

Historic Deerfield, Inc. (HDI)
Commercial and Educational Film, Video and Photography
QUESTIONNAIRE

Date: ___/___/20___	HDI Staff Contact _____	
Telephone: _____	FAX: _____	Email: _____

Name of Contractor _____	
Contractor's Representative: _____	
Title: _____	
Signature: _____	Date: _____
Address _____	
Telephone _____	Cell/Mobile _____
Fax _____	
Email _____	

Proposed HDI location(s):

Proposed use(s):

If program for TV/Cinema
Program title:

Program description:

Program length:

Cast size and make-up:

Star performers:

Dates/times for access *(please be specific and comprehensive! Include set up/prep time, shooting time, and take down/get out time):*

Crew size and make-up *(including actors/models and support staff):*

Number of vehicles and types *(please attach copies of insurance policies demonstrating coverage through dates of shoot):*

Is HDI expected to provide: utilities, such as electricity?
 facilities such as rest rooms?
 employee time/expertise?

Please list your requests for site alterations *(please be specific and comprehensive):*

Noise/Visual Disturbance? Yes ___ No ___ If yes, please explain

Use of Fire and/or Explosives? Yes ___ No ___ If yes, please explain and identify the individuals/companies responsible for safe implementation thereof and certificates of insurance for same demonstrating coverage in excess of _____ Million

Risk Assessment (*describe and assess any significant risks that you anticipate to people or property and associated remedial measures you will implement, including insurance coverage, to address these risks*):

Controversial or indecent scenes (*please describe*):

Safety arrangements (*describe needs to close property to the public or to otherwise ensure public safety during work and please explain and identify the individuals/companies responsible for safe implementation thereof and certificates of insurance for same demonstrating coverage in excess of _____ Million*):

HDI staff services needed (*not addressed anywhere else in this questionnaire*):

Rights (*describe expectations as to rights to reuse film, video, photography beyond primary use of current commission*):

Will HDI have use of film, video or photography? Yes ___ No ___
If yes, explain type and extent of use

Credits *(describe in detail how HDI could be credited and in what materials and media. Be specific!)*:

Is this credit guaranteed? Yes ___ No ___ Explanation:

Date decision needed:

Please note that Historic Deerfield, Inc. charges a minimum filming fee of \$1,500 per day and requires indemnity and certificates of insurance demonstrating general liability (and, as appropriate, any specific excess) coverage in a commercially reasonable amount which shall name Historic Deerfield, Inc. (including but not limited to its trustees, officers, agents and employees) as an additional insured before any filming or other activity on the Premises. Filming may only take place Monday-Friday, 8:30am –4:30pm unless prior special arrangements are made.

For HDI use only

Describe the impacts of this shoot. Can they be mitigated or remedied?

Describe anticipated disruption to visitors

Are there any impact of lessees of the property (tenants)?

Will there be loss of income as a result of this use?

Will objects, artifacts, etc., need to be temporarily removed from site and stored?

Describe likelihood and extent of free publicity.

Attach certificates of insurance to this form.