

## Use of Willsmere by Third Parties for Filming & Photography



- Preface** Willsmere is a truly remarkable, unique, and historic landmark. Requests are occasionally made by Third Parties to use the site, notably for filming or photography. This procedure outlines how these requests are handled.
- Willsmere is a private residence, therefore the prevailing objectives when considering requests are the privacy, security, and enjoyment of the common property by residents and owners. The Owners Corporation (OC) has an obligation to host public open days of the Archive Centre (Museum) at dates and times mutually agreed with Heritage Victoria, in accordance with our heritage custodial responsibility to the broader community. The OC also recognizes that presenting Willsmere in a positive light and raising awareness helps promote it as a desirable place to live, thereby raising property values and community pride. Lastly, by granting duly approved use, the OC will receive modest compensation.
- Scope** Includes: Filming (motion pictures, ads, documentaries); Photography (ads., incl. wedding group only); Historical Societies. Excludes large ceremonies, receptions, etc. Maximum of 15 people unless specifically approved.
- Application** Must be in writing at least 20 business days in advance to the Owners Corp. Manager (OCM), detailing proposed on-site dates, times, locations, equipment, and purpose. The OCM will provide a site map indicating private and common areas. Contingency dates should be indicated in case of bad weather.
- Approval** OCM to advise Committee of Management (CoM) upon receipt of an application and notify in writing residents within approximately 50 meters of designated location(s) allowing 1 week for responses. Approval is rejected if >50% of notified residents object. No response is counted as no objection. If conditions are met, OCM to seek approval from CoM (vote yes/no within 48 hours). If approved, notices to be posted at main entrance and on the Willsmere.net website.
- Deposit & Fee** Refundable deposit of \$500 plus fees of \$500/day (9-5) or \$250 per half day (9-1 or 1-5) Mon-Sat, for a maximum of 5 days per event, payable to Willsmere Owners Corporation P.S. 326519P, c/-Melbourne Inner City Management (MICM), 178 City Road, Southbank, 3006. Use outside these guidelines requires additional CoM permission.
- Conduct** Entry and exit is to be facilitated by the Building Manager, as well as amenities orientation (esp. toilets). No litter or excessive noise, etc. as reasonably expected. Repeated breaches of permission may warrant termination by the Building Manager without refund and forfeit of deposit. No catering inside the grounds; outside the main entrance is permitted. The named applicant is responsible for the supervision of all parties including any theft, damage, or disruption of any part of Willsmere by its attendees and shall bear the risk of all damage caused by their guests, attendees and invitees. Children must be supervised by an adult at all times.
- Exclusions** No close up images of private residences. Building interiors are excluded, except the library. The Function Room may be used if duly approved (see separate process). No use of private areas without permission. No filming/photography of residents without their prior consent. The swimming pool and gym may not be used. No sound amplification.
- Disclaimer** The Willsmere OC accepts no liability whatsoever other than that required by common law.
- Last updated** October, 2015