

**HISTORIC GERMANNA LOCATION PHOTO/FILM/VIDEO  
FILM/PHOTOGRAPHY AGREEMENT FORM**

**SALUBRIA, A property of the Memorial Foundation of the Germanna Colonies in  
Virginia, Inc. (Historic Germanna) 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 Historic Germanna, 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. Historic Germanna may approve such use of the building and grounds provided that these guidelines are followed and that uses of photography and/or video materials do not conflict with any legal instrument by which Historic Germanna 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 Historic Germanna's, public image as determined by Historic Germanna. 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 Historic Germanna using this completed Location Shoot Agreement Form.

A Germanna representative (staff or volunteer) must be on-site at all times during the shoot and shall have the 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.

Salubria, Historic Germanna, 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, Historic Germanna staff or volunteers, or other members of the general public may be viewed in the shoot material without their written consent.

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 Historic Germanna. 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 Historic Germanna 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 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 Historic Germanna property on the site because 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 Historic Germanna 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 Historic Germanna 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 the cancellation of the shoot. 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 Historic Germanna, along with the shooting schedule for film/video productions. All equipment brought onto the property for the shoot 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 \$150 for the staff and volunteer time required to clean up the property.

When applicable, the Photographer/Production House/Agency will credit “Salubria, a Historic Germanna Site” 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 Historic Germanna as a result of your shoot. Please indicate whether Historic Germanna may use some of your images/videos for promotional purposes:

---

**SHOOT LOCATION FEES:** Up to 10 people- \$350 for the first two hours and \$125 per hour thereafter.

11-20 people- \$200 per hour with a two-hour minimum.

However, 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 the execution of this agreement.

A deposit in the amount of the 2 hours minimum below is required upon submission of the reservation agreement/request.

Should your request not be approved, your deposit will be refunded in full.

2 hours (minimum) \$350/\$400 Each additional hour \$ 125/\$200

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

Deposit: \_\_\_\_\_

---

Production House / Agency / Photographer

---

Historic Germanna

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

*All correspondence should be addressed to:*

Historic Germanna  
P.O. Box 279  
Locust Grove, VA 22508-0279  
540-423-1700  
[foundation@germanna.org](mailto:foundation@germanna.org)

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