

**SUNSTUDIOS**

2020

# PRODUCERS PACK

Melbourne



## Address

**95 Buckhurst Street, South Melbourne, VIC 3205**

## Contact

**Studios Rental / Catering / Set Build / Retail**

melbourne@sunstudiosaustralia.com  
03 8695 9700

## Studio Manager

**David Leyshon**

dave@sunstudiosaustralia.com  
03 8695 9700

## Parking

SUNSTUDIOS Melbourne provides 2 allocated standard car spaces per studio in our on-site car park.

Limited Loading bay parking is available upon request.

Limited street parking is available off site in the streets surrounding the building.

All day parking is available on one side of Buckhurst Street directly in front of the building.

Loading dock access point via Alfred Street for deliveries.

## Reception Deliveries

If you anticipate packages arriving before your shoot date, please give prior notice to the Studios team to ensure these items are stored safely for your shoot. We kindly ask that any items being sent before your shoot are delivered between 8:30am – 5pm and clearly marked with the below information:

- Photographer
- Job Number / Reference
- Shoot Date(s)
- Studio Number
- Full Name & Contact Information



## Police

**South Melbourne Police Station**  
211 Bank Street, South Melbourne VIC 3205  
**Telephone. +61 3 92573800**

## Transport

**Montague St Light Rail Station**  
Corner Montague st and Gladstone Lane, South Melbourne  
(4 min walk)  
**Lines serviced: 109 Tram**

## Hospital

**The Royal Melbourne Hospital**  
300 Grattan Street (corner of Royal Parade)  
Parkville, Victoria 3050 Australia  
**Telephone. +61 3 9342 7000**

