

LOCATION WORKSHEET

Production Company _____

Title _____

Date _____

Type of Production: Feature TV Series TV Movie Commercial
 Music Video Other

Contact _____

Title _____

Phone _____

Studio/Ad Agency _____

Filming Days Requested: Date _____ Time _____

 Area _____ Int/Ext. _____

Prep/Construction _____

Describe Activity _____

Number of People: Crew _____ Cast _____ Extras _____

Pyrotechnics _____ Stunts _____ Animals _____

Scout: Date _____ Time _____

In Attendance _____

Survey: Date _____ Time _____

In Attendance _____

Fee _____

Approvals _____

Notifications _____

Contract Executed _____

INSERT B

MONITOR CHECKLIST

Production Company: _____ Date of Shoot: _____

Production Title: _____

Monitor: _____

On set today (names):

Location Manager: _____ Craft Service: _____

1st AD: _____ First Aid: _____

Driver Captain: _____ Spec. FX: _____

Fire Safety Officer: _____ Police: _____

Other: _____

Total No. Cast & Crew: _____ Total Vehicles: Prod. _____ Non-Prod. _____

Monitor arrival time: _____ Departure time: _____

_____ Review the location agreement with the location manager, ensuring that compliance with all provisions before allowing vehicles and production personnel into the facility.

_____ Ask to see the applicable municipal permit and confirm any requirements or Restrictions (i.e., fire safety officer, number of police, etc.)

_____ Introduce yourself to the transportation captain and discuss any rules, regulations and agreements pertaining to vehicles operation within the facility or on the grounds. Be sure to address speed limits, vehicle staging area limits, and any other concerns.

_____ Assist in placement of vehicles and equipment on property allowing normal vehicle traffic by tenants and visitors.

_____ Make sure that vehicles and equipment are in safe, non-fire hazard areas. If you have any questions, consult with the fire safety officer if one is present.

_____ Introduce yourself to the 1st and 2nd Ads and advise them that all provisions of the agreement will be adhered to and that any deviations from the agreement must be discussed and approved by you in advance. Any problems you have during the day will be resolved with the 1st AD or his designated representative.

_____ Establish a crew meal area.

_____ Introduce yourself to the craft services person to ensure they know that litter, cigarette butts, etc. are their responsibility and are an ongoing task rather than to be cleaned up when the production has wrapped.

_____ Establish smoking areas and ensure they are equipped with butt cans with approximately 2" of water. Advise the 1st AD that failure to comply with the smoking guidelines will result in termination of the smoking privilege.

_____ Discuss emergency procedures, i.e., injuries, nearest emergency facilities, etc., with the First Aid person assigned to the shoot, if they have one. If not, discuss with the location manager or first AD.

MONITOR CHECKLIST

___ Review all special effects with the fire safety officer and confirm that they are to be done as previously agree upon. Confirm that the permit agrees with the proposed activity. If you have any further questions, call the State Fire Marshal Film Liaison at 818.760.6441.

___ Check all areas of activity, including parking lots and crew meals to ensure they are cleaned up and returned to their original condition at completion of filming.

___ Inspect all areas for any damage and report to the 1st AD.

___ DAMAGE (describe)

Reported to: _____

Title: _____

Action: _____

Comments: _____

Signed: _____

SAMPLE LOCATION CONTRACT

Name of Production: _____

Production Company: _____

Address: _____

_____ Phone: _____

The undersigned as owner and/or agent hereby grants to _____ (hereinafter referred to as "Lessee") the exclusive use of the property and adjacent area located at _____ together with access to and egress from said premises, with its personnel and equipment, for the purpose of erecting and maintaining temporary motion picture sets and structures, and of photographing said property, sets, and structures, and/or recording sound for scenes as lessee may desire.

The undersigned hereby grants to the Lessee, its employees, agents, contractors and suppliers the right to enter and remain upon the property with personnel, equipment, sets and facilities commencing on or about _____ and ending on or about _____. Company presently intends to use the property approximately _____ day(s) for preparation, _____ day(s) for filming, and _____ wrap up (subject to change on account of weather conditions or changes in production schedule).

As compensation for the use of said property, Lessee agrees promptly upon commencement of such initial use to pay the sum of _____ for each shooting day or part thereof on which Lessee makes use of said property. The Lessee shall further pay _____ for each day of dressing or striking. The Lessee may at any time elect not to use the property by giving the owner written notice of such election, in which case neither party shall have any obligation hereunder.

