

# FILM AND PHOTOSHOOTS



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Nobody conducting business at the CTICC should be stopped in any public areas or walkways during filming or photography on the premises.

## CHEMICALS ON SITE

Only environmentally-friendly chemicals, accompanied by the relevant Material Safety Data Sheet (MSDS), are permitted on the premises. The CTICC must be informed of any chemicals which will be brought on site.

## FITTING & VACATING

All equipment, décor or structures belonging to clients or their suppliers and contractors must be removed directly after a shoot and within the designated time allocation, unless otherwise agreed with the CTICC's management. The fitting-out and vacating of the hired area should only be done with the prior written approval of, and in accordance with, the written instructions and directions of the CTICC.

## FILMING PERMIT REQUIREMENTS

A filming permit is required for all film and photoshoots taking place on the CTICC's property, car parks, roads, and in the Convention Square and surrounds. Approval must be sought before applying for a filming permit. An event permit is not required, and the event by-law does not apply for filming.

## ROAD CLOSURES

Should clients need to use the roads around the CTICC, it is up to the filming organiser to lodge a road closure request as part of the permit application process. Copies of the approved application must be made available to the CTICC, and prior approval must be obtained from the CTICC's Management.

## SAFETY

The organiser must appoint a Safety Officer to oversee the project. Appointments must be in writing and a copy given to the CTICC's management. Safety Officers are appointed under the Occupational Health and Safety Act and Construction Regulations.

## SECURITY SERVICES – INTERNAL

The CTICC provides general security along the perimeter of the building, as well as roaming security within the centre's public areas. It is advisable to arrange security services for your venue, load-in/out, and to secure equipment. This must be done through the CTICC. Other security services, including the hire of close protection and cash-up officers, are available from the CTICC's contracted in-house supplier.

All main entrances and exits within the CTICC are manned by CTICC security staff. Should event organisers wish to use alternative security personnel, this will apply only for hired venues and not for the centre's perimeter.

All independently-contracted security must complete an access request and submit a PSiRA registration certificate seven days before filming takes place.

## MEDICS

A medic must be scheduled for all events including filming. The medic should be registered with the HPCSA and be ILS level. Proof of this registration must be provided prior to filming.

## TEMPORARY STRUCTURES & TENTS

All temporary structures, such as a stage higher than 900 mm, custom stands (higher than 3 m) and tents (bigger than 100 m<sup>2</sup>), must be approved by the CTICC Management. A structural engineering certificate may be needed in certain cases. If so, BDM 11 and BDM 12 appointment letters and a floor plan must be submitted to the City of Cape Town for a Temporary Building Permit.