



LETTER OF AGREEMENT FILM LOCATION

The following terms and conditions constitute an agreement between CARFAX and the organizer, for filming/ photographing at CARFAX, 39 Gwigwi Mrwebi Street, Newtown Cultural Precinct, Johannesburg.

1. The following areas will be used at the Carfax premises:
.....
.....
2. Pre rig and post production times are as follows (dates):
..... &
3. Occupation will take place on (date) from (time) for a duration of approximately (hours/ days), to be completed by (date and time). If filming/ photographing is not completed by this agreed time, an hourly over-time fee of R 300.00 per hour will be additionally charged to the organiser.
4. The hiring / booking fee (see rate sheet supplied) charged for this production period will be inclusive of the following services and provisions by CARFAX:
 - Venue & toilet facilities
 - Allocated areas for the shoot; namely:
 - Management and cleaning staff (for toilets)
 - If the producer wishes to include the Carfax bar in the shoot, special arrangement, in good time, ought to be made with Carfax Management.
 - Parking on the road outside Carfax is restricted to tenants of the various institutions. All personal vehicles will be parked in an allocated area. All trucks are to be off loaded and parked at the back of he railway when not in use. The Carfax courtyard can only accommodate equipment and catering trucks as an off load point rather than a parking point. i.e. All parking particulars should be very clearly clarified before the time so as not to abuse our neighbors and permanent tenants.
3. It will be the sole responsibility of the organiser to provide:
 - a. All necessary equipment required.
 - b. All necessary props required
 - c. All catering and refreshments for crew, actors and extras.
 - d. The Carfax cash bar can operate after the shoot on request. NO alcohol will be consumed on the CARFAX premises during working periods.
4. CARFAX reserves itself the right to the following, reinforcing it if so found

- necessary at all times :
- a. NO firearms, NO form of weapons, NO drugs, NO elements of the public unsuitable for attendance, will at any time be allowed to enter the premises under the organizer's supervision.
 - b. The RIGHT OF ADMISSION RESERVED rule at all times.
 - c. Supervision of all activity in and around the Carfax venue.
 - d. Erection of any outside equipment to be done in consultation with CARFAX management.
 - e. Charge additional electricity should the usage exceed the property quota reading. This will be determined by Carfax Management. Usually better to use a generator.
 - e. All foodstuff will be served outside as Carfax reserves the right not to keep the venue clear of vermin - associated with catering.
 - f. Respect for private property to be shown at all times.
5. The organizer, will acknowledge and undertake a full term of responsibility, accountability and liability for any damages caused during occupation of the premises, regardless and unconditionally, namely: damages incurred to sound, visual, light, art and/or decorative features in the venue; any damages or injuries sustained by public and/or staff due to an act of negligence and/or abusive behavior by any member of the organizer and respective crew or guests.
 6. The CARFAX fee for hiring of the venue and services rendered, as stated in this agreement is :

Pre rig days: _____	at a cost of: _____
Full Production days: _____	at a cost of: _____
Production times: _____	at a cost of: _____
De rig days: _____	at a cost of: _____

All costs are determined as per rate sheet outline.

Total:

All extra costs incurred during the shoot will be totaled at the close of the shoot and added to the final invoice.

7. Payment:
to AMREED CC t/a CARFAX. The holding cheque will be returned at this A holding cheque to be issued to CARFAX equal to the total cost mentioned in this agreement. The total amount is then payable upon completion of the shoot, point.

We thank you for choosing our venue as a location for this shoot, and we are looking forward to a more regular co-operation with you in the future.

We, the undersigned representing the organizer understand and agree to all terms and conditions hereby stated in this agreement

Signed on the (date) in Johannesburg

On behalf of CARFAX

A M (Sasha) Reed

On behalf of (Organiser)

- Name _____ Signature _____
- Capacity _____
- Address _____
- ID No . _____
- Date _____