



James Wiley



LOCATION SHOOTS

Please note that Silos Estate is a commercial vineyard and boutique bed and breakfast. For the safety of your crew and our staff we would like to draw your attention to the following:

- We are happy for you to use all facilities on site (vineyard; wine making area; barrel room etc.) for your shoot, but please discuss your requirements with us. In most cases we will be able to accommodate your requests at no cost, but in considering the safety of your crew; our staff and the vineyard we may from time to time request some minor variations, or additional time to accommodate your request.
- Please ask any on-site co-ordinating staff to contact us at least 30 days prior to the event to allow us to accommodate any requirements/activities within the normal operations of the vineyard and other guests
- All filming and loading must start no earlier than 8.00AM and stop no later than 8:00PM unless by prior arrangement. As there may be other guests on the property, we ask that all members of the crew enter and exit quietly and that engines/radios in trucks are turned off while unloading and loading.
- Loading and unloading of all equipment must be made in designated areas, and after drop off all vehicles must be parked in the car park. Arrangements will be made to waive restricted parking during your shoot.
- Protection must be laid on all floors during moving of props and filming and all equipment, props, etc., must be kept away from walls and furnishings. Existing furnishings may not be moved or rearranged unless prior permission has been given. After shoot, all furniture must be returned to original placement.
- To protect the grounds, all equipment must be driven on "flooring" i.e. boards, etc., not directly on lawn.
- Clean-up of all areas is the responsibility of the contracting person or company. A walk through inspection will be conducted by staff on completion of the shoot.
- Food service garbage only may be deposited in the bins behind the restaurant. If shoot-related garbage exceeds bin capacity, contracting company will be charged a (at cost) fee of \$100.00 per bin.
- Silos Estate is a non-smoking facility and BYO alcoholic beverages are not permitted on the premises.
- We request that you ask anyone traveling from other agricultural regions, or from overseas to have cleaned all vehicles and clothing (and particularly footwear) prior to arriving on the Estate. This is a Department of Agriculture and Fisheries requirement to protect the vineyard from introduced pests and diseases.

Silos Estate

Boutique Accommodation | Cellar Door | Gallery | Silos Restaurant

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web www.thesilos.com

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LOCATION SHOOT RUN SHEET

CONTACTS

CLIENT NAME: _____
 PERSON IN CHARGE: _____
 ADDRESS: _____
 WORK: _____
 MOBILE: _____
 E-MAIL: _____

GENERAL

DATE(S): _____
 ARRIVAL TIME: _____
 DEPARTURE TIME: _____
 NO. OF PEOPLE
 (crew; models etc.) _____
 DETAILS OF SHOOT
 (product; TV; film etc.) _____
 ROOMS/AREAS REQUIRED FOR SHOOT
 (pre-approval required) _____

ALTERATIONS REQUIRED FOR SHOOT
 (pre-approval required) _____

ADDITIONAL SUPPORT

CATERING: _____
 SECURITY: _____
 BABYSITTERS: _____
 LIMOUSINE: _____
 HELICOPTER: _____
 CARBON OFFSET: _____

OTHER REQUESTS

CHARGES

ROOM CHARGE: \$ _____
 OTHER CHARGES: \$ _____

PAYMENT: Cash / Card / Cheque / EFT

CARD NAME:	_____	CARD EXPIRY:	_____
CARD NUMBER:	_____	DATE ENTERED:	_____
MYOB:	_____	DATE RECEIVED:	_____
DEPOSIT DUE:	_____	DATE RECEIVED:	_____
BALANCE DUE:	_____		



LOCATION SHOOT RUN SHEET



INSURANCE

A Certificate of Currency is required prior to the start of the shoot.

SECURITY DEPOSIT

A Refundable Security Deposit of the estimated fee of the shoot is required prior to the commencement of the shoot. This deposit will be returned within 1 business day to your nominated bank account, unless additional charges are incurred as a result of your rental e.g., overtime, extra cleaning, building/grounds, and/or equipment damages etc.

RELEASE STATEMENT

The undersigned has read and agrees to abide by all of the location usage conditions at Silos Estate and will assume responsibility for any damage done to the Estate or its contents during the rental period and occurring as a result of using such facilities.

Furthermore, I, my vendors, agents, employees, and guests will attend and use the Estate facilities at our own risk. The Estate shall not be liable for any damage arising from personal injuries sustained by any such person on the premises of the Estate, and we assume full responsibility for such damages. Silos Estate and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left at the Estate in connection with an event. In consideration of being granted the right to use Silos Estate, we hereby release and hold harmless Silos Estate, its directors, employees, and agents from any and all claims, demands, or rights of action rising out of such use of the Estate or its facilities.

Signature / Date

Title / Phone number

IMAGE RELEASE STATEMENT

For the use of the Estate, I hereby grant Silos Estate reasonable use of images and footage in any media form for promotional purposes. Silos Estate will seek permission for the use of aforesaid images and this permission will not be unreasonably withheld by me, my vendors, agents, employees and guests attending the shoot.

I hereby release and discharge Silos Estate from any and all claims and demands out of or in connection with the use of images and footage, including without limitation any and all claims for libel or invasion of privacy.

I have read and understood the foregoing and fully understand the contents thereof and the release statement.

Signature / Date

Title / Phone number