

## Marketing

### Terms and conditions:

Filming and/or taking  
photographs on  
Hillcrest Sports Campus

This application form must be completed by media/ students/ personnel/ companies/ organisations/ members of film or television crews/members of the public and tourists who would like to film/take photographs on Hillcrest Sports Campus 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 TuksSport Marketing Office, at least 2 (two) 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 Ms Angelica van Dou at the TuksSport Marketing Office, House 1306 on South Street. She can also be contacted telephonically at 012 420 6622 or by email at [angelica.vandou@up.ac.za](mailto:angelica.vandou@up.ac.za)

Filming will be subject to written approval.

#### 1. PERSONAL PARTICULARS

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1.1 Name of Organisation / Company: \_\_\_\_\_

\_\_\_\_\_

1.2 Contact details of Organisation / Company

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1.3 Company profile: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. OUTLINE OF USAGE OF PHOTOGRAPHS / FILM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. NATURE OF ACTIVITIES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. DURATION OF PLANNED ACTIVITIES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

6.1 Facility required: \_\_\_\_\_  
\_\_\_\_\_

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 or approved events 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 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 Keith Pyper, Security Services can be contacted at 012 420 6430 or at keith.pyper@up.ac.za regarding security aspects. Mr Garfield Theunis from the Facilities Management can be contacted on 012 420 6052 or at garfield.theunis@up.ac.za regarding the renting of facilities.

## 10. INDEMNIFICATION

10.1 The applicant, its employees, sub-contractors 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, sub-contractors and anyone nominated on its behalf.

## 11. UNDERTAKING

11.1 The applicant, its employees, sub-contractors 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, or older, and am fully authorised to sign the undertaking and I accept full liability on behalf of the organisation named herein before, inclusive of its employees, sub-contractors 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

Signature of the applicant: \_\_\_\_\_

Date: \_\_\_\_\_

I accept the terms in this document above.

## 13. OFFICE USE TuksSport:

Marketing: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:  Not approved:

Security Services: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:  Not approved:

Facilities: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:  Not approved: