



Media Application Form

The Botanic Gardens and Parks Authority (BGPA) manages Kings Park and Botanic Garden and Bold Park in Perth, Western Australia.

All media wishing to film, photograph or record in Kings Park or Bold Park are required to complete and submit this form to bookings@bgpa.wa.gov.au prior to your visit. This will help us in accommodating your request. Please provide all details for your booking. Full disclosure is important to ensure your application is successful.

Your booking is not confirmed until you have received written approval.

Contact details

Media outlet: _____

Contact name(s): _____ Job title: _____

Phone number: _____ Email: _____

Number of persons: _____

Purpose of media visit

Please tick all that apply.

Overlay footage filming

Covering a news event

Still photography

Documentary

Interview

Other, please specify _____

Filming details

Day and date: _____ Time: from _____ to _____

Please provide specific details indicating the location(s) where you would like to be. Filming and photography in the State War Memorial Precinct (including the Flame of Remembrance) require additional written approval from the Returned and Services League of Western Australia (RSLWA).

Location 1: _____ Time: from _____ to _____

Location 2: _____ Time: from _____ to _____

Location 3: _____ Time: from _____ to _____

Purpose and description

Please indicate the purpose of the media visit and a description of what or who is being filmed/photographed.

For more information contact the Bookings Officer:

Kings Park and Botanic Garden
1 Kattidj Close, Kings Park
Western Australia 6005

Phone: (+61 8) 9480 3624
Fax: (+61 8) 9322 5064

Email: bookings@bgpa.wa.gov.au
Website: www.bgpa.wa.gov.au

Do you intend to film, photograph or interview a park representative?

No

Yes. Please specify who _____

Please note if you intend to film, photograph or interview a park representative, prior approval from the BGPA Executive Director is required.

Equipment and infrastructure

To protect the park and its infrastructure, nothing can be staked into the ground, nailed, hung or attached to any structure or tree. Any equipment or furniture must be freestanding and decorations attached to your own furniture only. Candles, lanterns and other open flames are not permitted.

Please provide a list of equipment that will be used.

Special requests

For example: requiring access for a vehicle, need to cordon off an area from the public or to bring in props.

Checklist

All visitors, including media, must adhere to all of the [Terms and Conditions](#) within the *Botanic Gardens and Parks Authority Act 1998*, which include but are not limited to following key Regulations:

- Parking is only permitted in designated bays. Parking is prohibited on footpaths, lawn areas and in No Standing zones.
- Due to the sensitive nature of bushland, please remain on pathways and grassed areas at all times.
- Nothing can be staked into the ground, nailed, hung or attached to any structure or tree. All equipment, furniture and signage must be freestanding and able to be carried to site by hand.
- No political filming is allowed.
- Please treat our memorials with dignity and respect.
- A different booking form is required for [commercial filming](#) (including wedding photography, promotional activities, commercial filming).

Penalties apply for breaching Regulations. Further details of all Regulations and penalties are available on the [BGPA website](#).

Declaration

In submitting this booking application, the organiser accepts the [BGPA Regulations 1999](#) and all Terms and Conditions. Any breach of the conditions or any other relevant law may result in the booking being cancelled immediately. This agreement is not transferable.

Signed: _____ Dated: _____

Please submit this booking form by email to bookings@bgpa.wa.gov.au.

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