Lessee, its successors, assigns, and licensees, shall own all rights of every kind in and to all photographs and recordings made by it on or about said property and shall have the right to use such photographs and/or recordings in any manner without limitation or restriction of any kind.

Lessee agrees to use reasonable care to prevent damage to said property, and it will indemnify and hold owner harmless from and against any and all damage and liability for injury to or death of persons from damage to or destruction of property of the owner occurring during Lessee's use of said property and caused by Lessee or any of it's employees in the conduct of Lessee's motion picture operations under and pursuant to this agreement, provided, however, that Lessee's liability under this clause shall be limited to the amount of its commercial general liability insurance. In this connection, owner agrees to submit to Lessee in writing, within five days after the term, a detailed listing of all claimed property damage or personal injuries for which Lessee is responsible, and allow Lessee to inspect the property so damaged.

SAMPLE LOCATION CONTRACT

The undersigned warrants that he/she is the owner or the agent for the owner of said property, that he/she is fully authorized to enter into this agreement and has the right to grant Lessee the use of said property and each and all of the rights herein granted. Owner acknowledges that Lessee has described to owner and unusual or unlikely manner in which property may be used by the Lessee, and owner hereby consents to all such uses so described to owner.

Agreed to and accepted including provisions contained in "General Provisions" attached:

By:

Company Representative

Owner and/or Authorized Agent

Printed Name

Printed Name

Title

Address

Date

Phone

Date

ATTACHMENT TO SAMPLE LOCATION CONTRACT

Activities, areas of use, dates and times of filming, will not be modified without express written approval of the manager, owner or designee.

All areas of the property not specifically included in the agreement are off-limits to all cast and crew.

Tenants, public, staff, and visitors will not be restricted except during actual filming unless otherwise agreed.

Areas of production company use are to be kept continually free of trash, litter, etc. and are to be maintained in a safe manner. Cables, dolly track, and other potential hazards are to be shielded. If interiors are permitted, floors and walkways will be protected from excessive dirt or water. Landscaped areas are to be undisturbed unless otherwise agreed.

No personal animals are to be brought on the property.

Circle and initial the items below which apply to this contract:

- Production Company is to furnish own
 electricity trash receptacles sanitary facilities phones
- Locations are to be cleared of all equipment, props and trash and returned to original condition within hours after the completion of filming. Cleanup will be to the owner and/or agent's satisfaction.
- Areas of filming will be cleared of hazards at the end of each day's filming or a set guard will be provided by the production company. This set guard will follow the guidelines set by owner and/or agent.
- No overnight storage of equipment or vehicles.
- No smoking permitted.
- Smoking permitted only in designated areas properly equipped with butt cans.
- No interior filming or activity.
- No activity, including arrival of vehicles and/or personnel, will occur before a.m. or after p.m.
- Crew meal will be set up as follows: _____
- Except as otherwise designated, no food or drink is permitted in the interior of the property.

ATTACHMENT TO SAMPLE LOCATION CONTRACT

____ Parking of vehicles and equipment is as follows:

____ Generator Location _____

____ Production Vehicles Number & Type _____

____ Location _____

____ Other Vehicles Number and Type _____

____ Location _____

____ Any set construction, removal or covering signs, painting, nailing, taping or any alterations to the property are prohibited unless specifically described below:

____ Other:

SAMPLE INSURANCE CERTIFICATE

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 05/19/00	
PRODUCER Insurance Brokerage Address Phone:		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED Name & Address of Production Company		INSURERS AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:				
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	#####	03/23/00	03/23/01	EACH OCCURRENCE	\$ 1000000
					FIRE DAMAGE (Any one fire)	\$ 50000
					MED EXP (Any one person)	\$ 5000
					PERSONAL & ADV INJURY	\$ 1000000
					GENERAL AGGREGATE	\$ 2000000
					PRODUCTS COMP/OP AGG	\$ 1000000
					GEN'L AGGREGATE LIMIT APPLIES PER:	
					POLICY	<input type="checkbox"/>
					PRO-JECT	<input type="checkbox"/>
					LOC	<input type="checkbox"/>
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO						
EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$						
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER						
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
OTHER						
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS CERTIFICATE HOLDER IS AN ADDITIONAL INSURED AS THEIR INTEREST MAY APPEAR WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED. 10 DAY NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM APPLIES.						
CERTIFICATE HOLDER <input checked="" type="checkbox"/>		ADDITIONAL INSURED: INSURER LETTER:		CANCELLATION		
Name & Address of Property Owner				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.		
				Signature of Insurance Agent		