

# RUPUNUNI DEVELOPMENT COMPANY

## Application for Filming and Photography Permit on Properties of the RDC

*All filming / photography requests are to be submitted at least 20 days prior to the commencement of shoot and confirmed in writing. Late applications and cancellations will be subject to a fee as detailed on the rate sheet. Please note that all filming requests are subject to a USD \$100. non-refundable application fee.*

### Applicant Details

Company: \_\_\_\_\_

Contact name(s): \_\_\_\_\_ Position \_\_\_\_\_

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

Email: \_\_\_\_\_

Telephone: Day time: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

### Type of Production

- Commercial Stills
- Short Film / documentary
- TV Advertisement
- Other, please state \_\_\_\_\_

### Shoot Duration

Proposed Date(s) and timing of filming/photography: \_\_\_\_\_

### Site Logistics & Equipment

Details of equipment that will be used (please supply full details of props, sets, generator {note-no power is available on site} etc \_\_\_\_\_

\_\_\_\_\_

Locations of Proposed Filming / Photographing

\_\_\_\_\_

\_\_\_\_\_

Crew details (please outline cast and crew required for shoot inclusive of TIN or passport number and home address); \_\_\_\_\_

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**Purpose and description**

Please indicate the purpose of the filming/photography and a description of what is being filmed / photographed.

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**Vehicle Access and Details**

Registration No. \_\_\_\_\_ Type: \_\_\_\_\_

**Additional information**

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**Declaration**

I declare that I am authorised to complete this application form on behalf of the Applicant and that the information contained herein is to the best of my knowledge, correct. I acknowledge the Terms and Conditions and agree that by signing this application form I shall render the Applicant legally bound by them in the event that the Filming or Photography Permit is granted by the Rupununi Development Company.

Signed for and on behalf of \_\_\_\_\_  
(Applicant / Production Company name)

Applicant's Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Terms and Conditions  
for the conduct of filming and photography on the properties of the  
Rupununi Development Company Ltd.**

**General Conditions**

1. All requirements of the Rupununi Development Company Regulations must be observed.
2. The Applicant is liable for all costs to rectify any resulting damage to the site, infrastructure, services or fittings. These include but are not limited to roadways, trails, fences; structures, water or irrigation components;
3. The Applicant or its authorised representative is to be on-site at all times during the shoot.
4. The site is available only to the Applicant whose name appears in the Permit. The RDC is to be advised in writing if any of the details on your application or of your occupation of the site change.
5. These Terms and Conditions do not constitute an exclusive right of use of the RDC property. The locations chosen for your shoot can be accessed by authorized personnel of the RDC at any time
6. Permissions are issued for a certain period of time.
7. It is the Applicant's responsibility to ensure the safety of its staff and members of the crew.
8. Additional specific conditions may be imposed and will be advised in a separate attachment to the filming Permit.
9. All sites will be left in a clean and tidy condition.

**Fees and Charges**

10. A non-refundable application fee of USD\$100 is payable upon submission of this application.
11. A fee will be levied for use of the RDC's lands and facilities, in accordance with the current rate card (see Appendix 1). Payment of location fees must be made prior to commencement of the shoot.

**Please ensure that all applications include all relevant information about the shoot so that the RDC can accurately assess its scope. Failure to adequately declare equipment and/or additional crew may result in revocation of the Permit.**

12. If the fees payable are not received by the due date, the RDC reserves the right to make the site available to another hirer.
13. Approval to film is not final until all outstanding fees are paid and a written confirmation issued to the Applicant by the RDC.