## Uber

**Please Pin Pick Up Location To**  
95 Buckhurst Street, South Melbourne, VIC, 3205

## Taxi

**Silver Service**  
Telephone: 03 9088 0445  
Mobile: 0450 665 464

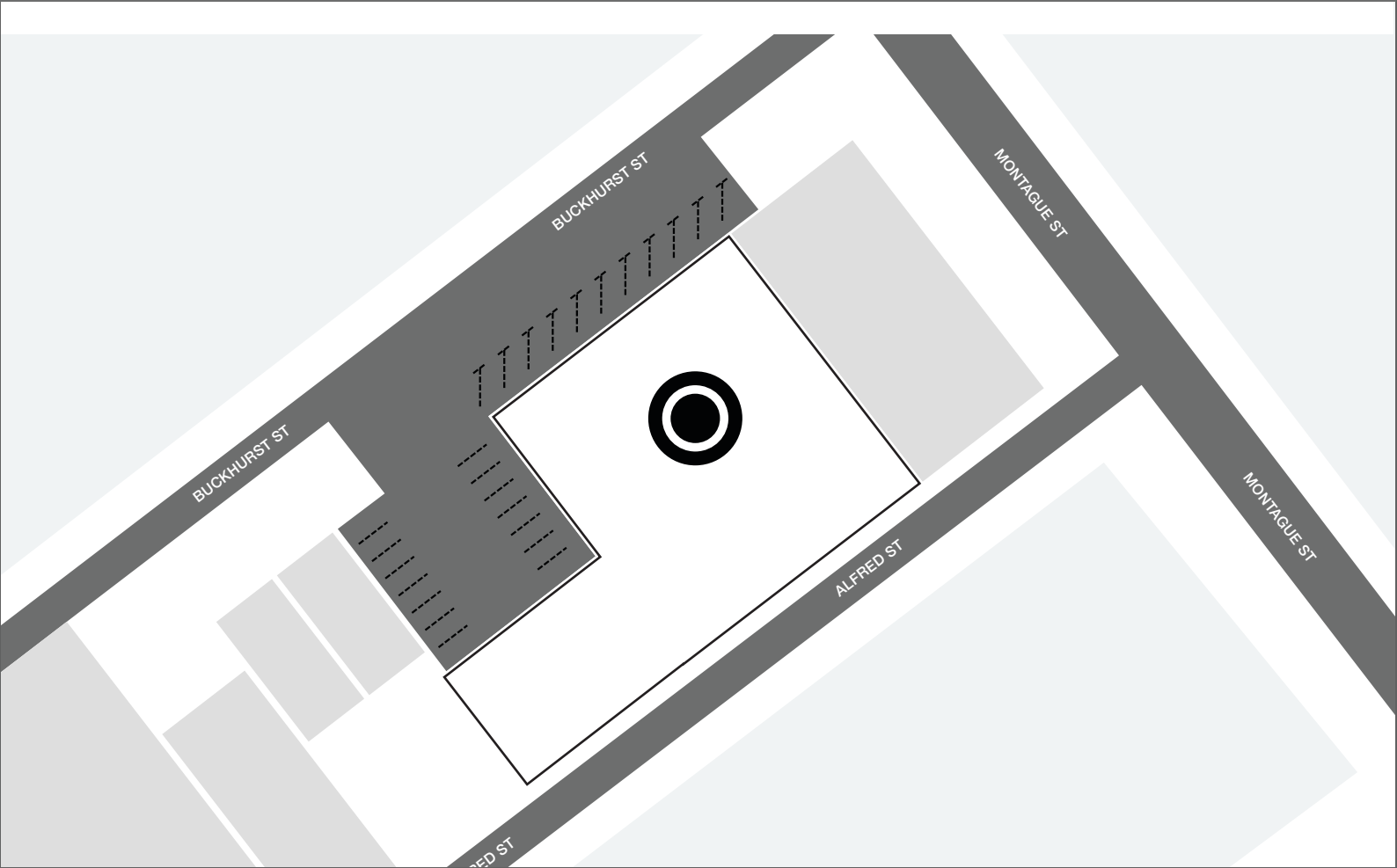
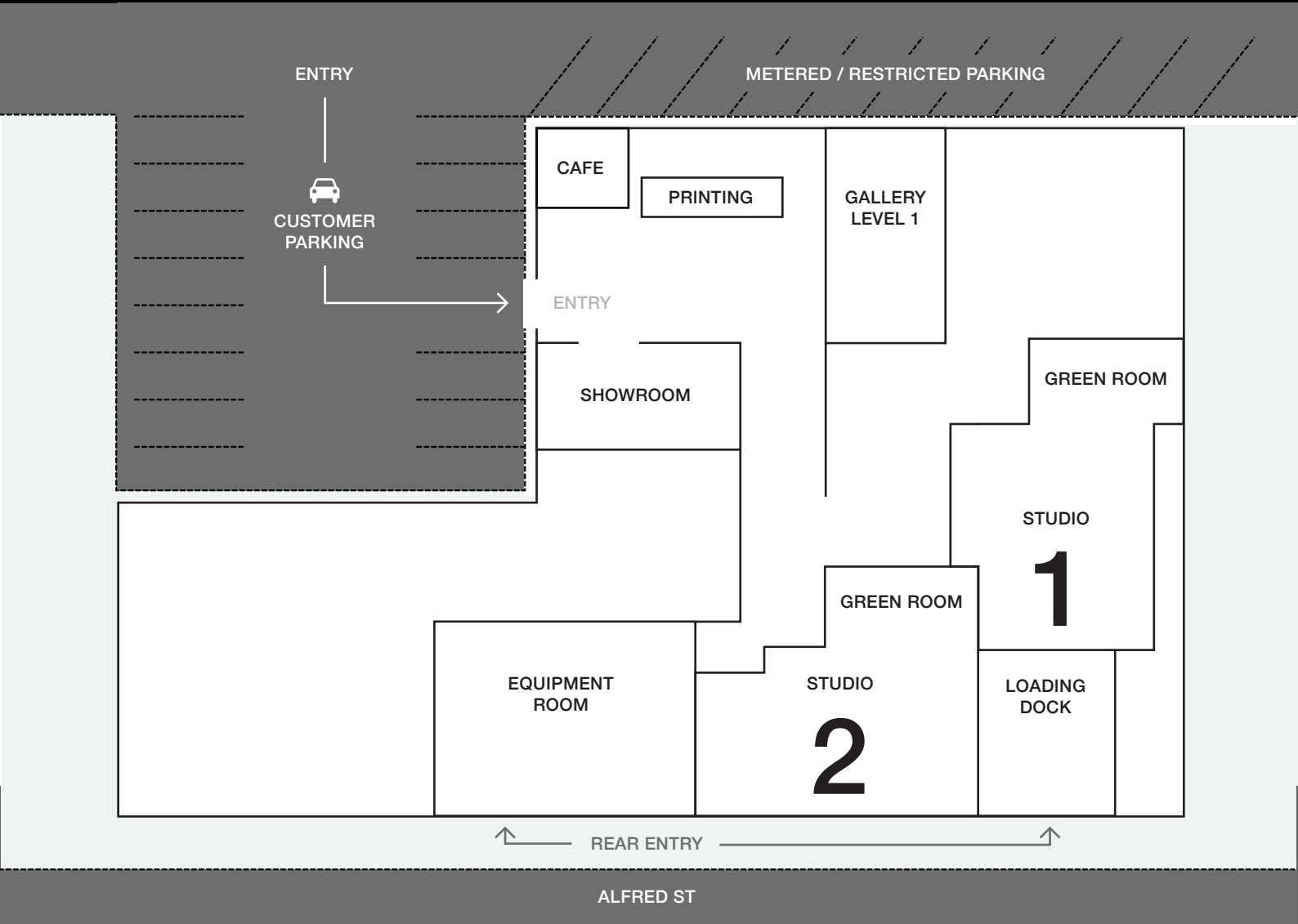
## Airport

