

WEDDING PHOTOGRAPHY PERMIT APPLICATION



THE UNIVERSITY OF
MELBOURNE

Please return at least 15 working days before your requested photography session date to:

**Wedding Photography Application
Timetable and Venue Management Office
Old Physics Building
The University of Melbourne, VIC, 3010**

The University of Melbourne has an established practice for allowing wedding photography in the university grounds and without this permission, admission will not be granted. The number of permits issued is limited to a maximum of five 1-hour photography sessions on Saturdays and Sundays between 12noon and 5pm only. No permits will be issued for weekdays, the University Open Day, or days when University conferring ceremonies are scheduled. The University of Melbourne reserves the right to add other dates as necessary to the list of dates when permits will not be issued.

In 2009, permits will not be issued for the following dates: 14th, 21st & 28th March, 23rd May, 8th, 16th & 22nd August and 5th & 19th December.

The dates for the 2010 conferring ceremonies have not currently been set, so we are currently unable to advise the list of dates when permits will not be issued for 2010. These dates will be advised as soon as they are known in early December, 2009.

Permit Fee and possible Fee Waiver

The University of Melbourne has set the fee at **\$200 + 10% GST (total of \$220)** for a 1-hour session. This fee is payable at the time this application form is submitted. For students and staff (past or present) of the University, the fee of \$220 is waived if proof of this status is provided with this application form. Please supply a photocopy of your student/staff card or student results slip.

Application Details

Please enter the date you wish to book for your wedding photography session, under the appropriate day heading. Circle the hour period you wish to book. You may select a second and third preference should the preferred time not be available. In this case, please number your preferences with your first preference as 1, then 2, then 3, etc.

Saturday	Sunday
Date: / / 2009	Date: / / 2009
12 noon to 1pm	12 noon to 1pm
1pm to 2pm	1pm to 2pm
2pm to 3pm	2pm to 3pm
3pm to 4pm	3pm to 4pm
4pm to 5pm	4pm to 5pm

Name of Applicant:		
Address:		Postcode:
Telephone:	Facsimile:	Email:
Name of Photographer/Photography Company:		
Address:		Postcode:
Name of Hire Car Firm:		
Address:		Postcode:

Please attach either payment of \$220 payable to "The University of Melbourne" or proof of your student or staff status (a photocopy of your student/staff card or results) when submitting this form.

Issuing of the Wedding Photography Permit

The University of Melbourne cannot process your application until this form has been satisfactorily filled in and returned with the required permit fee, or proof of your staff or student status. The Timetable, Venue and Conference Management Office will process all completed applications forms within 5 working days of receipt. If your application is successful, you will receive a Wedding Photography Permit, which includes information and conditions under which the permit is issued. If your application is not successful, you will receive a letter, outlining the reasons why a wedding photography permit cannot be issued.

Telephone: +61(3) 8344 4490

Fax: +61(3) 8344 6122

Email: venue-management@unimelb.edu.au

Web: <http://www.services.unimelb.edu.au/venuehire/weddings/index.html>