

ARCHWAY

HOTEL RESIDENCE

PROFESSIONAL & COMMERCIAL

PHOTOSHOOT POLICY

Purpose of the Photoshoot Policy:

To provide a comprehensive film and photoshoot liaison policy and service, so that space and facilities at the Archway can be used by external media production organizations as film locations, without disruption or cost to the properties.

Please note: professional photography for personal use such as getting ready for a wedding and birthdays are accepted. In fact, we'd love for you to share them with us when they're ready!

Objectives:

- To provide a service that takes into account the complex requirements of amateur and professional photographers and production companies in utilizing film locations, the physical resources of the hotel that might be suitable for their requirements, and the interests of the hotel, and in-resident guests and staff.
- To minimize disruption of normal Archway activities.
- To minimize physical damage and movement to furnishings and décor.
- To preserve the reputation and public image of the Archway.

Requests for Photoshoots and Filming:

Please send your requests to info@archwayfishtown.com

The maximum number of guests at any given time are the following. Names of crew members, models and visitors must be provided prior to arrival.

- 1-Bedrooms – no more than 4 guests
- 2-Bedrooms – no more than 8 guests

Policy:

- No film location requests will be approved which seriously disrupt the normal activities of the hotel. • No major set construction or alteration of the rooms will be permitted. Any set decoration must be clearly specified in writing and all areas occupied in connection with the filming must be returned to their normal state.
- The photographer or production company is responsible for maintaining adequate public and employer's liability insurance against accident, injury to its employees and third parties, third party loss, damage and all other risks normally insured against by others carrying on a similar business.

- The photographer or main point of contact must register everyone's name that will be onsite during the photography session.

Fees and Charges:

- Suites will be charged at the usual room rate and accessed between 3PM and 11AM the following day. Should you require a day hire of the room (for example 9AM - 6PM) will incur an additional charge (i.e. 2 nights).
- Based on availability, day hires can be arranged for \$150/hour + tax.
- Independent photo and film shoots (i.e. small start-up brand shoots &/or Instagram/social media shoots) are an additional photo license fee of \$250.00 per room, per day.
- Commercial photo and film shoots are an additional photo license fee \$500.00 - \$1,0000 per room, per day.
- All arrangements, including the full payment of the reservation must be completed at least 7 days prior to the commencement of filming.

Cancellations and Exceeding Time Allocation:

- If the event is cancelled more than 1 week prior to the photoshoot, there is no cancellation fee.
- If cancellation notice is within 1 week prior to the photoshoot, then 100% is payable by the Client.
- If the event runs over the agreed time allocated, an additional hourly fee will be applicable.

Rates & policies subject to change.