

**APPLICATION FORM**

**FILMING AND /OR TAKING PHOTOGRAPHS ON CAMPUS**

**TERMS AND CONDITIONS**

This application form must be completed by students/personnel/companies/organisations/members of film or television crews/members of the public and tourists who would like to film/take photographs on UP-controlled campuses for commercial and/or other purposes (photograph meaning any picture, visually perceptible image, depiction of any other similar representation of a person or building) or gain access for any other activities. **The form must be signed on every page** and submitted to the Director: University Relations, at least 5 (five) working days before the intended date of filming. Please attach a storyboard, where relevant.

UP reserves the right, in its sole discretion, to limit access as envisaged herein to specified areas within its premises.

The form can be obtained from Laurika Delpont at the Marketing Services Building, Room 3-1. She can also be contacted telephonically at 012 420 2965 or by e-mail at [laurika.delpont@up.ac.za](mailto:laurika.delpont@up.ac.za) .

Filming will be subject to written approval.

**1.PERSONAL PARTICULARS**

Title: .....

Name: .....

Surname: .....

Telephone: .....

Fax: .....

Cell: .....

E-mail: .....

Complete Address:  
.....  
.....  
.....

1.1 Name of Organisation / Company  
.....

1.2 Contact details

Tel: .....

Fax: .....

Cell: .....

E-mail: .....

Complete Address:

.....  
.....

1.3 Company profile:

**2. OUTLINE OF USAGE (PURPOSE) OF PHOTOGRAPHS / FILM**

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**3. NATURE OF ACTIVITIES**

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**4. DURATION OF PLANNED ACTIVITIES**

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**5. DATE/S AND HOURS OF PLANNED ACTIVITIES**

.....  
.....

**6. PURPOSE FOR FILMING ON THE UP CAMPUS**

**6.1 Facility required (has the facility been booked?):**

.....

**6.2 Number of people participating:**

.....

**6.3 Parking and setup area required (indicate number of vehicles):**

.....

**7. COST AND CONTRACT**

7.1 Cost: A basic rental charge for facilities/grounds owned by UP may be charged, but will be decided on an individual basis, depending on the extent of the operation.

7.2 Contract: In specific cases an additional contract may be required to be drafted by the Division: Legal Services.

**8. DECLARATION**

8.1 Interruption of the University's academic programme will not be allowed.

8.2 Property and structures may not be damaged.

8.3 Rooms and sites must be left clean and tidy.

8.4 Vehicles are not allowed on pedestrian pavements and lawns (unless special arrangements have been approved).

8.5 Excessive noise will not be tolerated.

8.6 No individual, name of a building or the University's name may be identifiable on the movie/photograph, unless specific prior permission has been obtained.

8.7 No filming will be allowed from any roof of any building situated on the University controlled premises.

**9. GENERAL**

9.1 The University (Department of University Relations) will designate a contact person for liaison purposes.

9.2 Any difficulties experienced must be reported to the designated person. Mr Colin Fouché, Director: Security Services can be contacted at 012 420 2284 or at [colin.fouche@up.ac.za](mailto:colin.fouche@up.ac.za) regarding security aspects. Ms Ansie Delport from the Department of Facilities Management can be contacted at 012 420 2530 or at [ansie.delport@up.ac.za](mailto:ansie.delport@up.ac.za) regarding the renting of facilities.

**10. INDEMNIFICATION**

10.1 The applicant, its employees, subcontractors and anyone nominated on its behalf indemnifies the University against any claim for damages in regard to injury, loss of life and/or theft, damage to, or destruction of any property whatsoever, suffered by the applicant, its employees, sub-contractors and anyone nominated on its behalf pursuant to the activities envisaged in this agreement.

10.2 The applicant, its employees, subcontractors and anyone nominated on its behalf holds the University harmless and indemnifies the University against any claim for damages in regard to injury, loss of life and/or theft, damage to, or destruction of property, suffered as a result of negligent actions of the applicant, its employees, subcontractors and anyone nominated on its behalf.

**11. UNDERTAKING**

11.1 The applicant, its employees, subcontractors and anyone nominated on its behalf acknowledges that a work product of an artistic nature, physically present or displayed on University-controlled premises is subject to vested intellectual property rights, and that commercialisation or any other form of use, of a reproduction and/or image of such works of art, or display or distribution of such reproductions or images are strictly prohibited.

11.2 I have acquainted myself with the terms and conditions as set out on the application form for the use of facilities belonging to the University of Pretoria. I am 18 years of age, and am fully authorised to sign the undertaking and I accept full liability on behalf of the organisation named hereinbefore, inclusive of its employees, subcontractors and anyone nominated on its behalf for the orderly conduct of all sessions and/or activities, and for any damage whatsoever that may be caused to property and/or any person as stipulated herein.

**12. SIGNATURE**

I (Write name in full)..... Accept / don't accept the terms in this document above

Signature of the applicant: .....

Date: .....

**13. OFFICE USE**

**Director: University Relations** .....

Approved/Not approved: .....

Date: .....

**Director: Security Services** .....

Approved/Not approved: .....

Date: .....

**Director: Facilities Management** .....

Approved/Not approved: .....

Date: .....