



# ST PETERS LUTHERAN COLLEGE

## CONDITIONS OF HIRE

### FOR A FILM SHOOT



St Peter's Lutheran College is available for hire for film and photoshoots. With 21 hectares of lush tropical grounds, historical buildings, sweeping views over The Gap ranges, and glimpses of the city, this location is away from the hustle of the city centre, easily accessible, and has ample parking.

As St Peter's Lutheran College is a school first and foremost, we have greater flexibility to allow access for film and photo shoots during the school term breaks. The College has only one block out period from Monday 17 December 2018 to Monday 14 January 2019.

Please take the time to review the conditions of hire before submitting your application for hire.

If you have any questions, please contact the Venues Manager on 3377 6112 or [events@stpeters.qld.edu.au](mailto:events@stpeters.qld.edu.au)

# I CONDITIONS OF HIRE

The buildings and staff are to be treated with respect at all times. This space is a College first for foremost and must be respected as such. The shoot must not impact on school timetabling and College events will take priority over external bookings.

All St Peters signage must be omitted or unrecognisable in any of the shots. Any objects, signage or furniture moved or altered for the shoot must be returned to its original positioning.

St Peters reserve the right to refuse hire of grounds on the basis of content. The script must be provided for approval and any subsequent changes made to the script must be forwarded to the Head of College for approval within a 48 hour turn-around time before shooting.

While the College will aim to accommodate schedule of requested areas, the film or photoshoot must be flexible to the scheduled works of the College including events, maintenance, cleaning, and enrolment tours.

No food or drinks are permitted inside any of the buildings except the Servery, Grandstand, Parents and Friends Centre and Café 45.

If the shoot is during the school holidays, then all rubbish must be removed from the rooms and placed into the external bins. If additional cleaning is required to return the space to its original condition, this will incur an additional charge.

All activities inside the Chapel must be consistent with the appropriate use of a religious and sacred space. The content filmed within the Chapel must be of a religious nature and respectful to the Lutheran and Christian faith.

All St Peters venue installed AV equipment must be turned off when not in use to conserve lamp life. All St Peters theatre equipment is only to be operated by a St Peters Events staff member at the cost to the client.

A St Peters Events staff member is required to supervise the shoot at all times. If access to buildings is requested, an Events staff member must be present in each space. All reasonable instructions given by the staff member must be followed at all times.

All shoots must be safe, free of hazards, and strictly enforce safe work handling practices and processes. Public liability insurance documentation must be provided prior to the shoot. St Peters Lutheran College is not liable for any injuries resulting during the setup, filming, or pack down of the shoot.

Care must be taken at all time not to restrict fire egress, fire exits, or propping open of automatic doors.

All electrical equipment must be tested and tagged before coming to site.

# I CONDITIONS OF HIRE CONT.

The client will not wilfully misuse or purposely damage any College property. Any damage to property must be paid for by the client.

The full shoot schedule must be presented two weeks in advance, with updated schedules provided 12 hours before the next day of shooting. 10 hours break between shoot days is required at all times.

Only non-marking sole shoes are permitted on the Gymnasium wooden floor. All equipment must have capping to stop marking the wooden floor.

The pools are not permitted for use for film shoots or photo shoots.

No vehicles are permitted on College grounds unless approved by the Venues Manager. Hazard lights must be on and speed must not exceed 10km/hr. The College will take no responsibility for damage to vehicles whilst on College grounds.

Vehicles are not permitted on ovals or grassed areas. Any damage done to grassed areas must be paid for by the client.

If drones are to be used, the licence and insurance must be provided 48 hours in advance. It is not to be flown over the private residences located on campus or adjacent to the campus.

If access to the boarding bedrooms or student lockers is requested, this must be submitted two weeks in advance of the school holidays (if applicable) to ensure students can be contacted for approval of use.

In case of emergency, follow instructions of the Events staff member who will direct you to the nearest assembly point.

Haze is to be used in the Main Auditorium or in external settings only. Explosives, firearms, fireworks, welding, angle grinders, or fake blood is not to be used at any time.

Animals are not to be brought to site unless approved as part of the shoot. Animals used in the shoot must meet the Queensland Code of Practice for the Welfare of Animals in Film Production under the Animal Care and Protection Act 2001.

Smoking, alcohol, or drug use is not permitted on College grounds. If found to be used onsite, the contract will be terminated with no financial compensation.

# I VENUE HIRE RATES

Venue	Half Day	Full Day
Auditorium	\$2,900	\$5,400
Theatrette	\$750	\$1,200
Café 45	\$1,900	\$3,400
Staff Common Room	\$650	\$1,100
P&F Centre	\$650	\$1,100
Lower Meeting Room	\$375	\$650
Amphitheatre and Servery	\$650	\$1,100
Classroom	\$70	\$100
External grounds	\$300	\$550
Ross Roy Historical building	POA	POA
Chapel	\$550/3 hour booking only	

---

Contact the Venues Manager by phone +617 3377 6112 or email: [events@stpeters.qld.edu.au](mailto:events@stpeters.qld.edu.au)