

# WEDDING PHOTOGRAPHY PERMIT APPLICATION



THE UNIVERSITY OF  
MELBOURNE

Complete this form and email to [venue-management@unimelb.edu.au](mailto:venue-management@unimelb.edu.au) at least 15 working days prior to the permit date.

## Wedding Photography

The University of Melbourne has an established practice for allowing wedding photography on University grounds and admission will not be granted without a permit. The number of permits issued is limited to a maximum of six 1.5-hour photography sessions per day on Saturdays and Sundays between 9am and 6pm only (one permit per 1.5 hour). No permits will be issued for weekdays, the University Open Day or days when University conferring ceremonies are scheduled. The University reserves the right to add other dates as necessary to the list of dates when permits will not be issued.

In 2014, permits will NOT be issued for the following dates: 15 Mar; 2, 3, 9, 16 & 17 Aug; 27 Sep; 6, 7, 13 & 14 Dec.

We are currently unable to advise the dates when permits will not be available in 2015, as conferring ceremony dates in 2015 will not be confirmed until early December 2014.

## Permit Fee

The permit fee is payable at the time of application. A fee of **\$440** (including GST) for external clients and **\$242** (including GST) for current and former staff and students of the University is applicable to each 1.5-hour wedding photography permit. Payment instructions will follow once the date and time are approved.

*Note: Please attach evidence of staff/student status (a photocopy of your staff/student card or academic transcript) when submitting this form.*

## PERMIT DETAILS

Please specify the DAY for the permit:

Please specify the DATE for the permit:

Please specify the preferred TIME for the permit: (up to 3 preferences may be listed). Note the times available are 9am; 10.30am; 12.00pm; 1.30pm; 3.00pm and 4.30pm.

1st Preference:

2nd Preference:

3rd Preference:

## APPLICANT DETAILS

Name:

Address:

Postcode:

Phone:

Mobile:

Fax:

Email:

Former/current student or staff member of The University of Melbourne?:

Photographer/Photography Company:

Address:

Postcode:

Wedding Car Hire Company:

Address:

Postcode:

## Issuing of the Wedding Photography Permit

Incomplete applications will NOT be processed. Complete applications will be processed by the Timetable and Venue Management Office within 3 working days of receipt of payment. Successful applicants will receive a Wedding Photography Permit via email, including information and conditions under which the permit is issued. Unsuccessful applicants will receive an email outlining the reason(s) why the permit cannot be issued.

## Questions?

Contact the Timetable and Venue Management Office:

Email: [venue-management@unimelb.edu.au](mailto:venue-management@unimelb.edu.au) Phone: (03) 8344 4490

Alternatively, visit the venue hire website: <http://services.unimelb.edu.au/venuehire/general/weddings>