the State Library of New South Wales has granted permission for photography shoots, there are several technical issues to consider.

All wedding party and photography crew are not permitted to:

- Leave any equipment unattended
- Shoot in an unapproved area
- Block or obscure any public or fire entrance or exits
- Obstruct others from carrying out their business
- Cause a disturbance or safety hazard
- Behave in a manner which is likely to affect the safety and enjoyment of other people or uses threatening or abusive behavior



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- Photograph any client, visitor, staff, volunteer, or contractor without prior written permission from the State Library of New South Wales
- Use smoke or any substance for special effects or other purposes or take any action that may set off fire alarm systems
- Take any action that may disrupt or inconvenience Library staff or the general public

All wedding party and photography crew must:

- Leave clean and tidy any area used for photographing.
- Have obtained all necessary permits prior to shooting.
- Adhere to the State Library of New South Wales Photography guidelines and the Terms and Conditions of Venue Hire.
- Agree the images cannot be used for commercial gain on the photographer's website or advertising material.
- Provide public liability insurance up to \$10,000,000 and to this end shall provide evidence that adequate and appropriate insurance cover has been affected.
- The Hirer also agrees to make good any damage that the Hirer, or persons for whom responsible, may wittingly or unwittingly do to the Library or its contents.
- In consideration of permission being granted by the Library to allow filming and photography the Hirer agrees to indemnify the Library against any liability, loss, claim, action, injuries, costs, damages, expenses or proceeding arising under Statute or Common Law in respect of personal injury and/or death of any person and loss or damage to the Library's property caused by the negligence, omission or default of the Hirer or of any person for whom the Hirer has responsibility.

Supporting Documentation

Have you acquired permission from the following? Please attach to your application.

City of Sydney Council: Yes / No

Royal Botanic Gardens: Yes / No

Do you have parking permits: Yes / No

Public Liability Insurance

A copy of the photographers Certificate of Currency of Public Liability Insurance (minimum \$A10,000,000) is required to proceed with your application.



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Please complete the application below and send all pages to:

- Email: venue.hire@sl.nsw.gov.au
- Post: Visitor Services Branch, State Library of New South Wales,
1 Shakespeare Place, Sydney NSW 2000

Requests can take up to two weeks to process. All questions must be completed in full before consideration will be given to your request and before a final quote and availability can be advised.

Name:	
Contact number:	
Billing address:	
Email:	
Date of Shoot:	
Photographer name:	
Contact number:	
Website:	
ABN:	



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Please advise the total number of the wedding party and photography crew, arrival and departure times:

	Numbers	Arrival	Departure
Wedding Party:			
Crew:			

Location Requested

Please advise all locations of the Library that you wish to shoot in:

Note: Shooting in areas around the Library requires permission as follows.

Shakespeare Place (paved area in front of the Mitchell Library) is owned by City of Sydney Council. For application and permissions:

www.cityofsydney.nsw.gov.au/business-permits-approvals-tenders/apply-for-filming-or-photography-permit

