

Name:
Company Name
Address:

I refer to.

Photo call on 00/00/00
Ref:
Invoice No.
Location: Iveagh Gardens

• **Permission is granted subject to the following conditions:**

1. The Office of Public Works, Commissioners of Public Works and the Minister for Finance is indemnified against all actions, suits, claims, proceedings, costs or expenses in respect of any loss, accident or damage of any nature to any person or property whatsoever arising out of the granting of this permission. Please send through details of your Public Liability Insurance to the effect of €6.5 million.
2. **OPW National Historic Properties sites cannot be identifiable or associated with any publicity arising out of the granting of permissions for commercial purposes.**
3. No Filming / Photo calls allowed at Cascade (waterfall), Angel Fountains, Entrance gates or outside perimeter footpaths
4. All directions of the Park Superintendent, Park Foreman or her/his authorised representative are complied with.
5. A minimum of three working days notice is required for photo calls / filming
6. All Filming / Photography involving minors in the Park requires prior permission by parents or guardians
7. You will be responsible for making good any damage whatsoever caused to State property arising out of the granting of this permission.
8. You accept responsibility for leaving the areas used in a clean and tidy condition. All litter must be removed.
9. **No undue interference should be caused to other visitors.** All entrances / Paths should be kept free.
10. **No vehicles are permitted** or on their pathways.
11. No balloons permitted
12. No alcohol is permitted in St Stephens Green.
13. Health and Safety measures are to be followed at all times in compliance with the relevant Health and Safety legislation
14. The OPW reserves the right to change any arrangements for this event at any time or to cancel the event without notice and without incurring any liability for any claim of compensation from any individual or group as a result of public health and safety and state business

- **A facility fee will be applicable for use of Iveagh Gardens**

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- **Electronic Funds Transfer (EFT) Only**
- **BANK NAME:** Danske Bank
- **BANK ADDRESS:** 3 Harbourmaster Place, IFSC, Dublin 1.
- **ACCOUNT NAME:** Office of Public Works – EFT Receipts
- **ACCOUNT CURRENCY:** Euro
- **ACCOUNT NO:** 90052841
- **NATIONAL SORT CODE (NSC):** 95 16 78
- **SWIFT CODE/BIC:** DABAIE2D
- **IBAN NO:** IE91DABA95167890052841
- **Email for remittance advice:** receipts@opw.ie and michael.herbert@opw.ie

- Payment must be made within 30 days of receipt of invoice. Future requests will be refused for those companies in arrears.
- Cancellations may be subject to a fee of €50 if a notice is not received within 24 hours of proposed date of shoot.

If you agree to abide by the above conditions, please sign the undertaking below and return it to me as soon as possible.

Yours sincerely,
Michael Herbert

**Office of Public Works
National Historic Properties
Superintendents Office
St Stephens Green Park
Dublin 2
Phone 01-4757816
Fax 01-4755287**

00/00/00

I/We agree to abide by the above conditions

SIGNED: _____

ON BEHALF OF: _____

DATE: _____

- **Conditions must be signed and returned to the Superintendents office by fax / email before commencement of the photo call /event**
- **A signed copy of the conditions must be available for inspection on the day of the photo call / event by an authorised representative of OPW**