



Preservation Virginia

TERMS AND CONDITIONS FOR FILMING ON PRESERVATION VIRGINIA PROPERTIES

Preservation Virginia will consider cooperating in some film projects and commercial shoots, especially, those of an educational or documentary nature. All projects are reviewed to determine if they are compatible with Preservation Virginia's mission and purpose. If they are not compatible, Preservation Virginia may deny permission to shoot. Preservation Virginia's CEO makes the final determination, in his or her sole discretion, on whether a property of Preservation Virginia can be used as a location for a film or commercial photography project.

These terms and conditions apply to any individual, group, organization, or film or production company (each a "Producer") seeking to use a Preservation Virginia site for commercial or non-commercial filming, videotaping, or still photography. They do not apply to television news crews or public relations filming by individuals or groups.

1. All requests for the use of Preservation Virginia grounds for commercial photography or filming must be submitted in writing to the Director of Interpretation and Collections at least 30 days in advance of the desired shooting dates.
2. The request should include specific dates and locations. Confirmation is also dependent on the approval of the site administration for each property and on location availability due to other previously scheduled events.
3. Preservation Virginia retains the right to review the scripts detailing the subject of the project and how the subject is treated at any time before or during the project. Preservation Virginia agrees to keep the scripts and treatments confidential. Preservation Virginia may deny or discontinue filming or photography based on its review of the scripts or treatments.
4. Prior to filming, a representative from the Producer must walk through the desired location with a Preservation Virginia liaison. Any oral instructions received during or as a result of the walk-through must be followed as a condition to continued authorization to use the Preservation Virginia property for a shoot.
5. A shoot is considered confirmed when a contract presented by Preservation Virginia has been signed by both parties. The Producer must provide proof of insurance that covers damages and other losses to Preservation Virginia's property. The Producer also shall insure against damages to Preservation Virginia property and its furnishings, to crew members and talent while on Preservation Virginia property, and for any damage or loss of equipment stored on site. Preservation Virginia will be named as an additional insured on such insurance policy for purposes of these terms and conditions and the contract. One week prior to the shoot, Preservation Virginia must be in possession of the



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Producer's insurance certificate, and the signed contract. The contract will contain customary provisions regarding the indemnification of Preservation Virginia by the Producer for any damages or losses.

6. No physical or structural changes may be made to either the interior or exterior of the buildings or the grounds. Nothing shall be attached to the walls unless specifically authorized in writing by the Director of Architecture.
7. Priority of Care: Production acknowledges that the Museum's primary mission is the preservation of its historic collections and structures. The safety and preservation of the Museum's objects, artifacts, and historic finishes shall take precedence over Production's activities.
8. Non-Interference: Production shall not touch, move, or alter any museum object, display case, or historic furnishing or architectural building fabric without the express written consent and physical supervision of the Museum's designated Conservation Liaison.
9. Museum Supervision: The Museum will designate a staff member (the "Monitor") to oversee all activities. The Monitor has the absolute authority to halt filming or equipment movement immediately and without penalty to the Museum if, in the Monitor's sole discretion, an action poses a risk to the Premises or Collections. The monitor must be present during all production and filming activities unless otherwise specified by Preservation Virginia.
10. Production must submit a full "Load-In Plan," including equipment weights and dimensions, at least 7 days prior to filming. Use of heavy equipment, dollies, or cranes on historic flooring is prohibited unless protective "plywood paths" or similar measures are approved by Preservation Virginia.
11. Hazardous Materials: The use of fog machines, hazers, fake snow, bubbles, pyrotechnics, or organic materials (e.g., soil, untreated wood, floral arrangements) is strictly prohibited.
12. Lighting Restrictions: Preservation Virginia may reject any lighting equipment deemed detrimental to historic resources. No high-heat lights or UV-emitting sources are permitted near light-sensitive objects (e.g., textiles, paper, paintings) or temperature-sensitive fire monitoring devices.
13. Damage Assessment: In the event of damage to an object or historic finish, the Museum shall have the sole right to select the conservator or contractor for repair. Production shall be liable for the full cost of restoration and any "Loss in Value" as determined by an independent appraiser.
14. There is no eating, drinking, or smoking in the historic houses or other associated buildings. Special arrangements for tents or other facilities should be made prior to scheduled filming.
15. Filming activities will be scheduled for the hours of operation of the property. Prior arrangements must be made if filming is expected to begin before or go past normal hours of operation.
16. Fees for filming and commercial photography will be based on the number of days the property is used for set-up, filming, and clean-up, the time spent by staff members in



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connection with the filming, loss of income during the closing of the property, and the proposed use of the film or photographs.

17. Floors must be protected wherever equipment and production staff work. Grounds also must be protected. Protective floor coverings shall be supplied and installed by the Producer.
18. Security will be the responsibility of the Producer.
19. The Producer shall be responsible for returning the property to its "pre-filming" state. The Producer will be responsible for repairing damage to the structure.
20. The Preservation Virginia contract may contain additional terms and conditions pertaining to the use of Preservation Virginia property and will incorporate these terms and conditions by reference.
21. These terms and conditions do not grant any right to use Preservation Virginia property or obligate Preservation Virginia to enter into a contract with the Producer for use of its property.

*Thank you for your interest in Preservation Virginia's properties.
We welcome your questions and suggestions and looks forward to working with you.*

FILMING AND LOCATION FEES

Location Fee

Preservation Virginia reserves the right to require reimbursement of expenses for staff-time involved in the supervision of the film crew while on location (payable day of site visit to Preservation Virginia). Reimbursement will also include a location fee which will be agreed to in writing by both parties prior to the commencement of the project. The following fee schedule is subject to change.

	For-profit	Non-profit
Rate Per Hour		
Feature Film or Series	\$200+	\$150+
Educational Documentary	\$175+	\$150+
Advertising, other non-editorial use	\$200+	\$150+



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PRODUCTION & CONTACT INFORMATION

Producer: _____

Production Company: _____

Production Liaison: _____

Title of Project: _____

E-mail: _____

Address: _____

Phone: _____

Website: _____

Date of Release: _____

Method of Release: _____

Run of Release: _____

Date of Request

Print Name

Signature