



## LOCATION PHOTO/FILM/VIDEO SHOOT AGREEMENT FORM SALUBRIA

**A property of the Memorial Foundation of the Germanna Colonies in Virginia, Inc.  
(the Germanna Foundation) and listed on the National Register of Historic Places**

Thank you for your interest in historic Salubria as the location for your photography or film/video shoot. Salubria is owned and maintained by the Germanna Foundation, a registered 501-c-3 nonprofit organization, and all fees and donations help maintain this historic property. You can expect an incredible and authentic historic setting for your shoot. However, the preservation of the Salubria property is of primary concern. Such use of the building and grounds may be approved by the Germanna Foundation provided that these guidelines are followed and that uses of photography and/or video materials do not conflict with any legal instrument by which the Germanna Foundation is incorporated as a nonprofit organization or any terms or conditions of any easement(s) on the Salubria property, and provided such use does not detract from Salubria's, or the Germanna Foundation's, public image as determined by the Germanna Foundation. The following guidelines set the parameters within which all photographic and film/video shoots held at Salubria must be conducted.

### **GENERAL GUIDELINES**

Shoots must be approved in advance in writing by the Germanna Foundation using this completed Location Shoot Agreement Form.

A Germanna Foundation representative (staff or volunteer) must be on site at all times during the shoot, and shall have authority to stop the shoot if any of the guidelines or conditions contained in the executed agreement are not adhered to, or in the case of any safety or property damage concerns. Hours of rental must be strictly observed.

All shoots held must conform to common sense and good taste in keeping with the historical nature of Salubria and the Germanna Foundation's mission of historic preservation and education. Shoots that include nude or semi-nude photography or film/video, or any "boudoir" style shoots, or shoots that depict or include graphic or gratuitous violence are prohibited.

Salubria, the Germanna Foundation, and staff, trustees and volunteers thereof, will not be held responsible for any damage, loss or harm to persons or equipment during the shoot.

Use of models, extras and props will be at the expense of the Production House / Agency / Photographer.

No Salubria visitors, Germanna Foundation staff or volunteers, or other members of the general public may be viewed in the shoot material without their prior consent in writing.

The shoot material may only be used for the purpose(s) as described and approved below. No further usage of the material is permitted without the consent of the Germanna Foundation.

Lighting, other photographic equipment, or props may not be erected or used in any manner that could cause damage to Salubria property as determined by the Germanna Foundation in its sole discretion. No smoking is allowed anywhere on the property, including the grounds outside buildings. No tape, other than stage or gaffer's tape, or staples may be used in the house, and no open flames of any kind (including burning of candles) are permitted. No stiletto or spiked high heels or shoes may be worn inside the house. The Photographer/ Production House / Agency shall assume all financial responsibility for any damage or loss to Salubria or other Germanna Foundation property on the site, as a result of, or during, the use of the facilities, and for any personal injury that may occur.

The Photographer/ Production House / Agency must be covered by insurance with a company satisfactory to the Germanna Foundation in an amount not less than \$1,000,000 for bodily injury and \$300,000 for property damage. A certificate of insurance must be provided to the Germanna Foundation before the shoot naming The Memorial Foundation of the Germanna Colonies in Virginia, Inc. as an additional insured party. Failure to do so before or on the day of the shoot will result in cancellation of the shoot and Photographer/Production House/Agency agrees to pay a cancellation fee equal to the amount of the reservation deposit (2 hour minimum fee) in such a case.

A copy of any script must be submitted to the Germanna Foundation Office Manager along with the shooting schedule for film/video productions.

All equipment brought onto the property for the shoot and any and all trash from the shoot must be removed and the site left in an orderly manner at the end of the location use. If the grounds are not left in satisfactory condition, the Photographer/Production House/Agency will be charged an additional fee of \$60 for the staff and volunteer time required to clean up the property.

When applicable, the Photographer/Production House/Agency will credit "Salubria, a historic property of the Germanna Foundation" in its publications, video/film products, online and/or advertisements.

## **PHOTOGRAPHY OR FILM/VIDEO SHOOT DETAILS**

Please complete the information requested below so your location agreement request can be considered.

Production House / Agency / Photographer Name and Address:

Contact Person:

Contact Number & Email:

Shoot type (video or photographic):

Please give a brief description of the purpose and nature of the shoot:

Shoot location(s) (areas within Salubria or on the property you are interested in):

Shoot date(s) and duration (please specify times, including scouting, set-up and takedown):

Number of persons (photographer(s), crew, model(s), etc.) expected on site:

Additional information or requests, if any:

**PUBLICITY OPPORTUNITIES:** Provide a brief description of the publicity opportunities that exist for Salubria and the Germanna Foundation as a result of your shoot. Please indicate whether the Germanna Foundation may use some of your images/video for promotional purposes.

**SHOOT LOCATION FEES:** \$350 for the first two hours and \$125 per hour thereafter is the standard hourly fee for photo shoots, though the Foundation reserves the right to change this fee depending on the nature and duration of the shoot and the potential impact on Foundation staff, volunteers and operations. Any changes will be noted below before execution of this agreement. A deposit in the amount of the 2 hours minimum below is required upon submission of reservation agreement/request. Should your request not be approved, your deposit will be refunded in full.

2 hours (minimum)	\$350
Each additional hour	\$ 125
Additional half hour	\$ 65

Total fee to be charged: \_\_\_\_\_ Deposit: \_\_\_\_350\_\_\_\_

\_\_\_\_\_  
Production House / Agency / Photographer

\_\_\_\_\_  
Germanna Foundation

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*All correspondence should be addressed to:*

The Germanna Foundation  
P.O. Box 279  
Locust Grove, VA 22508-0279  
540-423-1700  
foundation@germanna.org



Physical address of Germanna Foundation: 2062 Germanna Hwy  
Physical address of Salubria: 19173 Salubria Lane, Stevensburg, VA 22741  
Make checks payable to: The Germanna Foundation (call to pay by credit card)