**Melbourne Airport (Tullamarine)**

## Supermarket(s)

**Woolworths**  
113 Cecil Street, South Melbourne, VIC, 3205  
(10 min walk, 5 min drive)

**Dan Murphys**  
100 Market Street, South Melbourne, VIC, 3205





At SUNSTUDIOS we care about the safety of your crew and our staff, guests and customers. Please notify the Studios front desk if you need to use any of the following:

- Studio flats, walls, or surfaces
- Burning materials, sparks or open flame
- Glitter/pigment
- Liquids - including water, paint, oil
- Hazardous chemicals
- Ladder/Rigging
- Gas bottles
- Graffiti wall

## ALSO, PLEASE NOTE THE FOLLOWING:

### Cyclorama

Pressure or weight cannot be placed on the curve of the cyclorama.  
**This is a dry area that cannot come in contact with any liquids.**

### Painting

Painting If you require a painted flat, plinth or cyc touch up, please see the front desk to be provided with the necessary tools and drop sheets.

### Your Property

**Please keep an eye on your property at all times.**

**Please see our website for a full list of  
Terms and Conditions.**

We pride ourselves on being a premium facility and appreciate your assistance in maintaining this standard. If you cause damage or leave the studio in an excessively dirty condition, costs may be forwarded on.

sunstudiosaustralia.com  
melbourne@sunstudiosaustralia.com  
03 8695 9700

**SUNSTUDIOS**

# COVID-19

**SUNSTUDIOS COVID-19 PROCEDURES  
STUDIO & SHOOTING GUIDELINES**

# COVID-19

## STUDIO & SHOOTING GUIDELINES

We ask that studio clients keep a ledger of all shoot participants to assist with contact tracing should that be required.

We request a copy of your call sheet (including details of all crew in attendance on shoot day/s). This will be kept on file for 28 days in the event it is required for contact tracing, after which point it will be deleted.

Equipment, backdrops and goods will be placed in studios and disinfected with alcohol-based wipes the night prior to each shoot to keep human contact to a minimum.

Alcohol wipes and hand sanitiser provided in each studio.

Enhanced cleaning procedures for our studios and common areas:  
Daily cleans on surfaces, door handles and furniture with hospital grade disinfectant, in addition to a weekly deep clean via an external contractor.

# COVID-19

While we are open for studio bookings we must still observe social distancing guidelines. Studio capacities are based on studio size.

Where possible, ensure there is not more than 1 person per 2 square metres of floor space.

Our studio team can assist you with the best fit for your booking.

**Studio 1 - 260 sqm**

**Studio 2 - 174 sqm**

Currently a maximum of 20 people are permitted per studio.



# COVID-19

A COVID marshal will be appointed to look after studio clients who will monitor sign in, temperature checking, social distancing and be the point of contact for your booking.

Only one studio will be booked at a time.

## **TOILETS AND COMMON AREAS**

SUNSTUDIOS staff and clients will use ground floor bathrooms.

## **SUN CAFÉ**

The café will be available for studio clients as required with allocated time slots.

In order for us to control visitor numbers, the café will not be open to the public for the remainder of the year.

# COVID-19

## **EQUIPMENT HIRE**

All incoming and outgoing equipment is carefully disinfected with hospital grade cleaner including bag handles and zippers.

Our equipment delivery service is operational with drivers provided with PPE (Gloves, alcohol wipes and hand sanitiser).

Rental vehicles are regularly cleaned with hospital grade disinfectant.

## **SANITISATION STATIONS**

These are set up at the main entrance and all common areas. Their continued usage is highly encouraged.

# COVID-19

## **COFFEE AND CATERING**

Takeaway coffee services are open in Sydney and Melbourne.  
Please use our eftpos facilities as we are unable to accept cash.

## **WHAT YOU CAN DO TO HELP**

Please continue to be vigilant with hygiene practices and be especially mindful of other clients and employees during this time.

Please refrain from coming in if you are unwell or have been in contact with someone who has tested positive for COVID-19.

While working at SUNSTUDIOS please be mindful of social distancing at all times and use floor stickers as a guide.

We are reviewing our approach daily to ensure it is as effective as possible. We will keep you updated with any additional changes as the situation continues to evolve.  
For more information consult the COVID-19 Resource kit.